



Entity Name: _____

2021 BUSINESS TAX RETURN & FINANCIAL STATEMENTS CHECKLIST

The following checklist will assist you in collating information to be forwarded to our office.

Please tick the box and attach the relevant documents.

Best contact number: _____ Contact Person: _____

SOURCE DOCUMENTS

If you have a **computerised** accounting system please provide the following items for the year ended 30 June 2021:

- Online invitation to live file
- Backup of program either on USB, CD or email back-up (please circle)
- Program used e.g.: MYOB, Xero, QuickBooks, Reckon or other: _____
- Version used: _____
- Password (if applicable): _____

If you use a **manual** system please provide the following item for the year end 30 June 2021:

- Manual Cashbook
- Bank Deposit and Cheque Books
- Payroll and/or Employee Wage Books

BANK/LOAN STATEMENTS

Please also provide the following statements for the period 1 July 2020 to 30 June 2021

- Bank** Statements for all business accounts; reconciled and unreconciled accounts (including credit cards)
- Loan** Statements for all business accounts; reconciled and unreconciled accounts

INCOME

If using a **manual** system please remember to include the following:

- Trading Income
- Primary Producer Subsidies
- Details of assets sold (if real property please contact our office for details of information required)
- Other income (royalties & rebates)
- Dividends, including franking credits

LIVESTOCK

- Livestock purchases
- Livestock deaths
- Livestock on Hand _____ head
- Livestock sales
- Livestock rations (personal consumption)

EXPENSES

If using a **manual** system please remember to include the following:

- | | |
|---|--|
| <input type="checkbox"/> Repairs and Maintenance | <input type="checkbox"/> Salaries/Wages, including fringe benefits |
| <input type="checkbox"/> Rates, Land Taxes & insurance premiums | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Interest on borrowed monies | <input type="checkbox"/> Bad Debts written off during the year |
| <input type="checkbox"/> Donations over \$2 | <input type="checkbox"/> Commissions |
| <input type="checkbox"/> Professional fees (legal, accounting) | <input type="checkbox"/> Leasing Expenses |
| <input type="checkbox"/> Superannuation Contributions | <input type="checkbox"/> Subscriptions |
| <input type="checkbox"/> Motor Vehicle Expenses (inc Log Book if necessary) | <input type="checkbox"/> Travel & Accommodation |
| <input type="checkbox"/> Research & Development Expenditure | <input type="checkbox"/> Bank Fees |
| <input type="checkbox"/> Farm Expenses (eg. Fodder, Seed, Fertiliser, vet fees) | <input type="checkbox"/> Contractor payments |

STOCK

If applicable, please provide a value and quantity for Stock on Hand for the Business and/or closing Livestock Numbers as at 30 June 2021.

- | | |
|---|--|
| <input type="checkbox"/> Grain on Hand _____ tonnes | <input type="checkbox"/> Stock on Hand _____ value (stocktake valuations where applicable) |
| <input type="checkbox"/> Cotton on Hand _____ bales | <input type="checkbox"/> Other: _____ |

FARM MANAGEMENT DEPOSITS/BONDS

- Please provide confirmation of deposits and/or withdrawals

ASSETS

- Details of assets (land, property, plant, equipment & machinery) bought or sold during the year include type, date and consideration – contracts & settlement statements
- Trade Debtors as at 30 June 2021 (please review for bad debts)
- Review depreciation schedule for obsolete/destroyed/sold assets

LIABILITIES

- New lease/hire purchase/chattel mortgage agreements for items acquired during the year, plus a copy of the Tax Invoice.
- Details of any leases and/or hire purchase agreements paid out during the year
- Trade Creditors as at 30 June 2021
- Provision for Long Service or Annual Leave entitlements, if recognising



OTHER

Will you be looking to finance in the near future or review your existing finance for any of the following?

Vehicle

Home

Rental Property

If there is to be distributions to children and/or other family members please provide details of any Centrelink or Family Assistance Office entitlements currently being received ie: Youth Allowance or Family Tax Benefit. This will ensure that distributions are allocated accordingly.

I hereby instruct Hooper Accountants to proceed with preparing my 2020/2021 Income Tax Return and financial statements. I have reviewed the above and believe I have provided all necessary details required.

Name: _____

Dated: _____