



**BANKLINK CLIENT'S TAX RETURN 2011  
RELEVANT INFORMATION REQUIRED**

**BANK RECONCILIATION AS AT 30 JUNE 2011**

Please list any of your un-presented cheques.  
(These are cheques written on or prior to 30 June 2011 and not presented by 30 June 2011)

Chq #	Amount \$

Please list any deposits received but not banked by 30 June 2011

.....  
.....

- Where reply is "YES" please attach supporting information
- 2010/2011 refers to the period from 1 July 2010 to 30 June 2011
- Unless otherwise stated, this checklist refers to events occurring in 2010/2011

<b>WAGE RECONCILIATION AS AT 30 JUNE 2011</b>			<b>ATTACHED</b>
PAYG Payment Summaries for all employees and directors.	<b>NO</b>	<b>YES</b>	
Annual PAYG Payment Summary Statement. (ATO report please send to this office for review and we will post to ATO)	<b>NO</b>	<b>YES</b>	
<b>SUPERANNUATION</b>			
Staff or directors superannuation paid for the full year.	<b>NO</b>	<b>YES</b>	
Any outstanding employee superannuation at 30 June 2011. (June QTR amounts outstanding)	<b>NO</b>	<b>YES</b>	

<b>ACCOUNTS RECEIVABLE/TRADE DEBTORS</b>			<b>ATTACHED</b>
--	--	--	-----------------

30 June 2011 Accounts Receivable (Money you are owed)  
That includes a list of any bad debts that have been written off prior to 30/06/2011.

**NO**      **YES**

Description	Purpose (eg. Materials, fuel)	Amount

<b>ACCOUNTS PAYABLE/TRADE CREDITORS</b>			
---	--	--	--

30 June 2011 Accounts Payable (Money that you owe).  
That includes;

**NO**      **YES**

Name of Supplier	Expense Type	Amount

<b>CASH AND CREDIT CARD TRANSACTIONS</b>			
--	--	--	--

Cash and Credit Card summary report of transactions for the year that  
business expenses that have not been supplied to date. For example Fuel,  
Postage, Stationery.  
Summary of travel expenses

**NO**      **YES**

**NO**      **YES**

<b>NEW EQUIPMENT PURCHASED</b>			
--------------------------------	--	--	--

New equipment purchased during the year (which you have not forwarded  
documents for)  
We will need a copy of the tax invoice which includes:

- Description
- Date of Purchase
- Cost (including components eg. Registration)
- Financed - Copy of all doc's

**NO**      **YES**

<b>FINANCE</b>			<b>ATTACHED</b>
Finance contracts for any leases, hire purchases and chattel mortgages commenced during the year.	<b>NO</b>	<b>YES</b>	
<b>STOCK</b>			
Stock on Hand as at 30 June 2011	<b>NO</b>	<b>YES</b>	
Work in progress as at 30 June 2011	<b>NO</b>	<b>YES</b>	
Livestock count as at 30 June 2011	<b>NO</b>	<b>YES</b>	
<b>OTHER INCOME</b>			
Other business income. This could include trade in of vehicle, sale of equipment or buildings.	<b>NO</b>	<b>YES</b>	
<b>OTHER BUSINESS LOANS</b>			
Full financial year bank statements (if not on banklink)	<b>NO</b>	<b>YES</b>	
<b>BAS RECONCILIATION</b>			
Business Activity Statements if we have not prepared them on your behalf.	<b>NO</b>	<b>YES</b>	
<b>OTHER INVESTMENTS IN THE COMPANY</b>			
<b>BUY/SELL</b> agreements and copies of all dividend statements not previously supplied	<b>NO</b>	<b>YES</b>	
<b>PERSONAL TAXATION RETURNS</b>			
See attached personal checklist	<b>NO</b>	<b>YES</b>	

This checklist is to assist you in providing all the information we require to complete your return in a timely manner.

If you require further assistance with the above checklist please contact Margaret or Sue

Please contact Sue to make an appointment to see Margaret or Norman or post the above information to PO Box 500 Toowong 4066.

**ACCOUNTS RECEIVABLE/TRADE DEBTORS**

30 June 2011 Accounts Receivable (Money you are owed)  
That includes a list of any bad debts that have been written off prior to 30/06/2011.

Description	Purpose (eg. Materials, fuel)	Amount

**ACCOUNTS PAYABLE/TRADE CREDITORS**

30 June 2011 Accounts Payable (Money that you owe).  
That includes;

Name of Supplier	Expense Type	Amount

**CASH AND CREDIT CARD TRANSACTIONS**

Cash and Credit Card summary report of transactions for the year that  
business expenses that have not been supplied to date. For example Fuel,  
Postage, Stationery.  
Summary of travel expenses

**NEW EQUIPMENT PURCHASED**

New equipment purchased during the year (which you have not forwarded  
documents for)  
We will need a copy of the tax invoice which includes:

- Description
- Date of Purchase
- Cost (including components eg. Registration)
- Financed - Copy of all doc's

NO

YES

ATTACHED

NO

YES

NO

YES

NO

YES

NO

YES

<b>FINANCE</b>			<b>ATTACHED</b>
Finance contracts for any leases, hire purchases and chattel mortgages commenced during the year.	<b>NO</b>	<b>YES</b>	
<b>STOCK</b>			
Stock on Hand as at 30 June 2011	<b>NO</b>	<b>YES</b>	
Work in progress as at 30 June 2011	<b>NO</b>	<b>YES</b>	
Livestock count as at 30 June 2011	<b>NO</b>	<b>YES</b>	
<b>OTHER INCOME</b>			
Other business income. This could include trade in of vehicle, sale of equipment or buildings.	<b>NO</b>	<b>YES</b>	
<b>OTHER BUSINESS LOANS</b>			
Full financial year bank statements (if not on banklink)	<b>NO</b>	<b>YES</b>	
<b>BAS RECONCILIATION</b>			
Business Activity Statements if we have not prepared them on your behalf.	<b>NO</b>	<b>YES</b>	
<b>OTHER INVESTMENTS IN THE COMPANY</b>			
BUY/SELL agreements and copies of all dividend statements not previously supplied	<b>NO</b>	<b>YES</b>	
<b>PERSONAL TAXATION RETURNS</b>			
See attached personal checklist	<b>NO</b>	<b>YES</b>	

This checklist is to assist you in providing all the information we require to complete your return in a timely manner.

If you require further assistance with the above checklist please contact Margaret or Sue

Please contact Sue to make an appointment to see Margaret or Norman or post the above information to PO Box 500 Toowong 4066.