



YEAR END CHECKLIST – BUSINESS (NON-COMPUTERISED)

Please provide the following information:	<ul style="list-style-type: none"><input type="checkbox"/> Net Business Income<input type="checkbox"/> Bank statements as at 30 June<input type="checkbox"/> Closing stock value as at 30 June<input type="checkbox"/> New asset purchases (over \$20,000)<input type="checkbox"/> PAYG payment summaries<input type="checkbox"/> Out of pocket expenses<input type="checkbox"/> Motor vehicle expenses (<i>refer Appendix 2</i>)
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Net Business Income	<input type="checkbox"/> Net Business Income (excluding GST) <u>Income:</u> Sales / Fees \$ _____ Other Business Income \$ _____ <u>Less Expenses:</u> Advertising \$ _____ Bank Charges \$ _____ Contractors \$ _____ Equipment Hire \$ _____ Home Office / Place of Business Expenses (<i>refer Appendix 1</i>) Business Insurances \$ _____ (do not include car & home) Internet \$ _____ (percentage used for work _____ %) Laundry \$ _____ Materials / Purchases \$ _____ Motor Vehicle Expenses (<i>refer Appendix 2</i>) Power \$ _____ Printing, Postage & Stationery \$ _____ Protective Clothing \$ _____ Rubbish Removal \$ _____ Subscriptions, Memberships & Licences \$ _____ Superannuation \$ _____ Work Cover \$ _____ Tip Fees \$ _____ Telephone - Mobile \$ _____ (do not include home phone) Tools & Office Equip (< \$20,000) \$ _____ Tools & Office Equip (> \$20,000) \$ _____ (please provide receipts) Wages \$ _____ Other (<i>refer client workings</i>)
Stock	Closing stock value as at 30 June \$ _____ Valuation Method - Cost <input type="checkbox"/> Market Selling Price <input type="checkbox"/> Replacement Value <input type="checkbox"/> Note - you do not need to do a stock take if you are a Small Business Entity (i.e. your turnover is below \$2m) and the estimated value of your stock is below \$5,000 or the stock movement for the year is less than \$5,000.



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New asset purchases over \$20,000	Did you purchase a new asset over \$20,000? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide documentation If the asset was purchased under finance please provide a copy of the finance documentation.
GST	Are you registered for GST? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you claimed GST on any non-deductible expenses? Yes <input type="checkbox"/> No <input type="checkbox"/> (for example: Entertainment, Private use of Motor Vehicle) If yes, have you made the necessary corrections/adjustments? Yes <input type="checkbox"/> No <input type="checkbox"/>
PAYG Withholding	Do you employ staff? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide the following: - PAYG Payment Summaries - PAYG Payment Summary Statement
Out of pocket expenses	Have you included all of your “out of pocket” expenses? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details.
Accounting method	Do you have a preference on which accounting method is chosen? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which method do you prefer? Cash <input type="checkbox"/> Accruals <input type="checkbox"/> If no, I will select the method which is most appropriate – usually cash method



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Appendix 1 - Home Based Businesses - Office Expenses

<p>Home-Based Businesses Office Expenses</p>	<p>Do you use your home as a - Home Office <input type="checkbox"/> or Place of Business <input type="checkbox"/></p> <p><i>If unsure refer to the ATO Home-Based Business Guide</i> http://www.ato.gov.au/General/Home-based-work/In-detail/Carrying-on-a-business-at-or-from-your-home/Home-based-business/</p> <p>How much of your home do you use for work (based on floor space) _____%</p> <p><u>Home Office Expenses (including GST)</u></p> <p>Running Expenses</p> <p>Power \$ _____</p> <p>Gas \$ _____</p> <p>Phone \$ _____</p> <p>Office Repairs \$ _____</p> <p><u>Place of Business Expenses (including GST)</u></p> <p>Occupancy Expenses</p> <p>Interest \$ _____</p> <p>Rent \$ _____</p> <p>Insurance \$ _____</p> <p>Rates \$ _____</p> <p>Running Expenses</p> <p>Power \$ _____</p> <p>Gas \$ _____</p> <p>Phone \$ _____</p> <p>Office Repairs \$ _____</p>
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Appendix 2 - Motor Vehicle Expenses

Registration Number	
Make	
Model	
Purchase Price \$	
Purchase Date	
Engine Capacity	

Finance Information (if applicable)

Type	<input type="checkbox"/> Lease <input type="checkbox"/> Hire Purchase <input type="checkbox"/> Chattel Mortgage <input type="checkbox"/> Other
Term (months)	
Monthly Payment \$	
Amount Financed \$	
Balloon \$	
Total Interest Payable \$	

Choice of Methods

Method 1	
Set rate per km	Number of work related kilometres travelled during the year (max 5,000km) _____ km*



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<p>Method 2 Log Book</p>	<p>Opening Odometer Reading (1 July) Closing Odometer Reading (30 June) Number of km travelled during the year</p> <p>Business percentage (per log book) Business percentage (current year)</p>	<p>_____ km _____ km _____ km</p> <p>_____ % _____ %</p> <p>Year Total</p>
<p>Expenses Worksheet</p>	<p><input type="checkbox"/> Fuel/Oil <input type="checkbox"/> Insurance <input type="checkbox"/> Repairs <input type="checkbox"/> Interest <input type="checkbox"/> Services <input type="checkbox"/> Registration <input type="checkbox"/> Lease payments <input type="checkbox"/> Tyres/Battery <input type="checkbox"/> Other (please list)</p> <p><input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p>	<p>\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____</p>