

Beaconsfield

Shop 1, 6-10 Old Princes Highway
Beaconsfield VIC 3807
P: (03) 9707 0555 F: (03) 9707 0666
E: beaconsfield@insightaccounting.com.au



Cranbourne

Shop 5, Cnr High & Sladen Streets
Cranbourne VIC 3977
P: (03) 5995 2700 F: (03) 5995 2710
E: cranbourne@insightaccounting.com.au

2011 Sole Trader Tax Return Checklist

Paperwork to Bring In

- Backup of Computer Bookkeeping File (e.g. Cashflow Manager, Quickbooks, MYOB etc) with Username & Password
- Manual Cash Book (i.e. Money Column or Ledger Book)
- Business Bank Account Statements (including Cash Management Accounts)
- Business Loan Bank Statements
- Motor Vehicle / Equipment Chattel Mortgage, Lease or Hire Purchase Contracts, and copies of any Tax Invoices or Purchase Contracts for New Assets (i.e. Carbon Copy MV Contract)
- Copies of Business Activity Statements (BAS's) and / or Instalment Activity Statements (IAS's)
- Copy of Staff PAYG Withholding Payment Summaries and Statement
- Workcover Remuneration Certificate
- Debtors (Receivables) at 30 June 2011
- Creditors (Payables) at 30 June 2011
- Value of Closing Stock at 30 June 2011
- Work Related Travel and Motor Vehicle Expenses (KMs, Logbook) and breakdown of expenses (see right)
- Details of Depreciable Assets purchased or disposed during 2011 Financial Year, including:
 - Date of Acquisition & Disposal
 - Consideration Paid & Received

- Prepaid Expenses (Interest, Rent)
- Superannuation Contributions
- Bad / Commercial Debts Forgiven
- Fringe Benefits Tax Paid

Income

- Trading Income (Sales, Fees, Contract Income, Commissions)
- Refunds and Rebates from Suppliers
- Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account, GST Account etc.)
- Dividends received on Shares and Managed Fund Statements
- Rental Income
- Government Payments (i.e. Diesel Fuel Tax Credits Rebate, Grants, Subsidies, Apprentice/Trainee Payments)
- Sale of Asset Proceeds and Dates
- Insurance Recoveries, Compensation Payments
- Foreign Income & Foreign Tax Credits

Expenses

Accounting Fees, Advertising & Promotion, Allowances Paid, Bank Fees, Bookkeeping Fees, Borrowing Expenses, Cleaning, Commissions Paid, Consultants' Fees, Contract Payments, Debt Collection Fees, Delivery & Freight, Donations, Electricity, Filing Fees, Fodder, Franchise Fees & Royalties, Fuel & Oil, Gas, Government Charges, Hire of Equipment, Home Office, Insurance, Interest Expense, Internet, Lease Payments, Legal Fees, Licenses & Permits, Livestock Expenses, Long Service Leave Payments (i.e. Coinvest, Incolink), Management Fees, Materials & Supplies, Motor Vehicle (i.e. Fuel, Insurance, Registration, Repairs, Tolls) Packaging, Parking, Postage, Printing & Stationery, Protective Clothing, Purchases for Resale, Rates & Land Tax, Rent, Repairs & Maintenance, Replacement Tools, Rubbish Removal, Salaries/Wages Paid, Security, Seminars & Conferences, Staff Amenities & Training, Subscriptions, Superannuation, Telephone, Travel & Accommodation, Uniforms, Union Memberships, Veterinary Expenses, Workcover Premiums.

Please Note: To ensure you obtain the maximum deductions you are entitled to, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available to our accountants, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable and supporting estimates.

Our Vision Is Your Success

www.insightaccounting.com.au