



Business Return Information Checklist 2024

Client name: _____ Email: _____

Information required;	Supplied	N/A
1) 30 June 2024 Statements on all investment or operating accounts	<input type="checkbox"/>	<input type="checkbox"/>
2) 30 June 2024 Statements on all loan accounts and credit facilities	<input type="checkbox"/>	<input type="checkbox"/>
3) Ensure that your <i>Single Touch Payroll</i> has been finalised	<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) Specify where your business has invested in external training for employees between 29 March 2022 and 30 June 2024, or in energy efficient assets between 1 July 2023 and 30 June 2024. NEW	<input type="checkbox"/>	<input type="checkbox"/>
9) Details of private percentages of expenses such as telephone, electricity & motor vehicle expenses (not yet accounted for)	<input type="checkbox"/>	<input type="checkbox"/>
10) Motor car log books	<input type="checkbox"/>	<input type="checkbox"/>
11) 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		
12) Debtors and creditors at 30 June 2024	<input type="checkbox"/>	<input type="checkbox"/>
13) 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"/>
14) Bad debts written off during the year	<input type="checkbox"/>	<input type="checkbox"/>
15) Stock on hand as at 30 June 2024	<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 desktop software packages only;		
18) Software package access or backup file, with: ✦ Bank accounts reconciled to 30 June 2024 ✦ 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 2024 (if possible) to ensure no 2024 transactions are changed after being provided to us.**