

## Business End of Year Checklist

To assist with the completion of your Financial Statements and Tax Return for the year ended 30 June 20\_\_\_\_ please find below a list of items we will require.

Completeness of the information requested will greatly assist in the progress of our services.

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Business Records

Back-up/Access to data file;

Software (and version if applicable): \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

(not required if on Xero or Quickbooks)

Bank account statements (all accounts) as at 30 June

Receipts and finance details of any new plant and equipment purchased;

Loan statements for loans not included in your data file;

Value of stock on hand at 30 June: \_\_\_\_\_

Log books for any partly personal motor vehicles;

### Personal Records

Bank account details if they have changed since the previous year;

Interest, dividend and managed fund income details;

Purchase and sale documents of assets (including shares, property, managed funds);

Rental property income and expense details (and receipts);

Superannuation contribution acknowledgement from Super Fund;

Copies of receipts for work-related expenses, including union fees, donations, uniform, motor vehicle, working from home and invoice protection insurance;

Any other information which you believe may be relevant in assisting us to prepare your tax return.

To assist with keeping our database up to date, please confirm the following:

Address: \_\_\_\_\_  
 \_\_\_\_\_

Mobile number: \_\_\_\_\_

Home number: \_\_\_\_\_ Work number: \_\_\_\_\_

Email address: \_\_\_\_\_