

Small Business Tax Return Checklist

When you come in to see us at tax-time, please bring the following items to assist us in completing your tax return quickly.

INCOME

Income from sales and / or the provision of services

- Bank statements indicating the nature of each deposit
- Reconciled cashbook including drawings taken from the business before banking
- Debtors listing

Banks, building societies, investments and term deposit accounts

- Bank statements with total interest received

Share trading statements

- Statements of shares purchased, sold or held (with price, dates purchased or sold, brokerage/ stamp duty)
- Dividend statements

Disposal of plant and property

- Provide asset description
- Dates and values of purchase and sale

Capital gains

- Details of any other personal or business assets acquired on or after 20/09/85 that were sold in the tax year
- Details of additions / improvements to assets

Assessable Government & Other Payments

- Details of any assessable Government Industry Payments

Other Income

- Bank statements, receipts, invoices, cash book records of any other income

Annual turnover

- Calculate annual turnover – provide details as necessary

EXPENSES

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

Motor vehicles (if used by business)

- Expenditure on fuel, oil, registration, repairs, etc
- Log books
- Odometer readings for the first and last date of the financial year
- Total business km for financial year
- Engine size

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

Leased plant and motor vehicles

- Detailed list of all plant and motor vehicles leased and expenses for each including contracts

Superannuation contributions

- Name of fund, policy number, contributions paid on behalf of each of the owners of the business

Other expenses

- Petty cash expenditure summary, expense items
- Documentation of other items you think might be deductible – cheque butts, receipts

OTHER ITEMS

- Bank statement with BSB number, account name and account number
- Value of opening stock on hand at 1 July and closing stock at 30 June
- Invoices showing value of purchases made throughout the year
- Value of work in progress at 30 June
- Creditor and debtor details
- Information about payments to related parties e.g. loans to family members
- Personal income tax/ investment details
- Spouse / children income and investment details