

Small Business Checklist – Xero 2022



INCOME

Bank, building society, investment and term deposit accounts

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

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 (30th of June) 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)

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