

BUSINESS CLIENTS

(Company, Partnership, Trust, Sole Trader)

INTRODUCTION:

You have engaged our Firm to complete your Financial Report and Income Tax Return for the Year Ended 30 June 2017.

The Australian Taxation System is based upon voluntary disclosure and self assessment. Notwithstanding this, the Australian Taxation Office (ATO) has access to certain information about all taxpayers through the reporting obligations it places on organisations including, but not limited to, financial institutions, health funds, superannuation funds, employers, other federal government agencies and state government entities.

Scope of Engagement:

We will provide a letter of engagement covering its scope or update that already in place, if required.

Information checklist:

1. Copies of all BAS or IAS Statements – to advise us of any PAYG instalments you have paid during the year. (Not required if we completed these forms)
2. Employer copies of PAYG Payment Summaries issued to employees
3. Valuation of stock on hand or work in progress (Excluding GST)
4. Livestock numbers at year end
5. Debtors at year end (Including GST)
6. Creditors at year end (Including GST). Please provide list of accounts and amounts.
7. Loans – Loan statements showing interest and repayments for the year.
8. New Loans, Hire Purchase and Leasing Arrangements – Documents are required.
9. Depreciable Assets – Details of assets acquired, traded-in and disposed of during the year. NOTE: When depreciable assets were disposed of, these should have been included as sales on your BAS and GST paid to the ATO.
10. Shares and Property – Details of shares and property acquired or sold. The purchase date and price paid are **absolutely necessary**.
11. Rental properties – Details will be required of:
 - a) acquisition date and cost
 - b) address
 - c) income
 - d) expenses
 - e) interest
 - f) prior year capital allowance treatment
 - g) depreciation
 - h) real estate agent statements where they manage the property for you
12. Interest received – Please provide documents which provide the following information for each account:
Name of Bank, Credit Union, Investment Account Type and Number
Tax File Number declared
Amount of interest for 1 July 2016 to 30 June 2017
NOTE: We will compare these details with those recorded by the ATO.

Information checklist (continued):

- 13. Dividends – Dividend Notices for Dividend Reinvestment Plan or payment
- 14. Trust Distributions – Annual Taxation Summary from each Trust
- 15. Primary Producer subsidies – diesel fuel rebates and drought assistance. Please bring in Centrelink Payment Summary if payments received.
- 16. Donations – Name of organisation. Amount donated (Note: that if you received goods or raffle tickets – it is not a donation. When you receive tokens or badges from RSL, Legacy, Cancer Council etc. – these are donations)
- 17. Accounting records – If you do not have cloud accounting or we do not prepare your accounting records, please provide:
 - Back up of computerised accounts (QuickBooks, MYOB) on a memory stick
 - If manual, Cash Book
 - Printed profit and loss and Balance sheet
 - Bank Statements, cheque books, and necessary supporting documentation

NEW CLIENTS:

Please bring –

- 1. Copy of your 2016 Tax Return, assessment and Financial Report
- 2. Your tax file number
- 3. Name and address of previous accountant and fee amount (to claim in 2017)
- 4. HECS / SFFS / CSP statements.

The process we will follow:

- 1. You will be interviewed by an accountant to ensure that all of the relevant income, expense and personal details required by the ATO are recorded.
- 2. Your financial information will be analysed, collated and used to prepare a Financial Report for the business.
- 3. An electronic based income tax return will be prepared.
- 4. The fee for preparation is payable at this time.
- 5. Upon receipt of the fee your income tax return will be lodged electronically.
- 6. Within 30 days (normal ATO processing time) the notice of assessment or statement of account will be mailed directly to the address nominated by you.
- 7. You should confirm that the assessment agrees to our estimate and contact our office if there is a major discrepancy. Processing is on a computer-to-computer basis so the likelihood of variance should be rare.

TIMING:

Please note the processing time for a business income tax return is eight weeks, however this objective may not be met if we receive information from many clients at the same time. Please contact our Practice Manager if your circumstances require urgent preparation and lodgement.

We know that the taxation system is not as simple as we would all prefer.

If there is any aspect of your return that you are unsure of, or the way that the rules apply in your circumstances, please ask the accountant at your interview and/or contact our office to make an appointment. We are happy to explain any matter.

Our concern is to ensure that you receive the best tax result, taking into account all of the obligations that you have, and assessing all of the deductions and offsets available to you.

Australian Privacy Principles: Cardell Accountants is exempt because of its size from compliance with the Privacy Act 1988. However we will not disclose any of your personal information to any third party unless required by law or without your consent.