



## NEW SOUTH WALES

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## VICTORIA

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## QUEENSLAND

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# 2016 Checklist

## Sole Trader Tax Return

### Paperwork to Bring In

- Backup of Computer Bookkeeping File (E.g. CFM, QuickBooks, MYOB etc.) with Username & Password (incl. Xero)
  - Manual Cash Book (i.e. Money Column or Ledger Book)
  - Business Bank Account Statements (including Cash Management Accounts)
  - Business Loan Bank Statements
  - Motor Vehicle / Equipment Chattel Mortgage, Lease or Hire Purchase Contracts, and copies of any Tax Invoices or Purchase Contracts for New Assets (i.e. Carbon Copy MV Contract)
  - Copies of Business Activity Statements (BAS's) and / or Instalment Activity Statements (IAS's)
  - Copy of Staff PAYG Withholding Payment Summaries and Statement
  - Workcover Remuneration Certificate
  - Debtors (Receivables) at 30 June 2016
  - Creditors (Payables) at 30 June 2016
  - Value of Closing Stock at 30 June 2016
  - Work Related Travel and Motor Vehicle Expenses (KMs, Logbook) and breakdown of expenses (see right)
  - Details of Depreciable Assets purchased or disposed during 2016 Financial Year, including:
    - Date of Acquisition & Disposal
    - Consideration Paid & Received
- Prepaid Expenses (Interest, Rent)
  - Superannuation Fund Records
  - Bad / Commercial Debts Forgiven
  - Research & Development Expenditure
  - Income Protection, Life, TPD, Trauma Insurance Renewal Notices
  - BSB and Acct No for Refunds (ATO requirement for 2015-16 Returns)**

### Income

- Trading Income (Sales, Fees, Contract Income, Commissions)
- Refunds and Rebates from Suppliers
- Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account, GST Account etc.)
- Dividends received on Shares and Managed Fund Statements
- Rental Income
- Government Payments (i.e. Diesel Fuel Tax Credits Rebate, Grants, Subsidies, Apprentice/Trainee Payments)
- Sale of Asset Proceeds and Dates
- Insurance Recoveries, Compensation Payments
- Foreign Income & Foreign Tax Credits

### Expenses

Accounting Fees, Advertising & Promotion, Allowances Paid, Bank Fees, Bookkeeping Fees, Borrowing Expenses, Cleaning, Commissions Paid, Consultants' Fees, Contract Payments, Debt Collection Fees, Delivery & Freight, Donations, Electricity, Filing Fees, Fodder, Franchise Fees & Royalties, Fuel & Oil, Gas, Government Charges, Hire of Equipment, Home Office, Insurance, Interest Expense, Internet, Lease Payments, Legal Fees, Licenses & Permits, Livestock Expenses, Long Service Leave & Redundancy Pmts (i.e. Coinvest, Incolink), Management Fees, Materials & Supplies, Motor Vehicle (i.e. Fuel, Insurance, Registration, Repairs, Tolls) Packaging, Parking, Postage, Printing & Stationery, Protective Clothing, Purchases for Resale, Rates & Land Tax, Rent, Repairs & Maintenance, Replacement Tools, Rubbish Removal, Salaries/Wages Paid, Security, Seminars & Conferences, Staff Amenities & Training, Subscriptions, Superannuation, Telephone, Travel & Accommodation, Uniforms, Union Memberships, Veterinary Expenses, Workcover Premiums.

Nick Stanton  
B.BUS(Acc.), FCPA, CTA, JP  
Managing Director



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