

## 2022-2023 Tax Planning Checklist

Please keep in mind that because our estimates and plans will be dependent on the information you provide, it is critical that your data be reconciled and kept up to date. If you believe that this strategy will not be enough to accurately forecast your expected position, please advise us and we will generate comprehensive interim financial statements.

For us to create the right tax planning strategy for you, here are the list of things you needed to keep in mind:

|  | Yes/No |
|--|--------|
| 1. Have you reconciled your cashbook or computerised accounts up until 31 March 2023 (on disk, thumb drive, via email, or Dropbox)?  |        |
| 2. Do you know the value of trade debtors (excl. GST) owed to you as at 31 March 2023?   |        |
| 3. Do you know the value of trade creditors (excl. GST) you owed as at 31 March 2023?  |        |
| 4. Do you have your bank statements as at 31 March 2023 including loan and credit card statements?   |        |
| 5. Do you know the value of stock on hand (excl. GST) as at 31 March 2023?<br><i>Note: Please indicate whether valuing at cost, market selling value or replacement price</i>  |        |
| 6. Do you have any new assets?<br><i>Note: If you do, please prepare the details of your new asset/s (type of asset, purchase date, and purchase price)</i>  |        |
| 7. Do you have any new loan contracts (incl. Any refinancing contracts)?<br><i>Note: If you do, please prepare the details of your new loan contracts (amount, contract date, and term loan)</i>                     |        |
| 8. Do you have any managed fund, trust and dividend distribution (including foreign sourced)?  |        |
| 9. Did you purchase or sold any property or assets (including shares and overseas assets)?<br><i>Note: If you did, please prepare the details of the sale transaction (type of asset, sale date, and sale price)</i> |        |
| 10. Do you have a summary of vehicle expenses, kilometers travelled and log books details?   |        |
| 11. Do you have the details of the superannuation paid?  |        |
| 12. Do you have a summary of your rental property income and expenses?   |        |
| 13. Do you have an estimated non-business income for the 2023 financial year (including wages, interest, etc.)   |        |
| 14. Do you know the estimated income of your spouse?   |        |
| 15. Do you have any children?<br><i>Note: If you do, please provide their date of birth and likely income</i>  |        |