

2016 Checklist

Company Tax Return

Paperwork to Bring In

- Backup of Computer Bookkeeping File (e.g. CFM, Quickbooks, MYOB etc) with Username & Password
- If cloud based (i.e. Xero), please invite accountant to access file (if not already)
- 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 for New Assets
- Copies of Business Activity Statements
- Copy of Staff PAYG Withholding Payment Summaries and Statement
- Workcover Remuneration Certificate
- Debtors (Receivables) and/or Creditors (Payables) at 30 June 2016
- Value of Closing Stock at 30 June 2016
- Work Related Travel and Motor Vehicle Expenses (KMs, Logbook) and breakdown of expenses (see right)
- Details of Depreciable Assets purchased or disposed during 2016 Financial Year, including;
 - Date of Acquisition & Disposal
 - Consideration Paid & Received
- Bad Debts or Prepaid Expenses

- Superannuation Fund Intent to Claim Form
- Superannuation Statements and Records
- Home Loan Statements (if you would like a mortgage health check or have any other enquiries that Insight Lending may be able to assist with)
- Income Protection, Life, TPD, Trauma Insurance Renewal Notices
- BSB and Acct No for Refunds**

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 & Redundancy Pmts (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, 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.
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