

BUSINESS CHECKLIST

If you maintain cash books or a computerised accounting system please provide the following -

- | | |
|---|--|
| <input type="checkbox"/> Cash books or computer generated reports | <input type="checkbox"/> Other amounts payable
eg. Wages, PAYGW, Workcover, electricity, telephone, etc |
| <input type="checkbox"/> Bank reconciliation (if available) | <input type="checkbox"/> Amounts prepaid
eg. rent, insurance (note period covered) |
| <input type="checkbox"/> Bank statements for all accounts | <input type="checkbox"/> Plant, vehicles or equipment purchased or sold during
(date and \$ amount required) |
| <input type="checkbox"/> List of expenses paid out of private accounts
and those paid by cash | <input type="checkbox"/> Lease / hire purchase agreements on any new
plant or motor vehicles |
| <input type="checkbox"/> List of amounts of business income not
banked in business account | <input type="checkbox"/> Holiday pay / long service leave owing
(if applicable) |
| <input type="checkbox"/> PAYG Payment Summary (if applicable) | <input type="checkbox"/> Loan account statements for the period
(if applicable) |
| <input type="checkbox"/> BAS (Business Activity Statements) | <input type="checkbox"/> Capital gains information - contract or settlement
statements for sale / purchase of property or shares
and other investments |
| <input type="checkbox"/> Stock on hand (if applicable) | |
| <input type="checkbox"/> List of amounts receivable from trade debtors
(aged listing if available) | |
| <input type="checkbox"/> List of amounts payable to trade creditors | |

OR

If you do not maintain cash books or a computerised accounting system please provide the following -

- | | |
|---|--|
| <input type="checkbox"/> Cheque Books (if applicable) | <input type="checkbox"/> Other amounts payable
eg. wages, PAYGW, Workcover, electricity, telephone, etc |
| <input type="checkbox"/> Deposit Books (if applicable) | <input type="checkbox"/> Amounts prepaid
eg. rent, insurance (note period covered) |
| <input type="checkbox"/> Bank statements for all accounts | <input type="checkbox"/> Stock on hand (if applicable) |
| <input type="checkbox"/> Clearly mark all deposits and cheques
which are not income or business expenses | <input type="checkbox"/> Plant, vehicles or equipment purchased or sold
(date and \$ amount required) |
| <input type="checkbox"/> List of expenses paid out of private accounts
and those paid by cash | <input type="checkbox"/> Lease / hire purchase agreements on any new
plant or motor vehicles |
| <input type="checkbox"/> List of amounts of business income not
banked in business account | <input type="checkbox"/> Holiday pay / long service leave owing
(if applicable) |
| <input type="checkbox"/> PAYG Payment Summary (if applicable) | <input type="checkbox"/> Loan account statements for the period
(if applicable) |
| <input type="checkbox"/> BAS (Business Activity Statements) | <input type="checkbox"/> Capital gains information - contract or settlement
statements for sale / purchase of properties or shares
and other investments |
| <input type="checkbox"/> List of amounts receivable from trade debtors
(aged listing if available) | |
| <input type="checkbox"/> List of amounts payable to trade creditors | |

Companies / Trusts / Partnerships / Joint Ventures

Ensure you have provided us with documents: Constitution, Trust Deed, Partnership/JV Agreement & Prior Year Tax Returns

Non-commercial Losses

The rules governing the use of business losses to offset other income has been modified. Business losses must now also satisfy the non-commercial losses income requirement whereby "adjusted taxable income" must not exceed \$250,000. You should discuss with us if you are in doubt as to whether your business losses may be affected by this

Personal services income (PSI)

If you earned income as a contractor or consultant, you may be affected by rules governing PSI - please discuss your situation with us.