

# ANNUAL BUSINESS TAX & FINANCIAL STATEMENTS CHECKLIST



To assist us in completing your Financial Statements and Business Income Tax Return, please complete the following checklist and return to us together with the selected items

## SOURCE ACCOUNTING SOFTWARE:

- Copy of your 30 June reconciled data file
- Login and password details [where applicable]
- If online cloud software is used, confirmation that file is complete, ready for our review and action.

## SOURCE DOCUMENTS - ASSETS:

- Copy of the 30 June Bank Statements(s)
- Copy of Debtors Listing at 30 June
- Details of an assets purchased or sold during the year, including a copy of the invoice(s)
- Details [including value] of stock on hand at 30 June
- Details of any provisions at 30 June

## SOURCE DOCUMENTS - LIABILITIES:

- Copy of Creditors listing at 30 June
- Copy of Hire Purchase Agreement(s)
- Copy of Lease Agreement(s)
- Copy of Chattel Mortgage(s)
- Copy of Bank Loan statements for the entire year
- Details of any provisions at 30 June

## SOURCE DOCUMENTS – INCOME & EXPENSES:

- Details of any bad debts written off during the year
- Details of any legal fees paid during the year
- Details of any borrowing costs paid during the year
- Copy of ATO Payment Summaries for salary and wage amounts paid

## SOURCE DOCUMENTS - OTHER:

- Copies of Business Activity Statements lodged during the year

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SIGNATURE

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DATE

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NAME (Print)