



Friendly Service from
Professionals who care

TAX RETURN REQUIREMENTS - BUSINESS

- | | | |
|-----|----------------------------|--|
| 1. | A.B.N. | bring details of ABN/GST registration if new to this practice |
| 2. | BAS/IAS | copies of self lodged Business or Income Activity Statements |
| 3. | CHEQUE BOOKS: | for the financial year 1 July to 30 June |
| 4. | DEPOSIT BOOKS: | for the financial year 1 July to 30 June |
| 5. | BANK STATEMENTS: | for all accounts in business names, including loan statements |
| 6. | CASH/CREDIT CARD EXPENSES: | list all payments made with personal funds identify business expenses on credit card statements |
| 7. | CASH BOOK: | if income and expenses are recorded in a cash book. |
| 8. | NEW ASSETS: | including invoice, loan / lease agreements if any, and date paid. |
| 9. | SALE OF ASSETS: | include assets sold, trade-ins, amounts received /dates banked. |
| 10. | PERIODIC PAYMENTS: | mark details of any periodic payments on bank statements |
| 11. | SPECIAL DEPOSITS: | mark any injection of personal funds on bank statements. |
| 12. | PETTY CASH: | breakdown of petty cash expenditure |
| 13. | STOCK | summary of all stock on hand at cost price at 30 June |
| 14. | TRADE DEBTORS/ CREDITORS: | list of amounts owed by you, and owed to you as at 30 June |
| 15. | WAGES / SUPER | All records of wages, contractors payments & superannuation |
| 16. | INSURANCES | a detailed list of policies, their purpose, and premiums paid |
| 17. | TRAVEL EXPENSES: | details of claim, including itinerary, list of expenses etc |
| 18. | SOFTWARE BACK-UP | Quickbooks/MYOB/other software, provide disc/USB back-up |
| 19. | SOFTWARE PRINTOUT | Print reports: Trial Balance, Profit and Loss, and Balance Sheet |
| 20. | PAST YEAR RECORDS | provide copy of last years financial statements / tax returns. |
-

Liability limited by a Scheme approved under Professional Standards Legislation.