

## 2020 BUSINESS CHECKLIST

Legal name

Postal address

Mobile number

Email address

### RECORDKEEPING – *Please provide as appropriate*

PROVIDED

N/A

- Provide a backup of your **accounting file**

 

Name of program

Version number

Password




- Provide Ascot Accounting access to your **online accounting file**.

 

- If not using an accounting package, please provide a **summary** of all income and expenses.

 

### BUSINESS ACCOUNTS AND BUSINESS LOANS

- Provide copies of statements for all **bank accounts** showing balances as at 30 June.

 

- Provide copies of statements for all **loans** up to and including 30 June.

 

- Provide copies of **credit card statements** up to and including 30 June.

 

### INCOME

- Did you receive any **interest income**?

 

- Please provide name of bank, account details and total interest received during year.

- Did you receive any **distributions from other trusts/partnerships**?

 

- Please provide copies of the tax returns or if distribution was received from public unit trust, please provide copies of the annual distribution summaries.

- Did you receive any **rental income**?

 

- Please provide copies of annual or monthly rental statements. If property was acquired during the year, please provide settlement statement and purchase documents.

- Did you receive any **dividend income**?

 

- Please provide copies of all dividend statements.

- Any **other income**

 

- Please provide details of any other income received that is not listed above.

## CAPITAL GAINS

If you **sold any assets** such as shares or property during the year, please provide:

- Purchase documentation *e.g. purchase contract, settlement statement*
- Sale documentation *e.g. sale contract, settlement statement*

PROVIDED

N/A

## ASSETS

If you **purchased any assets** during the year, please provide:

- Date purchased, description, and cost

## MOTOR VEHICLE

If **motor vehicle** is being claimed for business related travel, please provide:

- A **logbook** and all motor vehicle related expenses, if applicable or
- Number of **kilometres travelled**.

## SUPERANNUATION CONTRIBUTIONS

If you made any **contributions to a superfund for you or your employees**, please provide:

- Amount of contributions made for each employee

## DISTRIBUTIONS TO BENEFICIARIES - TRUSTS ONLY

- Please provide a summary of the amounts distributed to each beneficiary.

Do you have any other details of information which you are unsure of and would like us to be aware of?