

**BUSINESS ENTITIES TAX RETURN 2011
RELEVANT INFORMATION REQUIRED**

The following information is necessary to effectively complete this year's taxation.

Please refer to the checklist below to assist you in forwarding information.

- 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

MYOB/QUICKEN OR OTHER ACCOUNTS PACKAGES	NO	YES	ATTACHED
<p>Forward backed-up copy of the year ended 30 June 2011 accounts via email, CD or USB device. With completed reconciliation reports such as</p> <ul style="list-style-type: none"> • Bank • Accounts Receivable • Accounts Payable • Payroll <p>MYOB USERS</p> <ul style="list-style-type: none"> • Leave current year as is until advised by us. • Only change payroll to 2012 year. 			
BANK STATEMENTS			
<p>Bank Statements as at 30 June 2011 of each trading account Loan Statements 01/07/2010 to 30/06/2011</p>	NO	YES YES	
SPREADSHEETS			
<p>Excel spreadsheets via email or CD (do not scan into PDF file)</p>	NO	YES	
WAGE RECONCILIATION AS AT JUNE 2011			
<p>PAYG Payment Summaries for all employees and directors. Annual PAYG Payment Summary Statement. (Sent/to be sent to ATO)</p>	NO NO	YES YES	

Norman Wicks & Co Pty Ltd

ABN 96 106 187 562

Liability limited by a scheme approved under Professional Standards Legislation

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SUPERANNUATION			ATTACHED
<p>Staff or director's superannuation paid for the full year. Any outstanding employee superannuation as at 30 June 2011 (June QTR amounts outstanding)</p>	NO NO	YES YES	
CASH AND CREDIT CARD TRANSACTIONS			
<p>Cash and Credit Card summary report of transactions for the year that are business expenses that have not been supplied to date. For example Fuel, Summary of travel expenses</p>	NO NO	YES YES	
NEW EQUIPMENT PURCHASED			
<p>New equipment purchased during the year (that you have not forwarded documents for): We will need a copy of the tax invoice which includes:</p> <ul style="list-style-type: none"> • Description • Date of Purchase • Cost (including components eg. Registration) • Financed - Copy of all doc's 	NO	YES	
FINANCE			
<p>Finance contracts for any leases, hire purchases and chattel mortgages commenced during the year.</p>	NO	YES	
STOCK			
<p>Work in Progress as at 30 June 2011 Stock on Hand as at 30 June 2011 Livestock count as at 30 June 2011</p>	NO NO NO	YES YES YES	
OTHER INCOME			
<p>Other business income. This could include trade in of vehicle, sale of equipment or buildings.</p>	NO	YES	

BAS RECONCILIATION			ATTACHED
Business Activity Statements if we have not prepared them on your behalf.	NO	YES	
PERSONAL TAXATION RETURNS			
See attached personal checklist	NO	YES	

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.