

# Business Tax Checklist 2019

BUSINESS NAME: \_\_\_\_\_

When you come in to see us at tax time, please bring the following items to assist us in completing your tax return.

✓ Please tick the items that apply to you

## INCOME /ASSETS

### Income from sales &/or types of income

- Calculate Turnover – Provide details as necessary e.g. sales summaries
- Debtors listing (printed on 30 June)
- GST Reports or BAS Statement Reconciliation to verify income received
- Bank Statements with total interest received
- Identify unusual deposits with description
- Dividend Statements
- Closing Stock and Work in Progress

### Banks, building societies, investments & terms deposit accounts

- Final bank statement at 30 June reconciled to computer bank balance
- Bank statements narrating each transaction
- Reconciled cashbook including drawings taken from the business before banking
- Bank statements for all term deposits and other bank accounts

### Disposal/Acquisition of Property, Plant & Equipment

- List all business assets showing date of purchase, price, description, hire purchase or lease details, loan contract
- Date of disposal, consideration, item details

### Rental Properties

- Rental agent statements or rental income received & disbursements
- Other rental expenses paid directly
- Settlement statements & acceptance documents

### Share trading statements

- Statements of shares purchased, sold or held (with price, dates purchased or sold, brokerage/stamp duty)

### Capital Gains

- Details or any other personal or business assets, CGT assets bought or sold
- Details of additions/improvements to assets acquired on or after 20/09/1985 that were sold in the year

## EXPENSES / LIABILITIES

### Loans

- Statements for all loans owing by the business, with an end of financial year balance & interest paid
- Summary of Loan transactions
- Trade Liabilities – creditors listing (printed on 30 June)
- Hire Purchase / Other Liabilities Reconciled

### Employees

- Copies or list of payment summaries issued and annual salary and wages reconciliation
- Information relating to super contributions made for each employee and director

### Motor Vehicles (used by business)

- Expenditure on fuel, oil, registration, repairs etc
- Log books
- Odometer readings for the first and last date of the financial year
- Total business km for financial year
- Engine size

### Business Expenditure

- Printouts or summaries for key expense items
- Repairs & maintenance e.g. type & nature of repair
- Insurance e.g. types of insurance, details of policy, provider, premiums, amount covered
- Travel diary & other documentation

## ACCOUNTING RECORDS

- MYOB or QuickBooks or other accounting data file (including full data file and password where needed)
- Narrated bank statements (where there is no computer file)

To book your appointment:

Please call Perth Office - 9240 4211  
Carnarvon Office - 9941 1670/0433974438

or visit [www.fortunaadvisors.com.au](http://www.fortunaadvisors.com.au)