

# 2010 Sole Trader Tax Return Checklist

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Paperwork to bring in		Expenses
<ul style="list-style-type: none"> <li>▪ Computer Bookkeeping File Backup (Cashflow Manager / MYOB / Quickbooks / Erecord). Username &amp; Password if Relevant.</li> <li>▪ Manual Cash Book (Money Column or Ledger Book)</li> <li>▪ Business Bank Account Statements including GST Account, Cash Management Account</li> <li>▪ Business Loan Bank Statements</li> <li>▪ Motor Vehicle / Business Asset Chattel Mortgage, Lease or Hire Purchase Contracts and copies of any Tax Invoices or Purchase Contracts for New Assets (i.e. Motor Vehicle Carbon Copy Contract)</li> <li>▪ Copies of Business Activity Statements (BAS's) and / or Instalment Activity Statements (IAS's)</li> <li>▪ Copy of Staff PAYG Withholding Payment Summaries and Statement (Group Certificates)</li> <li>▪ Workcover Certificate of Rateable Remuneration</li> <li>▪ Debtors (Accounts Receivable) at 30<sup>th</sup> June 2010</li> <li>▪ Creditors (Accounts Payable) at 30<sup>th</sup> June 2010</li> <li>▪ Value of Closing Stock on Hand at 30th June 2010</li> <li>▪ Work related Travel and Motor Vehicle Expenses (Business kilometres, Logbook), Fuel, Rego, Insurance, Repairs &amp; Maintenance, Lease/Loan Payments, Citylink, Parking</li> <li>▪ Details of Depreciable Assets purchased and/or disposed of during this Income Year, including               <ul style="list-style-type: none"> <li>- Date of Acquisition &amp; Disposal</li> <li>- Consideration Paid &amp; Received</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Bad Debts / Commercial Debts Forgiven</li> <li>▪ Prepaid Expenses (Interest, Rent)</li> <li>▪ Superannuation Contributions</li> <li>▪ Fringe Benefits Tax Paid</li> </ul> <p style="text-align: center;"><b>Income</b></p> <ul style="list-style-type: none"> <li>▪ Trading Income (Sales, Fees, Contract Income, Commissions)</li> <li>▪ Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account, GST Account, etc)</li> <li>▪ Dividends received on Shares and Managed Fund Statements</li> <li>▪ Rental Income</li> <li>▪ Governments Payments (Diesel Rebate, Grants, Subsidies, Apprentice/Trainee Payments)</li> <li>▪ Asset Sale Proceeds and Dates</li> <li>▪ Insurance Recoveries, Compensation Payments</li> <li>▪ Foreign Income &amp; Foreign Tax Credits</li> </ul> <div style="text-align: center; margin-top: 20px;"> <math display="block">\frac{C}{S \quad B} \quad A</math> </div>	<p>Accounting Fees, Advertising, Bank Fees, Bookkeeping Fees, Borrowing Expenses, Cleaning, Commission Paid, Consultants' Fees, Contractors, Debt Collection Fees, Delivery &amp; Freight, Donations, Electricity, Filing Fees, Fodder, Franchise Fees &amp; Royalties, Gas, Hire, Home Office, Insurance, Interest Expense, Internet, Lease Payments, Legal Fees, Licenses &amp; Permits, Livestock Expenses, Long Service Leave Payments (Coinvest, Incolink), Management Fees, Materials &amp; Supplies, Motor Vehicle, Packaging, Postage, Printing &amp; Stationery, Protective Clothing, Rates &amp; Land Tax, Rent, Repairs &amp; Maintenance, Replacement Tools, Rubbish Removal, Salaries/Wages, Security, Seminars &amp; Conferences, Staff Amenities, Staff Training, Subscriptions, Superannuation, Telephone, Travel, Uniforms &amp; Protective Clothing, Union Membership, Veterinary Expenses, Workcover Premium</p>

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, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable and supporting estimates.