

2020 BUSINESS CHECKLIST

We have provided you with this checklist to assist in gathering all your information for us to complete the 30 June 2020 income tax return and financial statements.

Please return the completed checklist with the required information (not original documentation - copies only) to our office or via email.

Information Required	Information Provided	Not Applicable
Computerised Accounts		
1.0 Computerised Accounts, please provide: <i>(See our detailed checklist on computerised requirements)</i>		
1.1 MYOB, QuickBooks, Quicken: Data file (on USB, CD or email) NOTE: please give detail of the version the file was created in (i.e. MYOB AccountRight 2020.1 etc.) Ensure you have provided us with your username & password XERO & MYOB Live: Ensure that we have been granted access to your data file Other computerised packages: Profit & Loss, Balance Sheet, Trial Balance, Bank Reconciliation, Debtors ledger, Creditors Ledger and detailed General Ledger report.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Assets		
2.0 Bank Statements (include every page for the year) Cheque Account <i>Please provide the statement as at 30 June 2020.</i> <i>If you do not have a computerised system, please summarise the full year cheque account transactions in an excel spreadsheet including the date, details of the transaction, amount as well and details of GST paid and received.</i> Loan Statements (include every page for the year) Other (e.g. cash management, saving, share trading accounts)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.1 Term deposits Please provide the bank statements showing interest earned and balance of the term deposit as at 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Purchase and Sale of Assets (e.g. Motor Vehicles/ Equipment) Please provide documents to support the details for: <ul style="list-style-type: none"> • Purchase price / sale price • GST • Finance (if applicable) • Asset trade-ins (if applicable) 	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Value of Stock on Hand/Work in Progress at 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Purchase and Sale of Investments/shares Purchase and sale details of assets purchased/sold during the year, including all documentation (statements of shares purchased, sold or held with prices, dates purchased or sold, brokerage/ stamp duty).	<input type="checkbox"/>	<input type="checkbox"/>
Liabilities		
3.0 Copies of all new finance/loan agreements (including Hire Purchase, Chattel Mortgage) Including borrowing amount, fees, repayments and terms Details of any payouts during the year	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3.1 Bank Statements for loan (include every page for the year)	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Account payable/ creditor reports As at 30 June 2020 with creditor's name and total amount owing (including GST)	<input type="checkbox"/>	<input type="checkbox"/>

Information Required		Information Provided	Not Applicable
Income			
4.0	Assessable Government payments Details of any government payments or grants received that are assessable	<input type="checkbox"/>	<input type="checkbox"/>
4.1	Dividend statements/ Annual tax statements from investments	<input type="checkbox"/>	<input type="checkbox"/>
Expenses			
5.0	Motor Vehicle Expenses Ensure all petrol, registration, insurance, maintenance costs, leasing or hire purchase expenses have been recorded. Please provide a copy of your log book if applicable. <i>Note: Logbooks prepared in the 2014/15 year or earlier are no longer valid.</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5.1	Insurance Policies Copies of insurance policy tax invoices for premiums paid during the year and the finance agreements (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
5.2	PAYG Payment Summary Statement Provide a copy of the summary statement and individual payment summaries provided to employees	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Superannuation Details of additional superannuation payments paid on behalf of the business owners including payment dates, amounts, superfund names	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Payroll Tax Copies of payroll tax annual reconciliation if applicable	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Other Expenses Break-up of all business-related credit card/cash expenditure (if they were not in your Xero/MYOB/Quicken)	<input type="checkbox"/>	<input type="checkbox"/>
Other			
6.0	Any other information or significant events which you think may be relevant.	<input type="checkbox"/>	<input type="checkbox"/>
6.1	*** THE ATO NO LONGER ISSUES REFUNDS VIA CHEQUE. PLEASE PROVIDE EFT DETAILS TO ENABLE YOUR REFUND TO BE PROCESSED. BSB: _____ Account Number: _____ Account Name: _____	<input type="checkbox"/>	<input type="checkbox"/>