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**Business - Tax & Financial Statements Checklist 2017**

Name.....Date.....

**Financial Period:** 1 July 2016 – 30 June 2017

**Details  
Attached  
Y or N/A**

- |    |   |     |   |
|----|---|-----|---|
| 1  | Do you use computer software for your record keeping?   | Yes | Send us a copy of the data ( <b>indicate Software Version &amp; Password if applicable</b> ), and copy of the bank statement showing the balance as at 30 June. Go to 3 |
|    |   | No  | Go to 2   |
| 2  | Do you reconcile your cashbook with the bank statements periodically?   | Yes | Send us the bank reconciliation statements and a copy of the bank statement showing the balance as at 30 June. Go to 3  |
|    |   | No  | Send us copies of the bank statements and summary of the deposits and payments for the year ended 30 June. Go to 3  |
| 3  | Do you use a motor vehicle (MV) for income producing activities?  | Yes | Please complete our 2017 Motor Vehicle Expense Worksheet. Go to 4   |
| 4  | Did you purchase any new assets this year? E.g. plant & equipment, freehold land & buildings, shares & other investments? | Yes | Provide copies of the purchase invoices. Go to 5  |
| 5  | Were any new finance agreements, HP's, leases, or loans entered into during the year?                                     | Yes | Provide copies of contracts, and advise total borrowing costs if applicable. Go to 6  |
| 6. | Did you sell/dispose of any equipment?  | Yes | Please provide details of each sale or disposal, including any motor vehicle trade in documents. Go to 7  |
| 7  | Do you have any employees?  | Yes | Please go to 8a   |
|    |   | No  | Please go to 9  |
| 8a | Have you prepared the PAYG-W summary for your employees?  | Yes | Please provide a copy of the PAYG Payment Summary Statement & PAYG Payment Summaries provided to employees. Go to 8b  |
|    |   | No  | Please send us details of wages paid to all employees (including associated persons and family members) Go to 8b  |

8b	Have you included any current Annual Leave and Long Service Leave entitlements owing to employees (including directors/business owners)?	Yes	Go to 9
		No	Provide a list of amounts owing/days owing to employees (including directors/ business owners). Go to 9
9	Do you make any Superannuation contributions for your employees?	Yes	Go to 10a
		No	This will need to be addressed and discussed further. Go to 11
10 a	Is the amount paid equal to or more than 9.50% of the gross salary of each employee?	Yes	Go to 11
		No	This will need to be addressed and discussed further. Go to 11
11	Have you completed the Annual Workcover Certificate of Rateable Remuneration?	Yes	Provide a copy for our records. Go to 12
		No	Provide the statement to enable completion on your behalf. Go to 12
12	Did you buy or sell any shares or investments?	Yes	Please provide the buy and sell contracts. Go to 13
13	Did you receive any dividends?	Yes	Please provide the dividend notices. Go to 14
14	Do you have any debtors or creditors as at 30 June?	Yes	Please provide a list of debtors and creditors at 30 June 2017. Go to 14a
		No	Go to 15
14 a	Are any of the debtors to be written off, i.e. "Bad" Debts?	Yes	Please list the bad debts to be written off.
		No	Go to 15
15	Do you have an outstanding loan to finance the running of the business?	Yes	Please provide copies of the loan statement for the full year ended 30 June 2017. Go to 16
16	Do you keep stock for resale?	Yes	Please provide the closing stock on hand for the financial year ended 30 June 2017. Go to 17
17	Do you have a summary of the purchases and expenses made for the year?	Yes	Please provide the details of the expenses. Go to 18
		No	Please provide what you have. Go to 18
18	Is there any additional information or abnormal events that occurred during the 2017 financial year?	Yes	Please provide details

**Note : Providing ALL the information requested above (in entirety) will greatly assist us with the timely and efficient processing of your business financial statements.**