



## **Business Return Information Checklist 2022**

Client name: \_\_\_\_\_ Email: \_\_\_\_\_

<u>Information required;</u>	<u>Supplied</u>	<u>N/A</u>
1) 30 June 2022 Statements on all investment or operating accounts	<input type="checkbox"/>	<input type="checkbox"/>
2) 30 June 2022 Statements on all loan accounts and credit facilities	<input type="checkbox"/>	<input type="checkbox"/>
3) Employee PAYG Payment Summaries &/or end of year Summary Statement – <b><i>if not filed with Single Touch Payroll (and discuss this with us)</i></b>	<input type="checkbox"/>	<input type="checkbox"/>
4) Otherwise, ensure your <i>Single Touch Payroll</i> has been finalised	<input type="checkbox"/>	<input type="checkbox"/>
5) Full details of any assets (equipment/property /shares) acquired & disposed of by business, including trade-in details	<input type="checkbox"/>	<input type="checkbox"/>
6) Details of business-related expenses paid from personal funds (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
7) Any new Lease or Hire Purchase Agreements entered into during the year (excluding Spectrum Loans' finance)	<input type="checkbox"/>	<input type="checkbox"/>
8) New Loan contracts entered into during the year (excluding Spectrum Loans' finance)	<input type="checkbox"/>	<input type="checkbox"/>
9) Full details of any loans or leases resumed after any Covid-19 hiatus	<input type="checkbox"/>	<input type="checkbox"/>
10) Details of private percentages of expenses such as telephone, electricity & motor vehicle expenses (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
11) Motor car log books (consider changes due to Covid-19 / post Covid-19)	<input type="checkbox"/>	<input type="checkbox"/>
12) Travel diaries (where required)	<input type="checkbox"/>	<input type="checkbox"/>
Do you use an online or desktop software package (e.g. Xero, MYOB, Quickbooks)? <input type="checkbox"/> Yes Please go to question 19 <input type="checkbox"/> No Please continue to next question		
13) Debtors and creditors at 30 June 2022	<input type="checkbox"/>	<input type="checkbox"/>
14) 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"/>
15) Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
16) Stock on hand as at 30 June 2022	<input type="checkbox"/>	<input type="checkbox"/>
17) Full details of any interest/dividends/other income received	<input type="checkbox"/>	<input type="checkbox"/>
18) Details of Superannuation contributions paid during the year	<input type="checkbox"/>	<input type="checkbox"/>
Finally, for clients using desktop software packages only; 19) Software package access or backup file, with: ✦ Bank accounts reconciled to 30 June 2022 ✦ Trade debtors & creditors reconciled ✦ Sundry accounts cleared where possible	<input type="checkbox"/>	<input type="checkbox"/>

**\*\* Please ensure data files are locked as at 30 June 2022 (if possible) to ensure no 2022 transactions are changed after being provided to us.**