

# SARGENT, McCLEAY & FRY

CHARTERED ACCOUNTANTS

## **2010 Tax Return Checklist for Businesses**

Use this handy checklist to give this office the information we need to prepare your Tax Return

Name of Entity: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Preferred Contact No: \_\_\_\_\_

| Information Required  | Information Provided     | Not Applicable           |
|---|--------------------------|--------------------------|
| <b><u>INCOME</u></b>  |                          |                          |
| Copy of reconciled data file (include details of version & passwords)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Manual cashbook (if maintained)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of sell notes and settlement statements for shares or units in managed funds sold (include details of initial purchase such as contract notes and settlement statements if possible) | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other income, such as interest & rental income (include copies rental property summary statements)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investments sold   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of proceeds from disposal of capital assets   | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed funds distribution statements, annual tax statements and capital gains statements   | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>DEDUCTIONS</u></b>  |                          |                          |
| Details of bad debts actually written off during the year (please provide documentary evidence)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of borrowing costs for new loans entered into during the year   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of interest on loans (include copies of loan statements)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lease expenses for motor vehicles, premises and equipment  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of lump sum payments (including retirement and redundancy)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of log books for any new vehicles purchased or if existing vehicle log has been updated  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of salaries paid, including fringe benefits (please provide PAYG summaries and PAYG Summary Statement)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of superannuation contributions for employees & directors paid  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of travel expenses (include travel diaries, particularly overseas)  | <input type="checkbox"/> | <input type="checkbox"/> |

| Information Required  | Information Provided     | Not Applicable           |
|---|--------------------------|--------------------------|
| <b><u>BALANCE SHEET - ASSETS</u></b>  |                          |                          |
| Details of depreciable assets bought, sold or scrapped during the year (include details of any vehicles traded)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank statements showing balance at 30 June 2010. If manual cashbook prepared or data file not reconciled will need bank statement for entire financial year | <input type="checkbox"/> | <input type="checkbox"/> |
| Cheque book butts and deposit books if manual cashbook prepared   | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of confirmations for any units in managed funds purchased  | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of contract notes and settlement statements for any shares purchased   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of any other investments purchased  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of CGT assets purchased during the year   | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of leases, hire purchases or chattel mortgages entered into and terminated during the year (include copy of contract)                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of loans, payments or forgiveness of debts to shareholders or their associates  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of work-in-progress at 30 June 2010   | <input type="checkbox"/> | <input type="checkbox"/> |
| Listing of trade debtors with amounts outstanding at 30 June 2010   | <input type="checkbox"/> | <input type="checkbox"/> |
| Value of stock as at 30 June 2010 (and basis of valuation)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>BALANCE SHEET - LIABILITIES</u></b>   |                          |                          |
| Details of all loans (include copies of loan statements for financial year)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Listing of trade creditors with amounts owing at 30 June 2010   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><u>BALANCE SHEET - EQUITY</u></b>  |                          |                          |
| Details of any changes to shareholdings/units/partners  | <input type="checkbox"/> | <input type="checkbox"/> |
| Details of loans from shareholders or partners  | <input type="checkbox"/> | <input type="checkbox"/> |