

## Company Tax Return Checklist

Please assess the listed sections that relate to the company's taxation affairs and attach documentary evidence where "✓" is applied.

Unless otherwise stated, this checklist refers to events occurring in 2016/2017.

Reference	Item	Applicable ✓
<b><u>INCOME</u></b>		
1.	Accounting information, including trial balance, P&L and balance sheet	
2.	Asset register detailing depreciable assets purchased, sold or scrapped during the year	
3.	Cashbook (if maintained)	
4.	Copies of sell notes and settlement statements for shares sold (include original contract notes and settlement statements if possible)	
5.	Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	
6.	Details of any other income, such as rental income	
7.	Details of any other investments sold	
8.	Details of any subsidies, grants and payments received	
9.	Details of interest and repayments received from shareholders	
10.	Details of proceeds from disposal of capital assets	
11.	Managed funds distribution statements, annual tax statements and capital gains statements	
12.	Dividend statements	
<b><u>EXPENSES</u></b>		
13.	Details of advertising and marketing expenses	
14.	Details of bad debts actually written off during the year	
15.	Details of bonuses and commissions paid to employees	
16.	Details of bonuses and commissions paid to external parties	

<b>EXPENSES (CONTINUED)</b>		
<b>17.</b>	Details of bonuses paid to directors	
<b>18.</b>	Details of borrowing costs for new loans entered into during the year	
<b>19.</b>	Details of directors' fees	
<b>20.</b>	Details of donations of \$2 and over to registered charities	
<b>21.</b>	Details of entertainment expenses	
<b>22.</b>	Details of expenses associated with establishing, expanding, merging or liquidating the entity, which were incurred during the year	
<b>23.</b>	Details of fringe benefits tax paid (please provide FBT return lodged)	
<b>24.</b>	Details of interest on loans	
<b>25.</b>	Details of lease expenses for motor vehicles, premises and equipment	
<b>26.</b>	Details of legal expenses	
<b>27.</b>	Details of lump sum payments (including retirement and redundancy)	
<b>28.</b>	Details of motor vehicle expenses	
<b>29.</b>	Details of prepayments	
<b>30.</b>	Details of professional subscriptions and journals	
<b>31.</b>	Details of rates, land taxes and insurance premiums	
<b>32.</b>	Details of repairs and maintenance	
<b>33.</b>	Details of research and development activities and expenses	
<b>34.</b>	Details of royalties paid	
<b>35.</b>	Details of salaries paid, including fringe benefits (please provide PAYG summaries)	
<b>36.</b>	Details of superannuation contributions for directors paid	
<b>37.</b>	Details of superannuation contributions for employees paid	
<b>38.</b>	Details of tax, accounting and audit fees paid	
<b>39.</b>	Details of travel expenses (include travel diaries, particularly overseas)	
<b>BALANCE SHEET – ASSETS</b>		
<b>40.</b>	Asset register detailing depreciable assets bought, sold or scrapped during the year	
<b>41.</b>	Bank statements	
<b>42.</b>	Cheque book butts and deposit books	
<b>43.</b>	Copies of confirmations for any units in managed funds purchased	
<b>44.</b>	Copies of contract notes and settlement statements for any shares purchased	

<b>BALANCE SHEET – ASSETS (CONTINUED)</b>		
<b>45.</b>	Details of any other investments purchased	
<b>46.</b>	Details of CGT assets purchased during the year	
<b>47.</b>	Details of leases entered into and terminated during the year	
<b>48.</b>	Details of loans, payments or forgiveness of debts to shareholders or their associates	
<b>49.</b>	Details of work-in-progress	
<b>50.</b>	Listing of trade debtors with amounts outstanding	
<b>51.</b>	Value of stock as at 30 June (and basis of valuation)	
<b>BALANCE SHEET – LIABILITIES</b>		
<b>52.</b>	Accrued expenses (e.g. audit fees and bonuses) and unearned revenue	
<b>53.</b>	Details of all loans	
<b>54.</b>	Listing of trade creditors with amounts owing	
<b>55.</b>	Provisions for long service leave and annual leave	
<b>56.</b>	Statements from the lending authorities detailing the opening and closing balances of existing loans during the financial year	
<b>BALANCE SHEET – EQUITY</b>		
<b>57.</b>	Details of any changes to shareholdings	
<b>58.</b>	Details of loans from shareholders or partners	
<b>59.</b>	Details of any increases or decreases in reserves	
<b>ADDITIONAL INFORMATION</b>		
<b>60.</b>	Auditor's report (if applicable)	
<b>61.</b>	Copies of Business Activity Statements and/or Instalment Activity Statements lodged for the year	
<b>62.</b>	Copies of minutes of company meetings	
<b>63.</b>	Any other information that you think is relevant	

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