



TAX CHECKLIST - BUSINESS

Client Name: _____

Contact Details: _____

Please compile the following information where applicable for the year ended 30 June 2020 and forward to us in SOFT COPY. For access to our client portal, please feel free to contact your Client Manager/Partner or Client Assistant. If you have any queries regarding the information required, please contact.

Please upload your completed checklist and attachments to our client portal or via email, where possible.

NB: This checklist covers the basic records required to complete tax returns and other statutory reports. You will be contacted for any further information that may be required.

<p>Software Records & version</p>	<p>Copy of Back up of the computer file on USB stick or by email or access to your online file. (IMPORTANT). Please provide details of username and password for access to your desktop file or invite us to your file.</p>
<p>Or Hard Copy Records</p>	<p>If you are unable to provide us with a backup of your computer file, copy of the following reports in EXCEL format:</p> <ul style="list-style-type: none"> • Profit & Loss for the 12 month period • Balance sheet as at 30 June 2020 with last year’s comparative • Detailed General Ledger
<p>Bank Records</p>	<p>If you have provided us with reconciled software files, then copies of bank statements showing the final bank account balances.</p> <p><u>If no software file provided</u>, download of transactions in CSV format for the period 1 July 2019 to 30 June 2020 and all copies of all bank statements for 1 July 2019 to 30 June 2020 detailing transactions on the statements or cheque and deposit books.</p>

Disclaimer: The information contained in this fact sheet is not intended as specific advice. Please contact Enspira Financial to discuss your individual situation.



Loans/Margin Lending	Copy of transactions in CSV format and copies of loan or margin lending statements for the period 1 July 2019 to 30 June 2020.
Cash Transactions not Recorded Elsewhere	Details of unbanked sales, expenses paid personally or not reimbursed by the business and petty cash records
Investment Records	<ul style="list-style-type: none">• Dividend and Interest Statements• Partnership or Trust Statements and Annual Tax Statements• Copy of transaction statements for any shares, investments, managed fund, wrap account or stockbroker account• Details of any sales or disposals of investments
Payroll Records	If you are an employer: <ul style="list-style-type: none">• Access to the Payroll module of your online file: or• Payroll Reconciliations; or• Copies of PAYGW Payee summaries for the year ended 30 June 2020 and annual Payment Statement submitted to the ATO and• Payroll tax reconciliation for the year ended 30 June 2020, if applicable
Payroll Tax	Has the Annual Payroll Tax Reconciliation been lodged? If so, please provide a copy for our reference
Expense Records	<ul style="list-style-type: none">• Motor Vehicle Logbook• Details of any donations of \$2 or more to registered charities• Details of any legal expenses• Date, amount, period and description of prepaid expenses (eg insurance, subscriptions, rent and interest). NB: small business entities can claim 100% of prepaid expenses in the year paid.
Asset & Liability Records	<ul style="list-style-type: none">• Date, amount & description of fixed asset purchases and sales (If you are a small business entity you may be entitled to claim a 100% write-off for assets under \$30,000 each ready for use up to 12 March 2020. If you are a business with turnover < \$500m, you may be entitled to a claim of 100% instant asset write off for assets under \$150K purchased after 12 March 2020 and ready for use by 30 June 2020.• Copy of new finance agreements, if any.• If not included in software file – Debtors listing (clients who owe the business money) and Creditors listing (suppliers who the business owed money to) as at 30 June 2020.• Listing of Bad Debts written off during the year• Stock listing and valuation as at 30 June 2020.

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Small Business Grant	Was your business eligible for the small business grant offered under the VIC, NSW and QLD governments? If the grant received, please confirm the details;
JobKeeper	Was your business registered for JobKeeper? Have you received all payments for JobKeeper from the ATO? (if JobKeeper reporting was not completed by Enspira)
CashFlow Boost	Have you received the cashflow boost from the ATO (up to \$50,000 before 30 th of June?)

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