

**COMPANY, TRUST OR PARTNERSHIP ANNUAL  
CHECKLIST**

**INCOME**

- ELECTRONIC BACK-UP OF COMPANY BOOKS OR CASHBOOK (IF NOT ELECTRONIC)
- COPIES OF SALE AND SETTLEMENT STATEMENTS FOR SHARES OR OTHER INVESTMENTS SOLD (AND ORIGINAL PURCHASE STATEMENTS 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 KILOMETRES 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 30<sup>TH</sup> 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 30<sup>TH</sup> JUNE
- LISTING OF TRADE DEBTORS OUTSTANDING (MONEY OWED TO YOU AT 30<sup>TH</sup> JUNE)
- BANK STATEMENTS FOR ALL LOANS FOR FINANCIAL YEAR (1<sup>ST</sup> JULY – 30<sup>TH</sup> JUNE)
- LISTING OF TRADE CREDITORS OUTSTANDING (MONEY THAT YOU OWE AT THE 30<sup>TH</sup> JUNE)
- FINANCE PAPERWORK FOR ALL EQUIPMENT FINANCED DURING THE YEAR