

# Small Business Checklist – Xero 2021



## INCOME

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

- Include bank statements showing closing balances of all accounts at 30 June 2021.

### **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
- Buy & Sale contracts

## EXPENSES

### **Loans**

- Provide statements for loans owing, with an end of financial year (30<sup>th</sup> of June 2021) balance and interest paid on those loans.

### **Motor Vehicle**

- Logbooks and odometer readings for the financial year. *(Required to claim expenses)*

### **Travel**

- Provide travel diary and other documentation (if applicable)

### **Leased plant and motor Vehicles.**

- Finance documentation for all plant and motor vehicles leased in the year (including expenses such as borrowing and setup costs).

### **Miscellaneous**

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