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TAX, ACCOUNTING AND MANAGEMENT SERVICES

BUSINESS INCOME TAX CHECKLIST - 2011

We have prepared this checklist for your guidance, to help you ensure that you have included all of the relevant information from the following list with your records. Please check off the items on this list, and **return it to us**.

- Balanced **cashbook**, or a **printout** of your computerised financial records. All “sundry” items should be clearly identified. We prefer to receive your information electronically. Make sure you clearly label your CD or USB stick with your business name, filename and version number of the software you are using – and let us know your password if you have one! We can provide you with login details to a secure area of our website to enable you to upload and download files. Send an email to ross@drtax.com.au requesting a username and password.
- Copy of your **bank reconciliation** at 30th June 2011.
- **Bank statements** or other evidence of all loans.
- Copy of **wages** PAYG payment summary statement, Workcover Reconciliation, and evidence of superannuation contributions for the year.
- Copies of all **Business Activity Statements** lodged for the year.
- Breakdown of **petty cash** expenses for the year.
- List any **out-of-pocket expenses**, which were not included in petty cash.
- Copies of all new **hire purchase**, leasing or rental agreements during the year.
- Details of all new **equipment** purchased during the year:

Description	Date of Purchase	Cost	How Financed
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- Details of any **travel expenses** to be claimed. Logbook is required for examination.
- If you are not eligible for the Small Business Measures, or have chosen not to enter the system we will also need:
- **Stock on hand** at 30th June 2011. **Work in progress** at 30th June 2011.
- **Accounts payable** (or creditors - amounts owed by you) at 30th June 2011. Please provide a list of all outstanding accounts as follows:

Name of Supplier	Amount	Expense Type
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- **Accounts receivable** (or debtors - amounts owed to you) at 30th June 2011. Ensure that all bad debts have been written off prior to 30th June, and enclose a list of those you have written off.