



TAX CHECKLIST - BUSINESS

Client Name: _____

Contact Details: _____

Please compile the following information where applicable for the year ended 30 June 2023 and forward to us in SOFT COPY. For access to Collaborate, 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>Access to your online file or copy of Back up of the computer file on USB stick or by email. (IMPORTANT). Please provide details of username and password for access to your desktop file or invite us to your online 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 2023 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 2022 to 30 June 2023 and all copies of all bank statements for 1 July 2022 to 30 June 2023 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 2022 to 30 June 2023.
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 Reconciliation Report; or• Payroll reconciliation for the year ended 30 June 2023, if applicable
Payroll Tax	Has the Annual Payroll Tax Reconciliation been lodged? If so, please provide a copy for our reference for each state you are required to lodge under.
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/medium business, you may be entitled to fully expense assets ready for use as at 30 June 2023)• If you purchased a Electric Vehicle during the period, please provide a copy of the invoice and purchase details.• 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 2023.• Listing of Bad Debts written off during the year• Stock listing and valuation as at 30 June 2023.

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Digital Adoption	If you incurred expenses between 30 March 2022 until 30 June 2023 for the purposes of business digital operations or on digitising your operations and depreciating assets such as portable payment devices, cyber security systems or subscriptions to cloud based services, please provide details of expenses paid including, date, description and total paid.
Small Business Skills	If you incurred eligible external training courses between 30 March 2022 until 30 June 2023 for your employees by registered providers in Australia, please provide details of expenses paid including date, description, provider name and total paid.

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