



FUND NAME: \_\_\_\_\_

**2017 INFORMATION COLLECTION CHECKLIST**

<b>Please tick and provide additional paperwork as required</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>CASH BALANCES</b>			
Copy of reconciled accounting software on computer disk/USB or via email. Please provide the following details:  1. Program Info - MYOB/Quicken/Quickbooks/Other 2. Username: _____ 3. Password: _____ 4. If using Xero or MYOB AccountRight – please grant us access to view the file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of bank reconciliations as at 30 June for all bank accounts (including Loan accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of bank statements covering the month of June for all bank accounts (including Loan accounts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you are using a computer program and do not intend to supply us with a disk/USB, please supply the following additional information:</b>			
Reports including: 1. Detailed Profit & Loss Statement 2. Detailed Balance Sheet 3. Detailed General Ledger 4. Detailed Trial Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you do not use a computer program please include the following:</b>			
Copies of all bank statements, including notations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank reconciliations (if available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoices for all expenses paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PETTY CASH</b>			
Balance of Petty Cash as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEBTORS</b>			
List of trade debtors (people who owe you money) as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of Bad Debts written off or to be written off at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INVESTMENTS</b>			
Schedule of investments held at 30 June, including cash management and term deposit accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of investments acquired during the year, date and cost of acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of investments sold during the year, date and consideration received as well as cost history so that we can calculate capital gains tax applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly Dividend/Distribution Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Tax Statements and Portfolio Valuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROPERTY</b>			
Purchase/Sale Contract and Title Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solicitors Settlement Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current Valuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>PROPERTY CONTINUED/...</b>			
Rental Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoices related to rental expenses e.g. insurance, rates, repairs & maintenance, body corporate expenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRADING STOCK</b>			
Value of stock on hand as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CREDITORS</b>			
List of trade creditors as at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Credit card statements up to and including 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LEASES &amp; HIRE PURCHASE</b>			
Details (including contracts) for any new leases, hire purchase or chattel mortgage agreements entered into during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amortisation schedule for new leases (you can request this from the bank/finance company)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details on any leases, hire purchase or chattel mortgage agreements paid out during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>FIXED ASSETS</b>			
Details of assets acquired during the year, including date and cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of assets acquired during the year, including date and consideration received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of any assets that have been scrapped, taken for personal use or traded in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>EXTERNAL LOANS</b>			
Details of any borrowings during the year including repayments, interest paid and loan balance at 30 June	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs incurred (i.e. loan set up costs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SALARIES &amp; PAYG WITHHOLDING</b>			
Copies of PAYG Payment Summaries Issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of PAYG Payment Summary Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRANSACTIONS NOT THOROUGH THE BUSINESS</b>			
Were all sales banked and purchases paid through the business trading account during the year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not, please provide details as to how these funds were applied or how the purchases were paid for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PREPAYMENTS</b>			
Are there any expenses paid more than 12 months in advance? For example:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRIVATE USE</b>			
Please provide details and dollar amounts of goods taken for private use, including but not limited to:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone (a percentage is sufficient)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle (log book details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IF WE ARE PREPARING YOUR TAX RETURN FOR THE FIRST TIME</b>			
Copies of the last Financial Statements prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of the last Tax Return Lodged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any other relevant correspondence with the ATO (e.g. objections, penalties, final notice to lodge e.t.c.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>