



Business Return Information Checklist 2009

Client name: _____ Email: _____

<u>Information required;</u>	<u>Supplied</u>	<u>N/A</u>
1) 30 June 2008 Statements on all investment or operating accounts	<input type="checkbox"/>	<input type="checkbox"/>
2) 30 June 2008 Statements on all loan accounts and credit facilities	<input type="checkbox"/>	<input type="checkbox"/>
3) Employee PAYG Payment Summaries (Group Certificates) &/or end of year Summary Statement	<input type="checkbox"/>	<input type="checkbox"/>
4) Full details of any assets (equipment/property /shares) acquired & disposed of by business, including trade-in details This will help ensure the (new) Investment Allowance is correctly claimed where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
5) Details of business related expenses paid from personal funds (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
6) Any new Lease or Hire Purchase Agreements entered into during the year (excluding Spectrum Loans' finance)	<input type="checkbox"/>	<input type="checkbox"/>
7) New Loan contracts entered into during the year (excluding Spectrum Loans' finance)	<input type="checkbox"/>	<input type="checkbox"/>
8) Details of private percentages of expenses such as telephone, electricity & motor vehicle expenses (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
9) Motor car log books	<input type="checkbox"/>	<input type="checkbox"/>
10) Travel diaries (where required)	<input type="checkbox"/>	<input type="checkbox"/>
Do you use a software package (e.g. MYOB, Quickbooks)?		
<input type="checkbox"/> Yes Please go to question 17		
<input type="checkbox"/> No Please continue to next question		
11) Debtors and creditors at 30 June 2008	<input type="checkbox"/>	<input type="checkbox"/>
12) Business income and expense records (such as Bank statements, cheque books, loan statements, deposit books, cash receipts/payments books or invoices and receipts with spreadsheet summaries where possible)	<input type="checkbox"/>	<input type="checkbox"/>
13) Debtors and creditors at 30 June 2008	<input type="checkbox"/>	<input type="checkbox"/>
14) Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
15) Stock on hand at 30 June 2008	<input type="checkbox"/>	<input type="checkbox"/>
16) Full details of any interest/dividends/other income received	<input type="checkbox"/>	<input type="checkbox"/>
17) Details of Superannuation contributions paid during the year	<input type="checkbox"/>	<input type="checkbox"/>
Finally, for clients using software packages only;		
18) Software package backup file, with:		
✦ Bank accounts reconciled to 30 June	<input type="checkbox"/>	<input type="checkbox"/>
✦ Trade debtors & creditors reconciled		
✦ Sundry accounts cleared where possible		

Please feel free to attach this checklist with your information when you bring it in to us!