



BOOKKEEPING & BAS RETURN CHECKLIST

1. BUSINESS DETAILS:

- MYOB, QuickBooks, or Excel file. (Or notebook if hand written).
- Bank statements (including the notation indicating business or private nature of transaction).
- Loan statements.
- Copies of invoices issued (if not using an accounting software package).
- If you have employees: wages book or notes detailing gross wages and PAYG withholding amounts, superannuation and work cover paid.
- Motor vehicle: log book with fuel, registration, insurance & servicing receipts. Or estimate of kilometers traveled (excluding travel from home to work).
- Travel: receipts for travel, accommodation and meals incurred on business trips.
- Uniform: receipts for prescribed uniforms, dry cleaning, or protective wear.
- General: union fees, professional memberships, tools, advertising, telephone, office equipment and stationery.
- Donations: receipts for gifts to charitable organisations (excludes the purchase of raffle tickets).
- Tax affairs: accountant fees, financial advisor fees.
- Property, plant & equipment: details of all items used in the business including purchase date and cost.
- Petty cash.
- Copies of all BAS or IAS if applicable.

IMPORTANT NOTE:

All documentation used to complete your return must be kept with a copy of the completed return for a period of five (5) years after the date of assessment (as per notice from the ATO).

If they relate to an investment or other asset you still own, documentation must be kept until five (5) years after you sell or dispose of the investment or asset (i.e. if you own something for 10 years then you keep the documentation for 15 years in total).