

GST Quarterly Checklist

- 1) Complete Bank Reconciliations for:
 - Business Account;
- 2) Update Credit Card Transactions for Quarter;
- 3) Update Cash transactions for quarter
- 4) Attempt to print off GST Report:
 - "Tax Code Exceptions [Cash Transactions]" specifying the relevant quarter.

You want this report to tell you there is NOTHING to print. If there is something to print then it means some transactions do **not** have ` a GST code: either a [N or N-T]; [F or FRE] or [G or GST];
- 5) Print the following GST Reports:
 - # "GST [Summary - Cash]" for quarter;
 - # " GST [Detail - Cash]" for quarter;
- 6) Look at both the 'Sale Value' and 'Tax Collected' columns on the "GST [Detail - Cash]" Report to determine the reasonableness of the 'Tax Collected' amount:
 - # Look at "GST" Code to see if any personal contributions, or loans from other persons have been incorrectly coded with "GST" - That is, non-income deposits into the business;
 - # Look at "N-T" and other Nil Tax Rate Codes to see why no Tax has been allocated to them, if they should have been coded with "GST" change them.
- 7) Now, if Sales area OK, you need to check reasonableness of the "Purchase Value" side. Use the "GST [Detail - Cash]" Report for this purpose.
 - # Look at "GST" Code for GST paid, mainly looking for items that you know should not have GST charged such as Wages, Salaries, Superannuation, Drawings.
 - # Use the same philosophy to check the other Tax Codes. For example with "N-T" you are mainly seeing if the transaction should have had GST charged on it. For example, you may have coded phone and/or stationery expenses as "N-T" when it should have been "GST".

What's Required to Complete your BAS form

Once you have completed Items One to Seven and adjustments have been made print off a new version of the "GST [Summary - Cash] Report. This report is used to complete your BAS.

The following Boxes are completed with this method and these amounts come from your

Summary - Cash Report:

- G1 is the "Sale Value" for both "GST" Code and "FRE" Code if you sell both GST and GST Free items; if no GST Free Sales then it is just the "GST" Code;
- G3 is the "Sale Value" amount for the "FRE" Code if you sell GST Free items;
- G10 is the "Purchase Value" total for the "GCA" code representing Capital Items costing more than \$1,000.
- G11 is the Total of the Purchase Value for the following Codes:
 - * "FRE"
 - * "GST"
 - * "MVE"
 - * "TEL"
 - * "ELE", etc.

Note: The Purchase Value of the "N-T" Code is **not** included in G11.

- On Second Page of your BAS, **1A** is the Total of "Tax Collected" on your "GST Summary - Cash" Report
- On Second Page of your BAS, **1B** is the Total of "Tax Paid" on your "GST Summary - Cash" Report

This process will greatly assist you in becoming independent in completing the GST portion of your BAS. We recommend you should be confident with this process before doing it without our assistance. We are there to help you do the GST calculations for yourself and provide any backup assistance you require.

For at least the first quarter of using this above procedure we recommend you send us the following reports to check the accuracy of your work:

- **GST Cash Summary Report for the quarter;**
- **GST Cash Detail Report for period;**
- **Balance Sheet as at end of quarter, if December Quarter, then Balance Sheet for December;**
- **Profit & Loss Statement for quarter.**

GST Quarterly Checklist (Cont'd)

Expenses Generally included under the "FRE" Code

- Staff Amenities where No GST is paid, such as Food;
- Bank Charges;
- Interest;
- Donations
- Payments to Suppliers who are NOT Registered for the GST;
- Car Registration for Business Vehicle;
- Some Business Payments to Govt. Bodies for Licences,etc. and ASIC for Company Annual Return Fees

Expenses Generally included under the "N-T" Code

- Wages;
- Superannuation;
- Business Loan Repayments;
- Drawings to Owners;
- Bank Transfers;
- Private Expenses.