

BUSINESS FINANCIAL STATEMENTS & TAX RETURN CHECKLIST

Please review the information below and contact our office if you need assistance.

Business Name: _____

Contact Name & Number: _____

STOP PRESS: It is important to note that proposed changes to the SBE capital allowance regime will impact the 2015 income year. Under the proposals, the small instant asset write-off threshold will be temporarily increased to 'less than \$20,000', for assets acquired and installed ready for use between 7.30 pm (AEST) 12 May 2015 and 30 June 2017. The increased threshold will also be available to SBEs who previously 'opted out' of the SBE capital allowance provisions. On 28 May 2015, the Tax Laws Amendment (Small Business Measures No.2) Bill 2015, was introduced to give effect to this measure.

As part of completing your financial statement we aim to ensure all amounts on the balance sheet can be supported by documents to prove they are assets or liabilities as at 30 June. If you are unsure about any items please let us know.

Please provide a copy of your computerised data file. (Note: Not required if you're using Xero)

Name of Program (i.e. MYOB or QuickBooks): _____

Version Number: _____

Password (if applicable): _____

Substantiation	Comments
A copy of the 30 June bank/loans/credit card statements Yes <input type="checkbox"/> No <input type="checkbox"/>	
Confirmation of the accounts receivable (debtors) listing (including a list of bad debts written off) as at 30 June <i>Note: In order to claim a deduction, the debt must be written off on or before 30 June.</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details of closing stock as at 30 June (a copy of the stock take report where applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details of any asset purchases, sales, write-off's or other changes Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details of prepayments of expenses – details of any pre-paid expenses Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details of any hire purchase contracts, re-financing or updates Yes <input type="checkbox"/> No <input type="checkbox"/>	
Details of provision balances – details of any provisions Yes <input type="checkbox"/> No <input type="checkbox"/>	
GST reconciliation for the year Yes <input type="checkbox"/> No <input type="checkbox"/>	
Payroll Summary for the whole year including the annual statement lodged to the ATO listing all employees, wages and tax paid Yes <input type="checkbox"/> No <input type="checkbox"/>	
The balance of any superannuation owed as at 30 June Yes <input type="checkbox"/> No <input type="checkbox"/>	



Accounting & Taxation Advisors

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