

Company, Trust or Partnership Annual Checklist

Income

- Annual cashbook or electronic back-up of company books
- Copies of sale and settlement contracts for shares or other investments sold (and original purchase contract if possible)
- Details of any other income such as rental income
- Details of any other investment income (e.g. Managed Funds)
- Details of any subsidies, grants and payments received

Deductions

- Details of bad debts actually written off during the year
- Details of donations of \$2 and over to registered charities
- Details of any pre-payments made on expenses (i.e. Interest)
- Details of Motor Vehicle logbooks or kilometers travelled for the year for passenger vehicles
- Details of wages paid, including fringe benefits (please provide the annual PAYG payment summary statement submitted to the ATO)
- Details of any superannuation contributions for directors
- Details of superannuation contributions for employees

Balance Sheet Items

- Bank statements for each account dated 30th June.
- Details of assets or investments bought and sold or scrapped during the year including loan contracts for finance equipment
- Details of work-in-progress and stock on hand at 30th June
- Listing of trade debtors outstanding (money owed to you at 30th June)
- Listing of trade creditors outstanding (money that you owe at the 30th June)
- Bank statements for all loans for financial year (1st July – 30th June)
- Finance paperwork for all equipment financed during the year