

## Small Business Tax Checklist

To assist us in completing your tax return quickly, please bring the following information:

### Income

#### Income from sales &/or the provision of services

Bank statements indicating the nature of each deposit

Reconciled cash book including drawings taken from the business before banking

Debtors listing

#### Banks, Building Societies, Investments & Term Deposit Accounts

Calculate total interest received (provide banks statements)

#### Rental Properties

Provide details of rental income received

#### Share Trading Statements

Provide details of shares bought, sold & held (include purchase price, date of purchase, date of sale, price on sale & costs associated with sale & purchase such as brokerage & stamp duty)

Provide details of any dividends received

#### Disposal of Plant & Property

Provide asset description

Date of purchase, date of sale, purchase price & sale price or nil if disregarded

#### Capital Gains

Details on any other personal or business use assets, acquired since 19/9/85 that were sold in the tax year.

Details on additions/improvements to assets

#### Assessable Government Industry Payments

Details of any Government Industry Payments received

#### Other Income

Bank Statements, receipts, invoices of cash book records of any other income

#### Annual Turnover

Calculate annual turnover. Provide details as necessary.

## Expenses

### Share Trading Statements

Statements for all loans owing by the business, with an end of financial year balance and interest paid,

### Employees

Copies of payment summaries and annual reconciliation statements for salary & wages

Information about contributions on employees behalf relating to superannuation

### Rental Property

Details of all expenditure incurred

Date of purchase of rental property/contract

Rent paid by business

### Motor Vehicles (if used for business purposes)

Expenditure on fuel & oil, registration, insurance, tyres, repairs etc.

Log books

Odometer readings for the first & last date of the financial year

Total business kilometres travelled for the year

Engine size

### Travelling Expenses

Travel diary & other documentation

### Insurance Cover

Details of policy including name of insurance company, premiums payable, cover amount

### Asset Register

List all business assets showing date of purchase, price, description, hire purchase or lease details

### Leased Plant & Motor Vehicles

Detailed list of all plant & motor vehicles leased & expenses for each item including contracts

### Superannuation Contributions

Name of fund, policy number & contributions paid for the owners of the business

### Repairs & Maintenance

Details of any repairs & maintenance carried out to any business assets during the tax year

### Other Expenses

Petty Cash summary, expense items

Insurance premiums paid (outside super)

Documentation on other expenses that you think might be deductible eg Cheque butts, receipts

## Miscellaneous Items

### Bank Account Details (if direct credit of refund required)

Bank, BSB Number, Account Name, Account Number

### Stock

Value of opening stock on hand at 1<sup>st</sup> July

Value of purchases made throughout the year

Value of closing stock on hand at 30<sup>th</sup> June

Value of work in progress at 30<sup>th</sup> June

### Other Balance Sheet

Creditor & debtor details

Information relating to payments to related parties eg loans to family members

### Other

Personal income tax / investment income details

Spouse's income / children's income / investments / interest

Details if business is operating through a family trust

Copies of BAS & calculation sheets

PAYG Instalments