



JG Accountants Pty Ltd

Bookkeeping --- Taxation --- Business Services

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Business Return Checklist

Accounting Data

- If we have not managed your last year's tax return, please provide copy of last year financial reports
- End of year backup version of MYOB and Quickbooks
- Copies of Business Activity Statements lodged
- Balance Sheet on 30 June
- Profit and loss statement for the 12 months ending 30 June
- Copies of the June bank statements for all bank accounts including credit card and foreign currency accounts
- June bank reconciliation report
- If no bank reconciliation has been done, please provide the last 12 months bank statements
- Trade debtor balance on 30 June and the list of ageing debtors
- Trade creditor balance on 30 June and the list of ageing creditors
- Opening inventory at the beginning of the financial year
- Inventory reconciliation report on 30 June and the item list summary
- Work in progress and inventory in transit details
- PAYG Summary
- Term deposit information
- Trade loan, invoice/debtor finance statements

Income

- Trading income
- Other income (e.g. rent, bank interest, royalties, grant)
- Dividend income including franking credit details
- Details of CGT assets (e.g shares and real estate) acquisition and disposal
- Income from foreign source and details of any foreign tax paid

Cost of Goods Sold (COGS)

- Goods purchased
- Rebate and discount provided

Expenses

- Accounting and auditing fees
- Advertising
- Bank fees including merchant fees
- Bad debts written off
- Commissions
- Donation made
- Entertainment expenses
- Fine expenses
- Fringe benefit tax paid
- Interest on borrowed monies
- Internet, website, IT and telephone
- Lease payment
- Legal expenses
- Motor vehicle expenses
- Postage and delivery
- Prepayment details
- Printing & stationery
- Repair and maintenance
- Rates, land tax and insurance premiums
- Rents
- Research and development expenditure
- Royalty paid
- Salary and wages
- Subscriptions
- Superannuation
- Travelling expenses including overseas travel

Other information

- Chattel mortgage payments on motor vehicles and equipment
- New loan taken during the year
- Accrual income and expenses details
- Provision for annual leave and long service leave
- Details of assets purchased
- Asset list and last financial year's depreciation schedule
- Details of loan accounts to directors, shareholders, beneficiaries and partners
- Copies of all new finance agreements
- Details of share capital, shareholdings, directorships & addresses