



# Trevor Wolff & Associates

ABN: 46 289 685 014  
For Taxation & Business Solutions

Phone: (07) 3396 1025  
Fax: (07) 3396 1905  
Email: [admin@wolffaccountants.com.au](mailto:admin@wolffaccountants.com.au)  
Web: [www.wolffaccountants.com.au](http://www.wolffaccountants.com.au)

PO Box 5131  
MANLY QLD 4179  
2/17 Nirimba Street  
MANLY WEST QLD 4179

## **BUSINESS CHECKLIST – 2017**

- Copy of last year's tax assessment
- Tax Office correspondence
- ABN Number
- Copy of BAS, IAS & Annual BAS returns
- ALL** Bank Statements FROM 1 JULY TO 30 JUNE
- Deposit Books & Cheque butts.
- Cash books and/or your accounting on disc, USB or by email
- Barter Card Statements FROM 1 JULY TO 30 JUNE
- Details of Cash income and Cash expenses
- Credit card statements where used for business FROM 1 JULY TO 30 JUNE
  
- List of people and amounts who you owe money to as at 30 June (Creditors)
- List of people and amounts who owe you money as at 30 June (Debtors)
- Details of new business loans, hire purchase, bank loans, leases, chattel mortgages, etc - bring contracts, statements and loan documentation.
- Details of loans or capital contributions made to the business from yourself or others. Loan Agreements relating to these loans.
- Un-banked business moneys and balance of petty cash at 30 June
- Stocktake at 30 June
- Value of work in progress
- Value of stock taken for own use
  
- Details of sales and purchases of Plant, Equipment, Motor Vehicles, etc including finance documents
- Details of petty cash, sundry expenses and out of pocket expenses
- Copy of wages and voluntary payments and PAYG Payment Summary Statement or Electronic Report, reconciliation statements.
- Taxable Payments Annual Report
  
- Motor Vehicle Log Books (a new logbook each 5 years)
- Details of all Motor Vehicles used for business purposes eg: Rego numbers, make and model of vehicle, fuel, lease payments, registration, insurance and repairs for each vehicle, etc.
- Record Odometer reading/Mileage of each business vehicle at 30 June each year.

PTO----



IPA INSTITUTE OF PUBLIC ACCOUNTANTS

*Specialising in:*  
*Personal, Business, Partnership, Company, Trust & Super Fund Returns*



Tax agent  
57118007

- Have you paid the 9.5% Superannuation for your employees, contractors, subcontractors and voluntary agreement workers who are paid an hourly rate? Please phone me or check the Tax Office website - [www.ato.gov.au](http://www.ato.gov.au) - go to Business and scroll down to Decision Tool, if you are not sure if you have to pay it.

Please be aware that if you do not pay the 9.5% Superannuation to your employee's superannuation fund by the 28<sup>th</sup> day after each quarter then the Superannuation is paid to the Tax Office along with an Administration Charge and Interest. If you have to pay to the Tax Office, the Superannuation and additional charges are not tax deductible.

**Reminder: Have you registered for SuperStream?**

***Tax Hint:***

*If you wish additional tax savings this year, calculate and pay your superannuation obligations before 25<sup>th</sup> June so as your payments reach the Superannuation Fund before the end of the financial year.*

- Have you paid your WorkCover premium? (**Please note:** WorkCover is also payable for employed contractors who are working mainly for labour.)
- Are all your business insurance payments up to date?
- List of Bad Debts written off during the year and amounts
- Personal Superannuation Contributions
- If you are working from home, a plan of land and house showing total areas and areas used for business purposes.
- Log books for home use, computer, internet and telephone (keep for 1 month each year).
- Bring in details of any voluntary tax you may have paid to the tax office.
- Any interest paid to the tax office for late payments etc.

If you need any end of year assistance with preparing your group certificates, (now called PAYG Payment Summaries), group reconciliation statements, WorkCover statements etc. please contact me on **3396 1025** or [admin@wolffaccountants.com.au](mailto:admin@wolffaccountants.com.au)

**Remember:**

- ❖ *Pay your Superannuation Guarantee Levy before the 28 July.*
- ❖ *Issue all PAYG payment summaries before 14 July.*

**Tax Hints:**

- ❖ *To reduce your Taxable Income and your account for your income and expenses on a cash basis, pay your accounts before 30<sup>th</sup> June.*
- ❖ *If you have a Tax bill and Superannuation Guarantee to pay and your cashflow won't allow you to pay both, pay your superannuation first as if it is paid late, you could incur non-deductible penalties. If the Tax Office charges you interest on your tax account, this interest is tax deductible.*

\*\*\*\*\*