

## 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
- 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

- Government Grants IE: Job keeper / Cash Flow Boost
- 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"/> | Stocktake 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              |
| <input type="checkbox"/> | Property Managers Statement                              |

**For new clients the following may apply**

**Tick ( if applicable)**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Copy of last year's tax returns and financial statements |
| <input type="checkbox"/> | Loan amortisation schedules                              |
| <input type="checkbox"/> | Trust Deeds and Company constitutions                    |
| <input type="checkbox"/> | Copy of Drivers Licence/s of Business Owners             |

**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