

**CHECKLIST FOR INFORMATION REQUIRED**  
**FOR THE YEAR ENDED 30 JUNE 2008**

- Details of stock on hand obtained from your stocktake, OR livestock numbers per the attached schedule.
- Motor Vehicle Log Book and Odometer reading as at 30 June 2008 as per the attached schedule.
- A list of debtors and creditors as at 30 June 2008.
- PAYG Payment Summaries (formerly Group Certificates) received from:
  1. Centrelink (these may be for such payments as Exceptional Circumstances, Additional Parenting Allowance or Sickness Benefits etc).
  2. Any other employer.
- Reconciled Cash Book/Backup Disk.  
If a computerised cashbook is used, please print the Bank Reconciliation as at 30 June 2008 and supply it to us along with a disk copy.
- All cheque books used this year.
- Details of all deposits and income not banked ie. cashed cheques etc.
- Details of any income received in June, but not banked until July.
- For all accounts held during the year:
  1. Bank/Agent statements.
  2. Passbooks.
- List details of any items of plant purchased during the year including:
  1. Date Purchased.
  2. Full Price.
  3. Method of purchase (ie. cash, hire purchase, lease or other borrowings).
  4. Details of trade in.
  5. Attach all relevant documentation (ie. Contracts or Agreements).
- List of any plant sold during the year, including sale price.
- Dividend advice for any dividends received during the year.
- Details of all interest earned on investments.
- Breakdown of insurance premiums paid.
- Superannuation questionnaires regarding claiming contributions as allowable deductions.
- Receipts for expenses paid by cash
- If you're net medical expenses for the year are greater than \$1500 (ie. after refunds), a rebate may be available. A statement of expenditure and refunds is available upon application to Medicare and your Health fund.
- Private Health Insurance Statement.
- Copy of Business Activity Statements, Instalment Activity Statements and workpapers.
- Names and Date of Birth for your children.
- Copies of contracts for the buying/selling of capital gain assets.

**LIVESTOCK SCHEDULE**

COULD YOU PLEASE RECORD YOUR LIVESTOCK NUMBERS AS AT 30 JUNE 2008  
FOR TAXATION PURPOSES. THE FOLLOWING RECONCILIATION MAY ASSIST YOU.  
SEPARATE AND ATTACH WITH YOUR RECORDS.

	SHEEP	CATTLE	HORSES	PIGS	OTHER
Stock on Hand 01.07.07	_____	_____	_____	_____	_____
Purchases	_____	_____	_____	_____	_____
Natural Increase	_____	_____	_____	_____	_____
<b>TOTAL "A"</b>	=====	=====	=====	=====	=====
Sales	_____	_____	_____	_____	_____
Deaths	_____	_____	_____	_____	_____
Rations	_____	_____	_____	_____	_____
Stock on Hand 30.06.08	_____	_____	_____	_____	_____
<b>TOTAL "B"</b>	=====	=====	=====	=====	=====
(TOTAL "A" should equal TOTAL "B")					

**MOTOR VEHICLE SCHEDULE**

MOTOR VEHICLE ODOMETRE AS AT 30 JUNE 2008 \_\_\_\_\_ km

LOG BOOK DETAILS

Private \_\_\_\_\_ % or \_\_\_\_\_ km  
 Business \_\_\_\_\_ % or \_\_\_\_\_ km  
 TOTAL 100 % or \_\_\_\_\_ km

Date kept from \_\_\_\_\_ to \_\_\_\_\_