

Business Valuations & Accounting E: keryn@bva-cpa.com P: 07 5513 1566 A: 5/34 Oyster Point Road Banora Point NSW 2486 P: PO Box 6135, Tweed Heads South NSW 2486.

PARTNERSHIP TAX RETURN CHECKLIST

Please complete all items in the required field(s), save to your local drive and email the document(s) and any attachment(s) to our office.

DATA FILE

PROVIDED N/A	
	Reconciled XERO / MYOB / QUICKBOOKS data file as at 30 June
	Copy of all physical bank statement(s) as at 30 June
	Copy of all physical loan account statement(s) as at 30 June
	IF NOT USING XERO / MYOB / QUICKBOOKS, PROVIDE THE FOLLOWING:
	Reconciled cashbooks (i.e. Excel file) for entire financial year (detailing all deposits and withdrawals)
	Copy of all physical bank statement(s) for entire financial year (with manual narrations at each line item detailing nature of each transaction)
	Copy of all physical loan account statement(s) as at 30 June
INVESTMENTS	
	Copies of distribution statement(s) from Trust(s)
	Copies of managed funds distribution statements, annual tax statements and capital gains statements i.e. BT Funds, AXA, Merrill Lynch
	Copies of dividend statements
	Contract details of any investment asset purchased and sold
RENTAL INCOME	
	Please complete the 'Rental Property - Tax Return Checklist'
GOVERNMENT IN	DUSTRY PAYMENTS
	Details regarding any Government industry payments / registrations.
OTHER INCOME	
	Details (i.e. statements etc) of any other income receives not captured in the above sections.
EMPLOYEES	
	Copies of PAYG Payment Summaries and PAYG Summary Statement issued for the income year
	copies of FATCE ayment summanes and FATCE summary statement issued for the income year
	Details regarding superannuation contributions paid for employees for the income year



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PARTNERSHIP TAX RETURN CHECKLIST CONTINUED

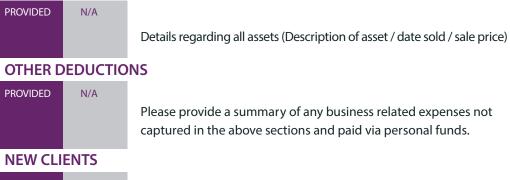
STOCK ON HAND / WORK IN PROGRESS

- \$_____ Value of closing stock on hand as 30 June
- \$ _____ Value of work in progress at 30 June

MOTOR VEHICLE

PROVIDED	N/A	If not previously captured in Data Files providedplease provide a detailed summary of all motor vehicle expenses (i.e. fuel, registration, insurance, CityLink, repairs) for the income year If a new motor vehicle has been purchased, please provide purchase contract and/a hire purchase or finance lease contracts.
	%	Assuming a log book has been maintaine p lease provide motor vehicle business use as a percentage (i.e.60%)
	KM	If no logbook has been maintaine ϕ lease provide the kilometers traveled (up to 5,000km)

PLANT AND EQUIPMENT





Prior Year Income Tax Return and Financial Accounts

Prior Year Accountancy Fees

FURTHER DETAILS