

2016 Business Owners Checklist

1	Did you use computer software for your record keeping?	If yes please send us a print out of your Trial Balance, General Ledger, Profit & Loss and Balance Sheet as at 30 th June 2016
2	Did you use a cashbook for your record keeping?	If yes please send us your cashbook, any bank reconciliations and a copy of the bank statements for the last financial year
3	If you did not use either of the above methods of record keeping please send us your invoices, bank statements, deposit slips, cheque books and expense receipts for the last financial year.	
4	Did you buy business assets costing more than \$100 for each item?	If yes please provide all details including date of purchase and any related loan documents to fund the purchase/s
5	Did you dispose of any business assets during the last financial year?	If yes please provide all details of the disposal including the method of disposal (sale, trade-in, scraped), date of disposal and the payout or any related loan
6	Did you have Debtors or Creditors as at 30 June 2016?	If yes please provide a list of Debtors and Creditors at 30 June 2016
7	Did you have any employees?	If yes please provide a copy of the Annual PAYG Payment Summary Statement and copies of each employee's PAYG Payment Summary
8	Did you use a Motor Vehicle/s for income producing purposes?	If yes please provide a summary of Motor Vehicle expenses (if not included at 1 or 2 above) and copies of all logbooks and KM's records
9	Did you make Superannuation Contributions for your employees?	If yes please supply all records, including dates you remitted superannuation to the employees fund/s

10	Did you buy or sell any shares or investments?	If yes please provide all buy and sell contracts
11	Did you receive any interest or dividend income?	If yes please provide all relevant bank statements and all dividend statements
12	Did you at any time in the last financial year have a business loan?	If yes please provide all relevant loan statements for the financial year If you refinanced any loan during the year or obtained new finance please provide all loan agreements
13	Did you provide any Fringe Benefits to your employees?	If yes please provide all details
14	Did you keep stock for resale?	If yes please provide the opening and closing stock figures for the year and advise method used to calculate those figures
15	Did you make a contribution to your superannuation fund during the financial year?	Please provide all relevant details including amounts paid, dates paid, fund details and paperwork from your fund to acknowledge your intention to claim a tax deduction for the payments
16	Is 80% of your business's income from one source?	Please advise yes or no so we can discuss

Dated the day of20.....

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Signature of business owner

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Name (print)

NB: This checklist is designed to be accompanied by our Individual Checklist in order for us to complete your Income Tax Returns.