



ACCOUNTING & BUSINESS SERVICES PTY LTD

ABN 81 082 935 662

2/694 The Horsley Drive, PO Box 2535, Smithfield NSW 2164

T 9604 7680 F 9604 7687 E results@cowellaccounting.com

Business Taxation Return Checklist

Income

- Cash Book showing sales
- Bank Statements
- Check bank statements & record any deposits that are not income
- List of any income received but not banked

Expenses

- List of all amounts paid out of Business bank account – Cash Book
- List of any Business expenses that have been paid by yourself and have not been reimbursed to you by the Business
- List of amounts shown on Credit Card statements used for Business

Other

- Bank statements for Business account for 1 July to 30 June
- Loan payout balance as at 30 June
- Stocktake list showing quantity and dollar amount as at 30 June
- Credit card statements for 1 July to 30 June
- List of clients that owe the Business money as at 30 June
- Copies of any Hire Purchase loans, Leases or any other borrowings for the Business which have been taken out during the year
- Loan statements covering the whole year from 1 July to 30 June

These are some of the suggestions that may be included in your return – if you have questions please ask either when making your appointment or during the consultation.