

Info Required Checklist - Company, Trust or Partnership

Entity Details:

Entity Name:

Trading Name (if applicable):..... ABN (if applicable)

Postal Address:.....

Business Address:.....

Mobile: Email:.....

Home Phone: Home Fax:.....

Business Phone: Business Fax:

Income:	Info Provided	Not appl.
Cashbook (if maintained) OR Electronic Copy of Reconciled Data File (ie. MYOB or Quickbooks)	<input type="checkbox"/>	<input type="checkbox"/>
Accounting information, including trial balance, P & L and balance sheet	<input type="checkbox"/>	<input type="checkbox"/>
Asset register detailing depreciable assets bought, & sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes & settlement statements for shares (include original contract notes & settlement statements if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	<input type="checkbox"/>	<input type="checkbox"/>
Other income, eg rental income	<input type="checkbox"/>	<input type="checkbox"/>
Other investment incomes	<input type="checkbox"/>	<input type="checkbox"/>
Subsidies & payments received	<input type="checkbox"/>	<input type="checkbox"/>
Interest & repayments received from shareholders	<input type="checkbox"/>	<input type="checkbox"/>
Proceeds from disposal of capital assets	<input type="checkbox"/>	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
Deductions: - If <u>not</u> supplying Cashbook or Electronic Data	Info Provided	Not appl.
Advertising and marketing expenses	<input type="checkbox"/>	<input type="checkbox"/>

Bonuses & commissions paid to employee	<input type="checkbox"/>	<input type="checkbox"/>
Bonuses & commissions paid to external parties	<input type="checkbox"/>	<input type="checkbox"/>
Bonuses or fees paid to directors	<input type="checkbox"/>	<input type="checkbox"/>
Borrowing costs for new loans entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>
Directors' fees	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment expenses	<input type="checkbox"/>	<input type="checkbox"/>
Expenses incurred during the year associated with establishing, expanding, merging or liquidating the entity	<input type="checkbox"/>	<input type="checkbox"/>
Interest on loans (including explanation of purpose)	<input type="checkbox"/>	<input type="checkbox"/>
Lease expenses or loans for motor vehicles, premises and equipment	<input type="checkbox"/>	<input type="checkbox"/>
Legal expenses	<input type="checkbox"/>	<input type="checkbox"/>
Lump sum payments (including retirement and redundancy)	<input type="checkbox"/>	<input type="checkbox"/>
Motor vehicle expenses	<input type="checkbox"/>	<input type="checkbox"/>
Prepayments of expenses	<input type="checkbox"/>	<input type="checkbox"/>
Professional subscriptions and journals	<input type="checkbox"/>	<input type="checkbox"/>
Rates, land taxes and insurance premiums	<input type="checkbox"/>	<input type="checkbox"/>
Repairs and maintenance	<input type="checkbox"/>	<input type="checkbox"/>
Royalties paid	<input type="checkbox"/>	<input type="checkbox"/>
Salaries paid, including fringe benefits (provide PAYG summaries)	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation contributions for employees	<input type="checkbox"/>	<input type="checkbox"/>
Tax, and accounting and audit fees paid	<input type="checkbox"/>	<input type="checkbox"/>
Required if applicable:		
Bad debts actually written off during the year (provide documentary evidence)	<input type="checkbox"/>	<input type="checkbox"/>
Fringe benefits tax paid (please provide FBT return lodged)	<input type="checkbox"/>	<input type="checkbox"/>
Research and development activities and expenses	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation contributions for directors	<input type="checkbox"/>	<input type="checkbox"/>
Travel expenses (include travel diaries) esp. overseas	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet - Assets:		
Asset register detailing depreciable assets bought & sold or scrapped during the year	<input type="checkbox"/>	<input type="checkbox"/>

Bank statements	<input type="checkbox"/>	<input type="checkbox"/>
Cheque book butts & deposit books	<input type="checkbox"/>	<input type="checkbox"/>
Copies of confirmation for any units in managed funds purchased	<input type="checkbox"/>	<input type="checkbox"/>
Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>	<input type="checkbox"/>
Any other investments purchased	<input type="checkbox"/>	<input type="checkbox"/>
CGT assets purchased during the year	<input type="checkbox"/>	<input type="checkbox"/>
Leases entered into and terminated during the year	<input type="checkbox"/>	<input type="checkbox"/>
Loans, payments or forgiveness of debts to shareholders or their associates	<input type="checkbox"/>	<input type="checkbox"/>
Work-in-progress	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade debtors with amounts outstanding	<input type="checkbox"/>	<input type="checkbox"/>
Value of stock at end of year (& basis of valuation)	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet - Liabilities		
Accrued expenses (eg audit fees and bonuses) & unearned revenue	<input type="checkbox"/>	<input type="checkbox"/>
All loans	<input type="checkbox"/>	<input type="checkbox"/>
Listing of trade creditors & amounts owing	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for long service leave & annual leave	<input type="checkbox"/>	<input type="checkbox"/>
Statements from the lending authority detailing the opening & closing balances of existing loans during the financial year	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet - Equity		
Details of any changes to shareholding	<input type="checkbox"/>	<input type="checkbox"/>
Loans from shareholders or partners	<input type="checkbox"/>	<input type="checkbox"/>
Any increase or decrease to reserves	<input type="checkbox"/>	<input type="checkbox"/>
Additional information - Company		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	<input type="checkbox"/>	<input type="checkbox"/>
Copies of minutes of company meetings	<input type="checkbox"/>	<input type="checkbox"/>
If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you	<input type="checkbox"/>	<input type="checkbox"/>

