

## Records

- Computerised Records:
  - Backup (desktop versions), or
  - Advise your cloud-based records are ready to access
- Manual Records: Cash Book
- Bank Statements
- Loan Statements
- Asset Purchases / Sales / Trade-Ins:
  - Equipment & Vehicles: Invoice, Loan Documentation
  - Real Estate: Invoice, Purchase Contract, Settlement Statement, Loan Documentation
  - Shares: Buy / Sell Contracts
- Debtors @ 30 June 2020 (money owed to you by customers)
- Creditors @ 30 June 2020 (money owed by you to suppliers)
- Value of Stock @ 30 June 2020 (at cost, not retail)
- Cash Expenses – details of any cash expenses paid from takings or from your personal funds
- Cash Income – details of any cash income not banked to a business account
- Copy of BAS prepared by you including workpapers
- Copy of Taxable Payments Report lodged with ATO
- Any claims made on an Income Protection or Sickness & Accident Insurance
- Documentation relating to any assets purchased or sold, for example
  - house or other assets received from an estate
  - house (including own residence)
  - works of art, collections
  - assets received through a divorce settlement

## Primary Producers

- Livestock numbers @ 30 June 2020 including:
  - Number of Natural Increase for the year
  - Number of Deaths for the year
  - Number killed for own use for the year
- All livestock sale invoices
- Any dividend slips received from Co-op Meatworks, etc
- Farm insurance renewal detailing assets insured

## OTHER

- Any Income Protection Insurance or Sickness & Accident Insurance paid
- Letter from superannuation fund confirming you are claiming a deduction for contributions
- Seniors & Pensioners Tax Offset (SAPTO) - if your spouse/partner is 60 years or older, require their taxable income
- Health Insurance - letter from insurer (eg: BUPA) about contributions made -- we can generally access these details
- Spouse Superannuation Contributions - amount of superannuation paid, name of superannuation fund & member number
- Zone Offset - children's full names, dates of birth & any income they may have earned
- Amount of Child Support paid
- Bank Account details for possible refund including BSB, Account Number & Account Name