



How you can help reduce your accounting fees?

Provide all the relevant information.

Refer to checklist below for assistance.

Business Entities Tax Return Checklist for 2009 "USING MYOB OR QUICKEN"

MYOB USERS

- ❖ Leave current year as is until advised by us.
- ❖ Only change payroll to 2010 year

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

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

MYOB /Quicken or other accounts packages

- A backed-up copy of the year ended 30 June 2009 accounts via email or CD.
With completed reconciliations.
 - Bank
 - Accounts Receivable
 - Accounts Payable
 - Payroll
 - Reconciliation Report (if done)

Bank Statements:

- Copy of Bank Statement as at 30 June 2009 of each trading account used
- ~~Copy of Loan Statements as at 30 June 2009~~

Copy of any excel spreadsheets via email or CD (do not scan into a PDF file).

If you have not Reconciled your Bank Accounts as at 30 June 2009 in your accounting software please forward details when accounts were last reconciled.

- Please list any of your unresented cheques written on or prior to 30 June 2009.
 1.
 2.
 3.
 4.
 5.
 6.
- Please list any deposits received but not banked by 30 June 2009
 - 1.....
 - 2.....

Norman Wicks & Co Pty Ltd

ABN 96 106 187 562

Liability limited by a scheme approved under Professional Standards Legislation

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Wages Reconciliation as at 30 June 2009

- A copy of the PAYG Payment Summaries for all employees
- A Copy of the annual PAYG Payment Summary Statement.

Superannuation

- Details of any outstanding employee superannuation at 30 June 2009

Cash and Credit Card Transactions: (not included in software)

- Summary of details of Cash and Credit Card transactions for the year that are business expenses. For example Fuel, Postage, Stationery.
- Summary of travel expenses

List of new equipment purchased during the financial year.

We will need a copy of the tax invoice which includes

- Description
- Date of Purchase
- Cost
- How Financed

Finance

- A copy of all the finance and purchase contracts for any leases, hire purchases and chattel mortgages commenced during the year.
- Copies of Loan bank Statements not included in the accounts.

Stock

- Details of Stock on Hand as at 30 June 2009.
- Details of work in progress as at 30 June 2009.

Other Income

- Details of any other business income and expenses. This could include trade-in of vehicle, sale of equipment or buildings.

BAS Reconciliation:

- Copies of your Business Activity Statements and your working papers if we have not prepared them on your behalf.

Personal Taxation Returns

- See Individual Checklist.

Please contact Margaret if you require further assistance with the above checklist.

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

Should you need any assistance with MYOB/Quicken please call Margaret.