

Specific Items						
Cash Expenses Paid From	Takings / Drawings / Other					
Any Sale of Assets from Prior Year Depreciation Schedule	Y / N					
Any Asset Purchases Not Shown in Records	Y / N					
Unbanked Income (if applicable)	\$					
Closing Stock at 30 June	\$					
Trade Debtors at 30 June	\$					
Trade Creditors at 30 June	\$					
Sundry Creditors at 30 June (list below)	\$					
Discuss Personal Services Income Rules (if applicable)						
New Loans and/or Leases						
Finance From	To Acquire	Type	Amount	Agreement		
		Loan/Lease	\$	Y / N		
		Loan/Lease	\$	Y / N		
		Loan/Lease	\$	Y / N		
		Loan/Lease	\$	Y / N		
		Loan/Lease	\$	Y / N		
Motor Vehicle Expenses for All Vehicles						
Vehicle Description	Engine Size	Owner Name	Log Book % (if applicable)	Year Kept	Est of Bus Kms (if applicable)	Basis of Estimate of Bus Kms (if applicable)
Telephone Expenses						
Telephone	Cost	Bus Use	Basis of Estimate			
Home	\$	%				
Business	\$	%				
Mobile	\$	%				
Internet	\$	%				
	\$	%				
	\$	%				

Electricity			
Location	Cost	Bus Use	Basis of Estimate
Home	\$	%	
Office	\$	%	
	\$	%	
	\$	%	
Interest			
Lender	Amount	Bus Use	Basis of Estimate
	\$	%	
	\$	%	
	\$	%	
	\$	%	
Place of Business Expenses			
Address			
Details of Business Use			
Expense	Amount	Bus Use	Basis of Estimate
Council Rates	\$	%	
Water Rates	\$	%	
House Insurance	\$	%	
Contents Insurance	\$	%	
Interest	\$	%	
Rent	\$	%	
Repairs & Maintenance	\$	%	
	\$	%	
Purchase of Business			
Date Purchased			
Vendor's Name			
Purchase Price	\$		
Finance From (if applicable)			
Finance Contract Supplied (if applicable)	Y / N		
Finance Amount (if applicable)	\$		
Written Contract	Y / N (if yes, copy to be supplied)		
Solicitor's Name, Address & Telephone Number			
If No Written Contract –			
(a) Goodwill Price & How Determined	\$		
(b) Plant & Equipment Price & How Determined	\$		
(c) Stock Price & How Determined	\$		
(d) Any Other Price & How Determined	\$		

Sale of Business	
Date Sold	
Purchaser's Name	
Sale Price	\$
Written Contract	Y / N (if yes, copy to be supplied)
Solicitor's Name, Address & Telephone Number	
If No Written Contract –	
(a) Goodwill Price & How Determined	\$
(b) Plant & Equipment Price & How Determined	\$
(c) Stock Price & How Determined	\$
(d) Any Other Price & How Determined	\$
Other Information for Personal Tax Return	
Use form under "Records Personal" for a checklist of what is required for personal returns.	