

# Business Taxation Checklist

In order to facilitate the timely completion of your tax return we ask that details of the following items be provided for the financial year 1<sup>st</sup> July to 30 June.

Tick ( if applicable)

## Mandatory Items

- Computer Bookkeeping (back up copy only) with password
- Copy of bank statements (reconciled) as at 30<sup>th</sup> June
- OR
- Cash Book with description of all income and expenses and all bank statements for the full financial year
- Detailed list of Creditors (amounts that you owe)
- Detailed list of Debtors (amounts that others owe you)
- PAYG Payment Summaries
- Interest received from bank and term deposit accounts
- Dividends received ( please attach statements)
- Cheque and receipt books

## Other Items

- Loan Statements
- Documentation of any new loans or financing e.g. equipment or vehicles  
Amount borrowed, term , repayment amount and number of payments
- Details of any assets sold/purchased including purchase date and cost as well as sale date and price. This could include shares, land and buildings or equipment such as motor vehicles
- Motor Vehicles- kms travelled and if kept log books
- Any expenses paid by cash or from non business accounts
- Are there any bad debts that have been written off or should be

# **Business Taxation Checklist continued**

Tick ( if applicable)

**Other Items continued**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Stock take as at 30 <sup>th</sup> June                   |
| <input type="checkbox"/> | Is there any work in process as at 30 <sup>th</sup> June |
| <input type="checkbox"/> | Any travel diaries to support travel claims              |
| <input type="checkbox"/> | Any additional superannuation contributions              |

**For new clients the following may apply**

Tick ( if applicable)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Copy of last years tax returns and financial statements |
| <input type="checkbox"/> | Loan amortisation schedules                             |
| <input type="checkbox"/> | Trust Deeds and Company constitutions                   |

**Please ensure you have ticked where appropriate and return with your information using one of the following options.**

- Deliver to one of our offices
- Email to [admin@conceptaccountants.com.au](mailto:admin@conceptaccountants.com.au)
- Mail to unit 6/ 198-200 Main South Road Morphett Vale SA 5162



