

Business Checklist

2021 Financial Statements & Income Tax Return

Financial Information required	
	ELECTRONIC record keeping
	Electronic access to your cloud file – please ensure we are added as your advisor MYOB / XERO / QB Online / CashFlow Manager
	Electronic Excel Spreadsheet
	Additional items required for PAPER record keeping only
	Profit & Loss (Accrual) 01/07/20 – 30/06/21
	Balance Sheet as at 30/06/20
	Balance Sheet as at 30/06/21
	Excel Spreadsheet
	Bank Reconciliation completed to 30/06/21
	Trade Debtors Listing, reconciled to 30/06/21
	Trade Creditors Listing, reconciled to 30/06/21
	GST Cash (Summary & Detail) Report (01/07/20 – 30/06/21)
	GST Accrual (Summary & Detail) Report (01/07/20 – 30/06/21)
All other documents required	
	Business Activity Statements and IAS (Jul 20 – Jun 21)
	Bank Statements 01/06/21 – 30/06/21 (provided bank is reconciled)
	Business Loan Statements and Credit Cards Statement (Jul 20 – Jun 21)
	Stocktake Figure as at 30/06/21 (on business letterhead/email)
	Details of New Assets Purchased (e.g. laptops / large tools / vehicles)
	Employees STP Finalisation Report
	Indication of any personal use of phones / internet / motor vehicles
	Finance documents / Chattel Mortgages for any new assets purchased
	2021 Annual WorkCover Rateable Remuneration Form
	2021 Annual Payroll Tax Reconciliation (if applicable)

If you have questions about any of the checklist items listed please just ask, we are more than happy to help!