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# Business Tax Returns Information Required

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## Income

Please ensure that income from all sources is accurately recorded in your income summaries. This will include income from:

- Business activities generally
- Cash receipts
- Direct deposits
- Government business subsidies
- Employee subsidies
- Insurance payouts
- Fuel rebates
- Amounts received on sale of business assets

Be careful that personal income, lotto wins and loan transfers are not included as part of your business income otherwise you will be paying tax on these.

## Accounting Records

Printout of the Profit & Loss Statement and Balance Sheet plus a full copy of your computerised financial information provided to us by floppy disk, USB or emailed to us at [admin@enright.com.au](mailto:admin@enright.com.au)

If using a cashbook, please total each of the expense and income columns for the year

## Expenses

Check that you have recorded all your business expenses as this will reduce your taxable income, reducing the amount of tax you have to pay.

Receipts are essential to support your claim not only for the expense but for any GST you may have claimed as well.

Make sure that expenses made by cheque, credit card, cash or barter card are all recorded in your expense summaries.

Expenses that you can claim include:

- Advertising
- Bank fees and charges
- Interest (Only include the interest and not the monthly repayments)
- Internet
- Home expenses such as electricity, telephone and laundry
- Computer expenses including software, hardware, ink, paper and repairs
- Mobile telephones
- Tools and equipment
- Repairs and maintenance
- Protective clothing
- Payments to contractors but check that they are GST registered before claiming GST

## Other Information

This additional information is required to ensure that the return is prepared in the most cost-effective and efficient manner.

It is also used to reconcile back to tax office records to minimise the chance of tax office reviews later.

This additional information will include:

- All bank and loan statements for the year
- The contracts for any leases or chattel mortgages started
- Total kilometres driven for business purposes in your private car, up to a maximum of 5,000 kms
- Details of any assets purchased, sold or traded in, including the date and amount received. This information will also be used to make the investment allowance claim.
- A copy of the annual PAYG summary or copies of all the group certificates given to employees
- Closing stock valuation as at 30 June
- Any personal superannuation contributions