

# SMALL BUSINESS CHECKLIST

XERO 2023

## INCOME

**Bank, building society, investment, and term deposit accounts.**

- Include bank statements showing closing balances of all accounts at 30 June 2023.

**Rental Properties**

- Refer to Rental Property Checklist

**Share trading statements**

- Refer to Shares and Investments Checklist

**Disposal of plant and property**

- Dates and values of purchases and sales
- Description of your assets
- Buy & Sale contracts

## EXPENSES

**Loans**

- Provide statements for loans owing, with an end of financial year (30th of June 2023) balance and interest paid on those loans.

**Motor Vehicle**

- Logbooks and odometer readings for the financial year. (Required to claim expenses)

**Travel**

- Provide travel diary and other documentation (if applicable)

**Leased plant and motor Vehicles.**

- Finance documentation for all plant and motor vehicles leased in the year (including expenses such as borrowing and setup costs).

**Miscellaneous**

- Value of opening & Closing stock on hand for the financial year (if applicable).
- Petty Cash (verified balance in account software is accurate if applicable)