



Business Tax Kit

2019/2020

Name _____

Saving us time saves you money. Completing this Tax Kit and providing the requested information assists us in efficiently preparing your Tax Returns.

If you need a hand we are happy to help you fill in the details.

Thank you in advance for taking the time to complete this Tax Kit

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... advisers to business

2019/2020 Business Information Required

Please circle the answer to these questions. If 'Yes' follow the instructions as amounts, descriptions and supporting documents are needed.

- | | | |
|--|-----------|------------|
| 1 Was all 2019/2020 income deposited into trading accounts? | No | Yes |
| If not, please supply details of: | | |
| - Amounts deposited into other accounts | \$..... | |
| - Sales not banked (cash taken) | \$..... | |
| - Takings on hand at 30 June (i.e. banked in July) | \$..... | |
| 2 Cash on hand at 30 June 2020 | | |
| -Petty cash | \$..... | |
| -Till float(s) | \$..... | |
| -Other amounts not banked | \$..... | |
| 3 Bank Reconciliation | No | Yes |
| Please supply 30 June bank statements for all business accounts including loans
(unless already provided).
Bank reconciliations are required for any accounts with unrepresented cheques. | | |
| 4 Were any wages paid? | No | Yes |
| Please provide your STP finalisation or PAYG payment summaries | | |
| 5 Did you give your staff any benefits? | No | Yes |
| Did you give employees in house stock, services or tools?
If yes, please advise cost. | | |
| | \$..... | |
| 6 Did you hold trading stock for resale at June 30? | No | Yes |
| Please supply a copy of the stock sheets indicating quantities and values
... and method of valuation (cost, market selling value or replacement value) | | |
| 7 Did your family take or use any product/service without paying? | No | Yes |
| If so, what was the total value (at cost) including GST:
If payment was made, was it full price, cost or some other value? | | |
| 8 Was there any work in progress at June 30? | No | Yes |
| If so, please supply a list of all jobs in WIP including...
At what stage of completion (%) was each job?
What was the total value of each job (quoted or invoiced price)?
How much had been received by June 30?
What expenses had been incurred on the job by June 30. (Includes creditors.) | | |
| | \$..... | |
| 9 Were any bad debts written off? | No | Yes |
| List names/amounts and what action was taken to collect these debts. | | |
| 10 Expenses paid by cash, credit card or personal funds? | No | Yes |
| If so, please provide details where these expenses have not previously been
included in your financial records. | | |
| 11 Have you purchased any plant and equipment over \$1,000? | No | Yes |
| If so, please provide copies of invoices. | | |

12 Were any new loans, chattel mortgages or leases arranged? No Yes

Please supply loan, chattel mortgage or lease agreement(s) and any statements from the lender.

13 Was a vehicle used in earning business income? No Yes

(Note: One-Tonne Utilities and all commercial vehicles that do more than 1,000km private-use need a log book.)

If Yes, complete this section if you are claiming under the following methods

1. Set rate per kilometre method (To a maximum of 5000 business kms per driver)
2. Logbook Method

Vehicle Details			
	Vehicle 1	Vehicle 2	Vehicle 3
Speedo 01 July 2019			
Speedo 30 June 2020			
Make			
Model			
Registration Number			
Name registered under			
Engine Capacity			

Option 1 Set Rate Per Km Method			
	Vehicle 1	Vehicle 2	Vehicle 3
No. of Trips to			
Trips to			
Other Business Travelling			
Eg. Visiting Accountant			
= Total Business Km			

Option 2 Log Book Method			
	Vehicle 1	Vehicle 2	Vehicle 3
Log Book Business Use Percentage			
Log Book Date Started			
Log Book Date Finished			
Was the vehicle sold during the year? Y/N			