



# Trevor Wolff & Associates

ABN: 96 651 010 945  
For Taxation & Business Solutions

Phone: (07) 3396 1025  
Email: [admin@wolffaccountants.com.au](mailto:admin@wolffaccountants.com.au)  
Web: [www.wolffaccountants.com.au](http://www.wolffaccountants.com.au)

PO Box 5131  
MANLY QLD 4179  
2/17 Nirimba Street  
MANLY WEST QLD 4179

## **BUSINESS CHECKLIST - 2021**

- Copy of last year's tax assessment
- Tax Office correspondence
- ABN Number
- ALL** Bank Statements FROM 1 JULY TO 30 JUNE
- Cash books and/or your accounting on disk, USB or by email
- Barter Card Statements FROM 1 JULY TO 30 JUNE
- Details of Cash income and Cash expenses
- Credit card statements where used for business FROM 1 JULY TO 30 JUNE
- Invitation to your CLOUD Software.
- List of people and amounts who you owe money to as at 30 June (Creditors)
- List of people and amounts who owe you money as at 30 June (Debtors)
- Details of new business loans, hire purchase, bank loans, leases, chattel mortgages, etc - bring contracts, statements and loan documentation.
- Details of loans or capital contributions made to the business from yourself or others. Loan Agreements relating to these loans.
- Un-banked business moneys and balance of petty cash at 30 June
- Stocktake at 30 June
- Value of work in progress
- Value of stock taken for own use
  
- Details of sales and purchases of Plant, Equipment, Motor Vehicles, etc including finance documents
- Details of petty cash, sundry expenses and out of pocket expenses
- Copy of wages and voluntary payments and PAYG Payment Summary Statement or Electronic Report, reconciliation statements.
- Taxable Payments Annual Report
  
- Motor Vehicle Log Books (a new logbook each 5 years)
- Details of all Motor Vehicles used for business purposes eg: Rego numbers, make and model of vehicle, fuel, lease payments, registration, insurance and repairs for each vehicle, etc.
- Record Odometer reading/Mileage of each business vehicle at 30 June each year.
  
- Have you paid the 9.5% Superannuation for your employees, contractors, subcontractors and voluntary agreement workers who are paid an hourly rate? Please phone me or check the Tax Office website - [www.ato.gov.au](http://www.ato.gov.au) - go to Business and scroll down to Decision Tool, if you are not sure if you have to pay it. PTO..



*Specialising in:*  
*Personal, Business, Partnership, Company, Trust &  
Super Fund Returns*



Tax agent  
57118007

Please be aware that if you do not pay the 9.5% Superannuation to your employee's superannuation fund by the 28<sup>th</sup> day after each quarter then the Superannuation is paid to the Tax Office along with an Administration Charge and Interest. If you have to pay to the Tax Office, the Superannuation and additional charges are not tax deductible.

**Reminder: Have you registered for SuperStream?**

**Reminder: Have you registered for Single Touch Payroll (STP)?**

- ❑ Have you paid your WorkCover premium? (**Please note:** WorkCover is also payable for employed contractors who are working mainly for labour.)
- ❑ Are all your business insurance payments up to date?
- ❑ List of Bad Debts written off during the year and amounts
- ❑ Personal Superannuation Contributions
- ❑ If you are working from home, a plan of land and house showing total areas and areas used for business purposes.
- ❑ Log books for home use, computer, internet and telephone (keep for 1 month each year).
- ❑ Bring in details of any voluntary tax you may have paid to the tax office.
- ❑ Any interest paid to the tax office for late payments etc.

If you need any end of year assistance with preparing your group certificates, where you did not have STP (now called Income Statements), group reconciliation statements, WorkCover statements etc. please contact me on **3396 1025** or **admin@wolffaccountants.com.au**

**Remember:**

- ❖ *Pay your Superannuation Guarantee Levy before the 28 July.*
- ❖ *Issue all PAYG payment summaries before 14 July, if not using STP.*
- ❖ *Reportable payment return before 28 August.*

**Tax Hints:**

- ❖ *If you have a Tax bill and Superannuation Guarantee to pay and your cashflow won't allow you to pay both, pay your superannuation first as if it is paid late, you could incur non-deductible penalties. If the Tax Office charges you interest on your tax account, this interest is tax deductible.*

\*\*\*\*\*