



## GST / BAS Quarterly Checklist

<p>* <b>Business Bank Statements</b> for the relevant Quarter (Include to the End of the Month)</p> <ul style="list-style-type: none"><li>- Including Business Loan Accounts etc</li></ul>	<input type="checkbox"/> Check Box
<p>* <b>Cheque Books and Deposit Slips</b> for the relevant Quarter</p>	<input type="checkbox"/> Check Box
<p>* <b>Primary Producers</b></p> <ul style="list-style-type: none"><li>- <b>Mill Pays</b> provided by CSR</li><li>- <b>Cattle Sales Invoice</b> &amp; Head sold/purchased figure</li><li>- Small Crop Sales Invoice</li></ul>	<input type="checkbox"/> Check Box
<p>* <b>Rental Property Summaries</b> (Provided Monthly by Real Estate Agent)</p>	<input type="checkbox"/> Check Box
<p>* <b>New Finance Documents</b> taken out in the Financial Year</p> <ul style="list-style-type: none"><li>- <b>Chattel Mortgage / Hire Purchases / Leases / Split Loans</b></li><li>- Copy of <b>Tax Invoice for Asset purchased</b> on Finance</li></ul>	
<p>* <b>Private Use %</b> information for following Expenses</p> <ul style="list-style-type: none"><li>- Provide Motor Vehicle Log Book Details (to be updated every 5 Years)</li><li>- Electricity</li><li>- Home Telephone &amp; Mobile</li><li>- Insurance</li></ul>	<input type="checkbox"/> Check Box
<p>* Documents relating to the <b>PURCHASE / SALE of a New Business or Property</b></p> <ul style="list-style-type: none"><li>- Copy of Stamped Contract</li><li>- Include Equipment Schedules and apportionments</li><li>- Settlement Statement prepared by Solicitor</li><li>- Other Costs associated with purchase (ie: Legal Fees, Accounting Fees)</li><li>- Copy of all New Finance Documents (inc: Loan establishment fees etc)</li></ul>	<input type="checkbox"/> Check Box
<p>* Ensure all <b>New Asset PURCHASES</b> or <b>SALES</b> are <b>clearly narrated</b> and include</p> <ul style="list-style-type: none"><li>- Tax Invoice</li><li>- Date of Purchase or Sale</li><li>- Cost of Asset or Sale consideration received</li><li>- Trade in Details (GST is Sellers responsibility)</li><li>- Nominate the Business use % if applicable for new Assets</li></ul>	<input type="checkbox"/> Check Box
<p>* <b>Provide the Relevant information to Calculate the Fuel Rebate</b></p> <ul style="list-style-type: none"><li>- Date of Fuel Purchase</li><li>- Invoice Number</li><li>- Date Paid</li><li>- Total Litres</li><li>- Ineligible Litres / Eligible Litres</li></ul>	<input type="checkbox"/> Check Box
<p>* Provide <b>Wages Details</b> for the relevant quarter</p> <ul style="list-style-type: none"><li>- Total Gross Wages Paid for the Quarter</li><li>- Total Tax Withheld from Gross Wages</li><li>- Ensure that the Gross Wages less the Tax Withheld agrees to the cheques paid</li></ul>	<input type="checkbox"/> Check Box