



## BUSINESS TAX RETURN CHECKLIST 2013

Below is a list of items that you may need to put together for the end of financial year. If you use a Top Class Accounts bookkeeper they will provide a lot of this information via the End of Financial Year Accountants checklist. Please provide as much information as possible to assist us in timely and accurate preparation of your return.

### **HISTORY (Applicable to New Clients Only)**

- Previous year's tax return including depreciation schedule
- Previous years financial statements

### **INCOME**

- Details of income: (If not using accounting software package)
- Rental Properties (if applicable) statement of rental income received
- Share trading statements: statements of shares purchased or sold.
- Dividend Statements
- Any other income
- Details of Capital Gains

### **EXPENSES**

- Payroll: copies of employee payment summaries and payroll reconciliations(if applicable)
- Motor Vehicle: Details of business motor vehicles, copies of log books, opening and closing odometer readings
- Travel Expenses: Travel Diary and other documentation.
- Other expenses: any details of any extraordinary or abnormal expenses that occurred during the financial year

### **PROOF AND OTHER SUPPORTING DOCUMENTS**

- Copies of bank & loan statements as at 30 June 2013
- Details (date, description & cost) of any assets purchases made during the year
- Details (date, description & sale price) of any assets sold during the year
- Go through previous years depreciation schedule and give details of items write off or no longer in use
- Copies of documents for any leases, finances or loans
- Check Accounts Payable (Creditors) closing figure to ensure that it is correct. If there are any bills that need to be cancelled or removed please provide details
- Check Accounts Receivable closing balance to ensure that it is correct. If there are any invoices that need to be cancelled or removed please provide details
- Provide details of any written off bad debts
- If you run inventory, please provide stock-take closing balance reconciliation

### **ACCOUNTING SOFTWARE**

- Backup of data file
- Username and password for data file
- Version of software being used