

ITR CHECKLIST FOR BUSINESS CLIENTS

1st July 20__ to 30th June 20__

Please provide the following, if applicable :-

TRANSACTION RECORDS

Copy of data file backup for year	(or provide online authority if not already done)	<input type="checkbox"/>	
Advise version of software you use	_____	<input type="checkbox"/>	
Bank reconciliation 30 June		<input type="checkbox"/>	For all accounts
Bank statement end of June		<input type="checkbox"/>	Copy showing 30/06 Bal
Cash Books	(if maintained)	<input type="checkbox"/>	
BAS returns	(include calculation sheet or working papers if used)	<input type="checkbox"/>	
Taxable Payments Annual Report		<input type="checkbox"/>	Provide copy
Insurance Premium Details		<input type="checkbox"/>	

YEAR END LISTS OF:

As at 30 June

- Outstanding Creditors	(review before forwarding)	<input type="checkbox"/>	
- Outstanding Debtors	(review before forwarding)	<input type="checkbox"/>	
- Stock on Hand	At Cost or Market Value (please tick)	<input type="checkbox"/>	After Stocktake
- Work in Progress		<input type="checkbox"/>	
- Bad Debts Written Off		<input type="checkbox"/>	Provide details

ASSETS & LIABILITIES

Asset Acquisition Details (> \$1,000)	Date	Value	<input type="checkbox"/>	Provide copy of tax invoice
Asset Disposal Details	Date	Value	<input type="checkbox"/>	List all
Loan/Borrowing Contracts			<input type="checkbox"/>	(Only new Cont's in this FY)
Loan/Lease Agreements			<input type="checkbox"/>	(Only new loans in this FY)

INVESTMENTS

Interest Received for Financial Year		<input type="checkbox"/>	
Managed Funds	- Annual Taxation Statements	<input type="checkbox"/>	Provide copy
Share Transaction Details	- Buy/Sell Notes	<input type="checkbox"/>	
Crypto Currency	- Dividend Advices	<input type="checkbox"/>	
Other Investment Details	- Rental Property	<input type="checkbox"/>	Summary of Inc/Exp's

EMPLOYMENT

Wages Reconciliation	- Payment Summaries Issued	<input type="checkbox"/>	Provide copy
	- Annual Summary Statement	<input type="checkbox"/>	Provide copy
Work Cover Annual Reconciliation	(include adjustment notes)	<input type="checkbox"/>	Provide copy
Super Contribution Statements		<input type="checkbox"/>	Provide copy

OTHER

Home Office	- Telephone	Business %	<input type="checkbox"/>	
Motor Vehicle Log Book	- Odometer Reading at 30 June		<input type="checkbox"/>	For each vehicle used