

BAS checklist

Checklist of items to be provided	Provided
<p>Bank statements for the quarter as per the following:</p> <p>1 January to 31 March 1 April to 30 June 1 July to 30 September 1 October to 31 December</p> <p>Some banks provided transactions that may not be in actual order (NAB) hence we need the actual bank statement</p>	
<p>Credit card statements for the quarter as per the following:</p> <p>1 January to 31 March 1 April to 30 June 1 July to 30 September 1 October to 31 December</p> <p>The credit card statement must cover the last day of the quarter, hence it will normally end in the next month</p>	
<p>Fuel card statements for the period of 1 July to 30 June</p> <p>Some clients are happy to provide us with log in details if you would prefer us to download the required reports</p>	
<p>CSV files when requested.</p> <p>Not all banks provide balances on CSV statements, hence a bank statement is also required</p>	
<p>Invoices and or receipts for all business expenses</p> <p>Eftpos dockets do not suffice</p>	
<p>Logbook for car travel if you have newly completed a logbook</p> <p>The logbook must run for 12 consecutive weeks if for a passenger vehicle and 4 consecutive weeks if for a commercial vehicle</p> <p>A new logbook is required every 5 years or if the usage of the vehicle changes to what was detailed in the prior logbook completed</p>	

<p>If you were driving a new vehicle this year we require:</p> <p>Purchase contract papers for new vehicle</p> <p>Loan contract for new vehicle loan</p> <p>Sale papers for old vehicle</p> <p>Loan payout for old vehicle</p>	
Insurance policy renewal documents	
<p>Travel expenses:</p> <p>Etag toll statements</p> <p>Parking receipts</p> <p>Overnight costs, including accommodation and food receipts</p> <p>Eftpos dockets do not suffice</p>	
Subcontractor invoices	
Mobile phone bill	
Internet plan bill	
<p>For suppliers who provide monthly statements</p> <p>We also require the individual invoices for all purchases</p> <p>Some clients are happy to provide us with log in details, if they prefer us to download the required reports ie Bunnings</p>	
<p>Motor vehicle registration notices for all business use assets</p> <p>This can be accessed via the My Vicroads app in the notification section, if you do not have a hardcopy. We require this to determine the correct GST as every registration cost is different</p>	
Stock on hand value as at 30 June if not already provided	
<p>Business expenses paid in cash receipts/invoices if not already provided</p> <p>A note will not suffice</p>	

