



ROSE GUERIN  
CHARTERED ACCOUNTANTS

## BUSINESS CHECKLIST 2016

This checklist has been prepared by Rose Guerin Chartered Accountants to assist clients to prepare for their 2016 tax return.

### Business Details

<b>Legal Name of the Business</b>	
<b>Trading Name (if different to the above)</b>	
<b>Full Name of the Owner/ Partner/ Trustee/Director</b>	
<b>ABN</b>	
<b>Business Structure (Tick one)</b>	Sole Trader / Partnership / Trust / Company
<b>Number of Business Activities</b>	
<b>Description of Main Business Activity</b>	
<b>Business Status (If applicable)</b>	Commenced/Ceased
<b>Principal Place of Business</b>	
<b>Preferred Post Address</b>	
<b>Telephone</b>	
<b>Email</b>	



ROSE GUERIN  
CHARTERED ACCOUNTANTS

Category	Description	Tick if attached
Income & Expenses	Files from accounting software or cloud applications. (MYOB, Xero, Excel, etc.)	
	All bank/loan/credit card statements, cheque book butts and deposit slips, indicating the nature of each deposit	
	Cash book if maintained.	
	Assets register detailing depreciable and CGT assets purchased or disposed during the year with date and amount figure.	
	Details of interest income from bank account, term deposits or ATO if any.	
	Copies of buy/sell contract notes if any for shares or units purchased or disposed during the year.	
	Dividend statements or trust distribution annual tax statements.	
	Details of any subsidies and grants received.	
	Details of interest or repayments received from shareholders or employees.	
	Rental statements detailing income and outgoings plus market valuation report if applicable.	
	Details of payroll related expense including salaries and wages (Annual PAYG summary statement and all payment summaries), commissions, director fees, workers compensation, payroll tax, superannuation for employees and directors, etc.	
	Details of Fringe Benefit Tax (FBT) paid including copy of FBT return lodged.	
	Details of motor vehicle expense including tax invoices, business use details (log books), sales details, loan statements, lease agreements or hire purchase agreements.	
Details of bad debts written off during the year.		
Details of prepayments or accruals if any.		



ROSE GUERIN  
CHARTERED ACCOUNTANTS

Category	Description	Tick if attached
<b>Income &amp; Expenses Cont'd</b>	Details of accounting and auditing fees incurred.	
	Details of insurance policy, provider, premiums, and amount covered.	
	Any other expenses including travel (overseas or domestic), entertainment, research and development.	
	Details of any additional cash or credit card income or expenses.	
<b>Balance Sheet Information</b>	Stock on hand figure as at 30 June 2016.	
	Work in progress figure as at 30 June 2016.	
	Debtors listing as at 30 June 2016.	
	Provisions for annual leave and long service leave.	
	Creditors listing as at 30 June 2016.	
<b>Additional Information</b>	Copies of prior year's lodged tax return and financial statements.	
	Copies of Business/Instalment activity statements lodged for the income year.	
	Copies of meeting minutes.	
	Any other information you think is relevant.	

**Disclaimer**

- These tips are for general information purposes only and they are no substitute for expert advice.
- As an accounting firm Rose Guerin Chartered Accountants is not licensed to provide financial advice.
- Copyright resides in Rose Guerin Chartered Accountants.