

## Company, Trust and Partnership Checklist July 2023-June 2024 Financial Year



We have prepared this checklist as a guide to help you collect the documents and items that will help us to prepare your 2024 financial statements and tax return. If you have any questions, please don't hesitate to contact us.

### Entity Details *(New clients please complete, continuing clients please notify us of any changes)*

Name of entity: \_\_\_\_\_  
 Tax file number: \_\_\_\_\_ ABN: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### General Information

	Information Provided	Not Applicable
New clients: Copy of last tax return and accounts	<input type="radio"/>	<input type="radio"/>
Xero files: Send invitation to "Advisor Access and Manage User" to <a href="mailto:xero@whittleaa.com.au">xero@whittleaa.com.au</a>	<input type="radio"/>	<input type="radio"/>
MYOB files: Send invitation with "Administrator" access to <a href="mailto:myob@whittleaa.com.au">myob@whittleaa.com.au</a>	<input type="radio"/>	<input type="radio"/>
Download CSV file of bank account entries from internet banking for the whole year	<input type="radio"/>	<input type="radio"/>
Bank statements for the whole year, including balance at 30 June 2024	<input type="radio"/>	<input type="radio"/>
Trial balance, profit & loss statement, balance sheet	<input type="radio"/>	<input type="radio"/>

### Income

	Information Provided	Not Applicable
Details of sales of goods and services, including copies of invoices issued	<input type="radio"/>	<input type="radio"/>
Interest earned	<input type="radio"/>	<input type="radio"/>
Dividend statements	<input type="radio"/>	<input type="radio"/>
Distribution statements from partnerships, trusts, managed funds	<input type="radio"/>	<input type="radio"/>
Capital assets or investments sold, including sell notes, date, amount	<input type="radio"/>	<input type="radio"/>
Rental income, government payments and any other income received	<input type="radio"/>	<input type="radio"/>

### Expenses and Other Information

	Information Provided	Not Applicable
Cost of sales including wages, operating expenses, repairs and maintenance etc	<input type="radio"/>	<input type="radio"/>
Details of all superannuation contributions	<input type="radio"/>	<input type="radio"/>
Motor vehicle expenses and logbook	<input type="radio"/>	<input type="radio"/>
Loans and leases including interest paid	<input type="radio"/>	<input type="radio"/>
Capital assets or investments purchased, including buy notes, date, amount	<input type="radio"/>	<input type="radio"/>
Any other relevant expenses, including prepayments and legal expenses	<input type="radio"/>	<input type="radio"/>
Depreciable assets (property, plant and equipment) bought, sold or written off during the year	<input type="radio"/>	<input type="radio"/>

If there is any other information that you think is relevant please send this to us.