



# HHH PARTNERS

2017 MINIMUM RECORDS REQUIREMENT		N/A	Attached	Per Computer File
1	30th June 2017 Bank Statement for each of your accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	All Bank Loan statements for the 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Bank Bill Statements covering 30th June 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Farm management deposit statements showing 30th June 2017 balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Documentation for sale and/or purchase of property made during the 2017 financial year including contracts, solicitor's letters, legal fees and settlement statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Copy of all new leases and asset purchase agreements and respective tax invoices for equipment financed unless provided earlier.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Rental property annual statements provided by your Real Estate Agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Copy of Payment Summaries issued by you to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Copy of Business Insurance Policies unless otherwise provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	2017 Annual Private Health Rebate Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	All Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	If computerised, your data backup reconciled to 30th June 2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Please note the following additional forms may need to be completed. Please click on form you need below: · Debtors Listing · Creditors Listing · Motor Vehicle Speedo Reading · Stock on Hand · Wages Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Bank account details including BSB, account number and account name for income tax refunds. (Please note that the ATO no longer issues refund cheques).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>