

# BUSINESS INCOME TAX RETURNS – CHECKLIST

Please provide the following information for the period 1 July 2020 to 30 June 2021

If you prepare your details on accounting software such as Xero, MYOB or Quickbooks please provide us with online access or a backup file by email. Otherwise we will require the following reports:

	YES	N/A
• Detailed general ledger printout	<input type="checkbox"/>	<input type="checkbox"/>
• Summarised general ledger printout	<input type="checkbox"/>	<input type="checkbox"/>
• Bank statements (if not reconciled)	<input type="checkbox"/>	<input type="checkbox"/>
• Copy of bank statement as at 30 June (if bank account reconciled)	<input type="checkbox"/>	<input type="checkbox"/>
• Trial balance	<input type="checkbox"/>	<input type="checkbox"/>
• Profit and loss and balance sheet as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
• Reconciliation of accounts payable (creditors)	<input type="checkbox"/>	<input type="checkbox"/>
• Reconciliation of accounts receivable (debtors)	<input type="checkbox"/>	<input type="checkbox"/>
• Bank reconciliation as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>
• Payroll activity summary	<input type="checkbox"/>	<input type="checkbox"/>

Please check these printouts prior to giving them to us to ensure that the reports are reconciled.

If you don't use accounting software to prepare your business records, we will require:

• Manual cash books/computer records/record of income and expenses	<input type="checkbox"/>	<input type="checkbox"/>
• Bank reconciliation statement	<input type="checkbox"/>	<input type="checkbox"/>
• Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
• A schedule of all debtors (money owed to you) as at 30 June, including details of all bad debts, the amount of debtors should include any amounts owing for goods on lay-by.	<input type="checkbox"/>	<input type="checkbox"/>
• A schedule of all creditors (money owed by you) as at 30 June. We will require details of the amount owing for each category of expense. This includes wages, PAYGW and payroll tax due at that date together with an estimate of any accrued holiday pay.	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any deposits which are not sales	<input type="checkbox"/>	<input type="checkbox"/>
• Bank statements for loans showing interest and bank charges	<input type="checkbox"/>	<input type="checkbox"/>

It is of considerable assistance to this firm and a cost benefit to you if your records can be analyzed, added and reconciled to the bank statements prior to presentation.

Other details required (if applicable)

• Stock on hand at 30 June, valued at the lower of cost, or net releasable value. (excluding GST) If your trading stock did not change in value over the tax year by more than \$5,000 you can include the same stock value as last year	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any plant or motor vehicles disposed of or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of payment summaries and taxable payments annual report	<input type="checkbox"/>	<input type="checkbox"/>
• Odometer readings at the beginning and end of the year for all the vehicles	<input type="checkbox"/>	<input type="checkbox"/>

Plant or motor vehicle acquisitions during the year including:

• Trade in values	<input type="checkbox"/>	<input type="checkbox"/>
• Hire purchase details	<input type="checkbox"/>	<input type="checkbox"/>
• Loan contract details and bank statements	<input type="checkbox"/>	<input type="checkbox"/>

Where a business was purchased or sold during the period we will require:

• Offer and acceptance form for the purchase and or sale of the business	<input type="checkbox"/>	<input type="checkbox"/>
• Settlement statements	<input type="checkbox"/>	<input type="checkbox"/>
• Plant & equipment list	<input type="checkbox"/>	<input type="checkbox"/>
• New loan/discharge details	<input type="checkbox"/>	<input type="checkbox"/>