

Company, Trust or Partnership Tax Return Checklist

201_ (Enter Year) Tax Return Checklist

Please e-mail, fax or post this form back to our office **PRIOR** to your appointment:

TO: ProActive Accountants & Business Advisors **FAX:** (03) 8677 9904

ATTENTION: **E-MAIL:** info@proactiveaccountant.com.au

Information Required	Information Provided	Not Applicable
Income		
Accounting information, including Trial Balance, P&L and Balance Sheet	\$	
Asset Register detailing depreciable assets bought, sold or scrapped during the year	\$	
Cashbook (if maintained)	\$	
Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)	\$	
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	\$	
Details of any other income such as Rental Income	\$	
Details of any other Investment Income	\$	
Details of any subsidies, grants and payments received	\$	
Details of interest and repayments received from shareholders	\$	
Details of proceeds from disposal of capital assets	\$	
Managed Funds distribution statements, annual tax statements and capital gains statements	\$	
Dividend Statements	\$	
Deductions		
Details of advertising and marketing expenses	\$	
Details of bad debts actually written off during the year	\$	
Bonuses & commissions paid to employees	\$	
Bonuses & commissions paid to external parties	\$	

Details of bonuses paid to Directors	\$	
Details of Borrowing Costs for new loans entered into during the year	\$	
Details of Directors Fees	\$	
Details of Donations of \$2 and over to registered charities	\$	
Details of Entertainment Expenses	\$	
Details of expenses associated with establishing, expanding, merging or liquidating the entity, that were incurred during the year	\$	
Details of Fringe Benefits Tax paid (please provide FBT return lodged)	\$	
Details of Interest on Loans	\$	
Details of Leasing expenses for motor vehicles, premises and equipment	\$	
Details of Legal expenses	\$	
Details of lump sum payments (including retirement and redundancy)	\$	
Details of Motor Vehicle Expenses	\$	
Details of Prepayments	\$	
Details of Professional Subscriptions and Journals	\$	
Details of Rates, Land Tax & Insurance Premiums	\$	
Details of Repairs and Maintenance	\$	
Details of Research and Development activities and expenses	\$	
Details of Royalties paid	\$	
Details of Salaries paid, including fringe benefits (please provide PAYG summaries)	\$	
Details of Superannuation contributions for Directors	\$	
Details of Superannuation contributions for Employees	\$	
Details of tax, and accounting and audit fees paid	\$	
Details of any Assets Purchased, including date of purchase and amount	\$	
Details of Travel Expenses (include travel diaries)	\$	

Balance Sheet - Assets		
Asset Register detailing depreciable assets bought, sold or scrapped during the year	\$	
Bank Statements	\$	
Cheque Book butts and Deposit Books	\$	
Copies of confirmation for any units in managed funds purchased	\$	
Copies of contract notes and settlement statements for any shares purchased	\$	
Details of any other investments purchased	\$	
Details of capital assets purchased during the year	\$	
Details of leases entered into and terminated during the year	\$	
Details of loans, payments, forgiveness of debts, or provision for use of assets to shareholders or their associates	\$	
Details of Work-in-Progress at 30 th June 2013	\$	
Listing of Trade Debtors with amounts outstanding	\$	
Value of Stock as at 30 June 2013 (and basis of valuation)	\$	
Balance Sheet - Liabilities		
Accrued Expenses (e.g. audit fees and bonuses) and unearned revenue	\$	
Details of all Loans	\$	
Listing of Trade Creditors with amounts owing	\$	
Provisions for Long Service Leave and Annual Leave	\$	
Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year	\$	
Balance Sheet - Equity		
Details of any changes to shareholding		
Details of loans from shareholders or partners		
Details of any increase or decrease to reserves		
Addition Information - Company		

Loans, payments, debt forgiveness, or use of assets given to shareholders or associates of the shareholders, if private company		
Auditor's Report (if applicable)		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of Minutes of Company meetings		
If you have any doubt about any income or expenses the company has received or incurred, bring the documents in with you		
Any other information that you think is relevant		
Additional Information - Trust		
Unpaid present entitlements to a corporate beneficiary who is an associate of the trust		
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of trust meetings, in particular distribution resolutions		
Copy of Trust Deed, if not already supplied		
Details of any units redeemed or issued during the year (for a unit trust)		
Details of any unpaid present entitlements to beneficiaries		
If trust's deed was amended during the year, please provide details		
If you have any doubt about any income or expenses the trust has received or incurred, bring the documents in with you		
Additional Information - Partnership	Yes	No
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year		
Copies of minutes of partnership meetings		
Copy of Partnership Agreement		
If the partnership was restructured during the year,		

please provide details		
If you have any doubt about any income or expenses the partnership has received or incurred, bring the documents in with you or call us on (03) 9761 0035.		