



Business Return Information Checklist 2011

Client name: _____ Email: _____

Information required:	Supplied	N/A
1) 30 June 2011 Statements on all investment or operating accounts	<input type="checkbox"/>	<input type="checkbox"/>
2) 30 June 2011 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	<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) Warning! Amendments to tax law expand the implications for business assets being used for private purposes. Disclosing and accounting for this is therefore more important than ever!	<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 2011	<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) Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
14) Stock on hand at 30 June 2011	<input type="checkbox"/>	<input type="checkbox"/>
15) Full details of any interest/dividends/other income received	<input type="checkbox"/>	<input type="checkbox"/>
16) Details of Superannuation contributions paid during the year	<input type="checkbox"/>	<input type="checkbox"/>
<i>Finally, for clients using software packages only:</i>		
17) Software package backup file, with:		
+ Bank accounts reconciled to 30 June 2011	<input type="checkbox"/>	<input type="checkbox"/>
+ Trade debtors & creditors reconciled	<input type="checkbox"/>	<input type="checkbox"/>
+ Sundry accounts cleared where possible	<input type="checkbox"/>	<input type="checkbox"/>
** Please ensure data files are locked as at 30 June 2011 (if possible) to ensure no 2011 transactions are changed after being provided to us.	<input type="checkbox"/>	<input type="checkbox"/>

Please attach this checklist with your 2011 tax information.