

## Small Business Checklist 2021

### INCOME

#### Income from sales and services

- Bank Statements listing deposits, debtors and excel or access to QuickBooks or MYOB Files
- Cashbook Records Including withdrawals from business

#### Bank, building society, investment and term deposit accounts

- Include bank statements listing received interest.

#### Rental Properties

- Refer to Rental Property Checklist

#### Share trading statements

- Refer to Shares and Investments Checklist

#### Disposal of plant and property

- Dates and values of purchases and sales
- Description of your assets

#### Capital Gains

- A list of assets acquired which were sold in the tax year
- A list of additions or improvements to assets

#### Assessable Government and other payments

- Details of government industry payments

#### Other Income

- Bank statements
- Receipts
- invoices
- Cash records.

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### EXPENSES

#### Loans

- Provide statements for loans owing, with an end of financial year balance and interest paid on those loans.

#### Assets

- A List of business assets showing date of purchase, price hire or lease details.
- A list of repairs and maintenance to business assets.

#### Motor Vehicle

- Fuel, Oil, registration, Insurance, and repair expenditures.
- Logbooks and odometer readings for the financial year. *(Required to claim expenses)*

#### Travel

- Provide travel diary and other documentation

#### Employees

- Confirmation of lodgement of Single Touch Payroll (STP) and annual reconciliation for wages.
- Super contributions made for each employee and directors.

#### Leased plant and motor Vehicles

- A list of all plant and motor vehicle leased including expenses.

#### Miscellaneous

- Value of opening & Closing stock on hand for the financial year.
- Petty Cash (verified balance in account software is accurate if applicable)

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