



CLIFTONS – THE BUSINESS SPECIALISTS



2007 Year End Information

To assist us in the timely and accurate preparation of your Financial Statements and Income Tax Returns for the year ended 30 June 2007, we require certain information. Please ensure the details listed below are completed and forward to us with your records.

Accounts Receivable (Debtors) owing to you as at 30 June 2007

Including GST \$..... OR Excluding GST \$.....

Accounts Payable (Creditors) owing by you as at 30 June 2007

This is needed to be split between types of expense to be correctly classified.

Materials:	Including GST	\$ _____	OR	Excluding GST	\$ _____
Purchases:	Including GST	\$ _____	OR	Excluding GST	\$ _____
Telephone:	Including GST	\$ _____	OR	Excluding GST	\$ _____
Fuel:	Including GST	\$ _____	OR	Excluding GST	\$ _____
Repairs:	Including GST	\$ _____	OR	Excluding GST	\$ _____
Contractors:	Including GST	\$ _____	OR	Excluding GST	\$ _____
Rent:	Including GST	\$ _____	OR	Excluding GST	\$ _____
	Including GST	\$ _____	OR	Excluding GST	\$ _____
	Including GST	\$ _____	OR	Excluding GST	\$ _____
	Including GST	\$ _____	OR	Excluding GST	\$ _____
	Including GST	\$ _____	OR	Excluding GST	\$ _____

Stock on Hand

Value of stock purchased for resale held on your premises as at 30 June 2007.

Including GST \$ OR Excluding GST \$

Business Activity Statements (BAS') and Instalment Activity Statement (IAS')

Copies of all BAS' and IAS' lodged with the ATO for the year ended 30 June 2007, including working papers to support the statements lodged. (Not required if we do your BAS).

Motor Vehicle Odometer Readings

Please provide odometer readings for all vehicles as at 30 June 2007.

Rego No.	Vehicle	Odometer
Rego No.	Vehicle	Odometer
Rego No.	Vehicle	Odometer
Rego No.	Vehicle	Odometer
Rego No.	Vehicle	Odometer

Livestock Reconciliation for the year ended 30 June 2007 - (If applicable)

Numbers of livestock for each. Note that the two totals should be the same.

<u>Cattle</u>	Opening Stock	_____	Sales	_____
	Purchases	_____	Deaths	_____
	Natural Increase	_____	Rations	_____
			Closing Stock	_____
	TOTAL	_____	TOTAL	_____
<u>Sheep</u>	Opening Stock	_____	Sales	_____
	Purchases	_____	Deaths	_____
	Natural Increase	_____	Rations	_____
			Closing Stock	_____
	TOTAL	_____	TOTAL	_____
<u>Horses</u>	Opening Stock	_____	Sales	_____
	Purchases	_____	Deaths	_____
	Natural Increase	_____	Rations	_____
			Closing Stock	_____
	TOTAL	_____	TOTAL	_____

Salaries & Wages Payments

Copy of the PAYG Payment Summary Statement for the year ended 30 June 2007 as provided to the ATO for the staff you employed during the year, as well as copies of the individual statements.

Superannuation

Details of superannuation paid for all employees for the year ended 30 June 2007. Include the period the payment was for, and the date the cheque was sent.

Bank Statements & Loan Documents

Copies of all account statements, loan statements and documents for loans commenced for the year ended 30 June 2007, including banks, credit unions and credit providers (eg Esanda). This ensures all claimable interest, borrowing expenses and fees are accounted for.

Plant & Equipment / Assets

Review your assets listed on your 2006 depreciation schedule and make list of any broken or disposed of items. We can then ensure that we claim any balance not yet claimed. Include details of all assets purchased during the year ended 30 June 2007. Please advise also the percentages of use where items are used part for business use and part private use.