

SMALL BUSINESS CHECKLIST

Last updated: June 2015

Please include the following information for your business to allow us to complete your financial statements effectively. All receipts will be returned to you, and you are required to keep them for four years after your return has been lodged.



Claim	Y/N	Notes/Comments
Data File, including version & password		
Bank Statements (1/7 to 30/6)		
Cheque Book/s (1/7 to 30/6)		
Deposit Book/s (1/7 to 30/6)		
Loan Statements		
Loan Documentation		
Invoices & contracts for asset purchases and/or sales		
Creditors 30/6		
Debtors 30/6		
Stocktake 30/6		
Contracts for share or property bought or sold		
Motor Vehicle Log Books		
PAYG Withholding Summary		
PAYG Payment Summaries		
Copy of Previous Years Return*		

* New Clients Only

This checklist is a guide only. Please seek taxation advice for deductions relevant to your personal situation.