

## SMALL BUSINESS CHECKLIST

*If you are in business, you will need to provide us with the following information, where applicable:*

### General

- Bank statements for the whole year
- Manual cashbooks, day sheets or Computerised Accounting (Reckon, MYOB, QuickBooks, Xero etc.) files (except when online or cloud based)

### Loans

- 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 for salaries and wages
- Information relating to super contributions made for each employee and director
- WorkCover Certificate of Remuneration

### Motor Vehicle (if used by business)

- Expenditure on fuel, oil, registration, insurance, repairs etc.
- Log books
- Odometer readings for the first and last date of the financial year
- Total business km's travelled in the financial year

### Travel Expenses

- Travel diary and other documentation

### Insurance

- Details of policy, provider, premiums, amount covered

## Assets

- List all business assets showing date of purchase, price, description, hire purchase or lease details
- Details of any repairs or maintenance to business assets during the tax year
- Any Assets disposed of during the year

## Other items

- Daily Takings/Cash Sheets/Cash on Hand Reconciliation
- Information about other payments to related parties e.g. Loans to family members
- Petty Cash expenditure summary
- Value of Closing Stock at 30<sup>th</sup> June
- Value of Work in Progress at 30<sup>th</sup> June
- Livestock Numbers at 30<sup>th</sup> June (if farming) including Natural Increase & Deaths during the year

## Extra Items (if manual books)

- Invoices/ Sales & Purchases
- Creditors (Accounts Payable) and Debtors (Accounts Receivable)
- Sales & Purchases of Livestock

## Personal/Other

- Bank Statements with total interest received
- Statements of shares purchased, sold or held (with price, date purchased or sold, brokerage/stamp duty)
- Dividend statements
- Details of any assessable Government Industry Payments
- Capital Gains – Details of any other assets acquired on or after 20/09/1985 that were sold in the tax year
- Details of additions/improvements to assets
- Superannuation Contributions (personal) – Name of fund, policy number, contributions paid & acknowledgement of contributions
- Personal income tax/investment details
- Spouse/children income and investment details