

2021 Business Owners Checklist

1	Did you use computer software for your record keeping?	<p>If yes but not online, please send us a print-out of your Trial Balance, General Ledger, Profit & Loss and Balance Sheet as at 30th June 2021</p> <p>If online software, please ensure we have access to the file</p>
2	Did you use a cashbook (manual or electronic) 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, scrapped), date of disposal and the payout or any related loan
6	Did you have Debtors or Creditors as at 30 June 2021?	If yes, please provide a list of Debtors and Creditors at 30 June 2021
7	Did you have any employees?	If yes, please ensure we have access to your Payroll Data including your Annual PAYG Payment Summary Statement and copies of each employee's PAYG Payment Summary or STP Reconciliation Reports. Have you Finalised your Payroll with the ATO.
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 employee/s fund/s through the relevant super clearing house
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
17	Did you receive any Government Subsidies, Grants, Bonuses, Rebates or Payments	If yes, please provide all relevant details and documentation

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