



# Contact Pelican Business Services to arrange your Business Tax Return Appointment today!

Call Amanda 0405 107 094

[www.pbuzs.com.au](http://www.pbuzs.com.au)

circle the Y/N beside the items that apply to you.

Don't worry if you aren't sure about any of the items – Amanda will answer your questions.

## Business Tax Return Checklist

Please collect your documents for the items below – check them off when you've found them – this will make your appointment faster and easier.

### GENERAL

- Who was your previous accountant?
  - Name \_\_\_\_\_
  - Email address \_\_\_\_\_
  - Do you authorise me to contact the previous accountant for ethical clearance Y/N
- What is your Business type? Circle the appropriate **Sole Trader/Partnership/Trust/Company/SMSF**
- If Partnership, do you have a copy of the partnership agreement Y/N
- If Trust do you have a copy of the trust deed showing the beneficiaries Y/N
- Do you have a trust distribution statement signed a beneficiary showing how the income is to be distributed Y/N
- How does your entity record it's tax accounting? Circle the appropriate basis **Accrual OR Cash**
- If not a sole trader do you have the Tax File Number of the business Y/N (mandatory)
- Bank Account Details (ie BSB and Account Name) Y/N (mandatory)
- Email Address Y/N (please note you need an email address)
- Last Year's Income Tax Return Y/N
- Is your entity registered for GST Y/N
  - How do you report your GST? Circle the appropriate basis **Accrual OR Cash**
  - Have you reconciled the GST account to total amount filed with the ATO Y/N
  - Do you grant us access to add your entity as our client in the ATO portal Y/N
- Does your entity have employees and registered for Income Withholding Y/N
  - Have all PAYG individual summaries been reconciled to the amount filed to the ATO for the 30<sup>th</sup> June year end Y/N
  - Have you supplied a copy of the PAYG annual summary supplied to the ATO Y/N
  - Have you supplied a historical pay listing for all employees showing their gross wages, taxes withheld, and super accrued for the fiscal year ended 30<sup>th</sup> June Y/N
  - Have you met all your superannuation obligations if you have employees Y/N
  - Do you grant us access to add your entity as our client in the ATO portal Y/N
- Is your Accounting System stored on an internet database (ie the cloud) Y/N
  - Access granted to accounting system (if on the cloud) Y/N
- Is your Accounting Financial System (either electronically or manually accounted) reconciled to the bank statement for the fiscal year end Y/N



- Is your Accounting Financial System in two separate ledgers, showing totals for the following:
  - Payables **Y/N**
  - Receivables **Y/N**

### **GENERAL continued**

- Do you have all Bank Statements showing the balance for the fiscal year end **Y/N (mandatory)**
- Do you have a Statutory Declaration signed by two committee members stating that:
  - The amount of petty cash was counted and exists (showing an amount) **Y/N**
  - The amount of stock was counted and exists (showing an amount) **Y/N**

### **INCOME DOCUMENTS**

- Do you have all bank deposit books for the fiscal year **Y/N**
- Do you have copies of all invoices sent out to customers for the fiscal year **Y/N**

### **EXPENSES DOCUMENTS**

- Do you have all the cheque butts relating to the fiscal year **Y/N**
- Do you have all the invoices relating to the expenses for the fiscal year **Y/N**
- Do you have all the invoices relating to any asset purchases for the fiscal year **Y/N**
- Does the organisation have any loans/leases **Y/N**
  - Do you have the lease documents to show payments and interest components **Y/N**
- Who's name is the motor vehicle registered to? Circle the appropriate **Business name/Personal name**
  - If not registered in the business name, who is the personal name?

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- Cost of managing tax affairs **Y/N**
  - Superannuation statements from fund showing contributions **Y/N**
  - Did you receive 80% or more income from the same customer or related customer **Y/N**
    - Do you buy and sell products **Y/N**
    - Do you supply your own materials **Y/N**
    - Do you just supply labour or professional consultation **Y/N**

### **FINANCIAL SYSTEM DATA (if you have an accounting system is not on the cloud)**

- Do you have a USB drive with the following data:
  - Payables ledger **Y/N**
  - Receivables ledger **Y/N**
  - General Transactional listing for the fiscal year in csv format **Y/N**
  - Do have a Trial Balance for the fiscal year in csv format **Y/N**
  - Do you have a profit and loss for the fiscal year in a csv format **Y/N**
  - Do you have the balance sheet for the fiscal year in a csv format **Y/N**
  - Aged Payables report in csv format showing invoice detail as at the end of the fiscal year **Y/N**
  - Aged Receivables report in csv format showing invoice detail as at the end of the fiscal year **Y/N**
  - Receivables with tax report in csv format **Y/N**
  - Payables with tax report in csv format **Y/N**