



Tax Planning 31st March 2017 Checklist

- ✓ Cashbook or computerised accounts (on disk, thumb drive, via email or dropbox) reconciled to 31 March 2017
- ✓ Value of trade debtors (excluding GST) that owe you as at 31 March 2017
- ✓ Value of trade creditors (excluding GST) that you owe as at 31 March 2017
- ✓ Bank statements as at 31 March 2017, including loan and credit card statements
- ✓ Value of stock on hand (excluding GST) as at 31 March 2017 (please indicate whether valuing at cost, market selling value or replacement price)
- ✓ Details of any new assets purchased (i.e. 03/08/16 Computer \$1500)
- ✓ Any new loan contracts (including any refinancing contracts)
- ✓ Managed fund, trust and dividend distribution (including foreign sourced)
- ✓ Purchase and sale details of property or assets (including shares and overseas assets) that were sold
- ✓ Summary of vehicle expenses, kilometers travelled and log books details
- ✓ Details of superannuation paid
- ✓ Summary of rental property income and expenses
- ✓ Your estimated non business income for the 2017 financial year (including wages, interest, etc.)
- ✓ Estimated income of your spouse
- ✓ Children's date of birth and likely income details if any

Please note as our projections and strategies will be based on the information you supply, it is essential your data is reconciled and accurately maintained. Should you feel this approach will not be sufficient to accurately estimate your likely position, please advise us and we will prepare full interim financial statements.