



Providing Total Business Care

Seb Vecchio CPA

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email: info@spvaccounting.com.au

Registered Tax Agent • Accountant • Business Advice

2017 Business Tax Return Checklist for SPV Accounting

Tax File Number: _____

ABN: _____

Name:

Type of Business:

Trading Name:

.....

Postal Address:

.....

Postal address changed from last tax return? YES/NO

Address:

.....

Contact Person:

Telephone: (H) (W) (M).....

Email:

Contact Persons Position:



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Item	Completed/ Provided	Not Applicable
<ul style="list-style-type: none"> - Data File Provided - User ID _____ - Password – Provided _____ - Program Version _____ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
This data file was commenced on: _____ A note is attached explaining the reason if the data file is not a full year.	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Reconciled: <ul style="list-style-type: none"> - Bank Accounts - Credit Cards - Un-deposited Funds - Electronic Payments - Payroll Cheque Account - Cash Drawer - Petty Cash - Trade Debtors and Creditors - Inventory - BAS (incl. PAYG Withholding) reconciled to Balance sheet - Any other Clearing or Suspense Accounts - Other: _____ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Private Portion Expenses <ul style="list-style-type: none"> - Accounts are clearly labelled e.g. "...incl. Private Portion" - The Amounts are apportioned YES/ NO 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<ul style="list-style-type: none"> - Asset Register- Details of any Asset Purchases/ Sales Provided inc. date, amount, asset details and; - Copies of any trade –in contracts or; - Major Asset Purchase Contracts - Finance Contracts 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Director's Loan Account, Drawings account and Inter-entity Loan Balances are checked and correct	<input type="checkbox"/>	<input type="checkbox"/>
Attached typed list with any queries or anything for the accountant to particularly look at.	<input type="checkbox"/>	<input type="checkbox"/>
Wages PAYG Summary, PAYG Payment summaries provided.	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statements and a copy of Bank Reconciliations Provided (Consider Loans not Included in ledger)	<input type="checkbox"/>	<input type="checkbox"/>
Stock on Hand/WIP Balance	<input type="checkbox"/>	<input type="checkbox"/>