

This checklist is designed to enable us to complete your work as quickly and efficiently as we can, by ensuring we have all the information we need right in front of us. This also avoids delays with having to follow up on missing or incomplete information.

For this reason, we kindly ask that you gather **everything** together **before** you send or bring in your information to us (including any individual tax returns that you require completed, as well as any companies or super funds). If we do not have everything we need, unfortunately we will be unable to start your work.

We appreciate and thank you in advance for the valuable time taken to complete our checklist, in order for us to get you the best possible result for your tax return/s. We would also like to take this opportunity to thank you for choosing the team here Paris Financial. We are certain you will find our staff very keen and helpful, and always willing to go to an extra effort to make you feel welcome.

If you do have any questions regarding anything contained in this kit, please feel free to contact our office, we will be more than happy to assist you.

**Reminder:** *Our policy is payment immediately on receipt of our invoice.*

NOT ALL SHEETS IN THIS SPREADSHEET WILL BE RELEVANT TO ALL CLIENTS - WE HAVE INCLUDED AS MUCH AS WE CAN WITH THE IDEA THAT YOU WILL ONLY USE THE PAGES THAT ARE APPLICABLE TO YOUR SITUATION.

**Please note that it is an ATO requirement that we have Photo ID for all *new* clients.**

**SHEETS USED:**

Business & Professional Items	Yes/No
Rental Property Worksheet	Yes/No
Dividends Received	Yes/No
Share Transactions	Yes/No
General Investment Income	Yes/No
General Trust Expenses	Yes/No
Rental Property Transaction List	Yes/No
Business Income & Expenses	Yes/No

## General Information

Name of Trust: \_\_\_\_\_  
 Name of Trustee: \_\_\_\_\_  
 Tax File number: \_\_\_\_\_  
 Australian Business Number (ABN): \_\_\_\_\_

**You only need to complete this if your details have changed since last year.**

Home address: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Mobile: \_\_\_\_\_

**Items/information we will need to prepare your return:**

- |  |        |
|--|--------|
| 1. Copies of the last set of Financial Statements & Income Tax Returns for the trust (if not prepared by us).  | Yes/No |
| 2. A copy of the computerised accounting records (as a back up is best) along with your password, if applicable. This can include MYOB, Quickbooks, Quicken, Excel spreadsheets etc. | Yes/No |
| 3. The balance of each of your trust bank accounts as at 30 June 2023  | Yes/No |
| 4. The balance of each of your loan accounts as at 30 June 2023  | Yes/No |
| 5. A summary of your share trading activities during the year including all stocks/ options purchased; all stocks/options sold; and all stocks/options still held at 30 June 2023    | Yes/No |
| 6. Documents and details of assets (including plant & equipment) purchased, sold or disposed of during the year including dates of acquisition and disposals.                        | Yes/No |
| 7. If there was a sale or purchase of real estate, please provide a copy of the contract and solicitors settlement statement or statement of adjustments.                            | Yes/No |
| 8. Copies of relevant documents and full details of loans, hire purchase agreements, leases taken out during the year.   | Yes/No |
| 9. Copy of any Quantity Surveyor Reports obtained during the year.   | Yes/No |
| 10. Full details of interest and dividends earned for the year   | Yes/No |
| 11. Summary of wages paid to all employees (per PAYG payment summary reconciliation) including yourself if applicable.   | Yes/No |
| 12. Details of any superannuation contributions that you have made, either for employees or yourself/your spouse   | Yes/No |
| 13. Details of any travel taken on behalf of the business/investments  | Yes/No |
| 14. The number of kilometres travelled on behalf of the trust, and details of each car used.   | Yes/No |

## Business and Professional Items

### PERSONAL SERVICES INCOME (PSI)

Did you receive PSI?

Details:

Tax withheld: \$ - Gross payments: \$ -

Did you incur any expenses in relation to your PSI?

Yes/No

### BUSINESS DETAILS

You can either complete the summary below, or provide a copy of your electronic records, whichever suits you best.

Business name:

Business address:

Industry/business type:

ABN:

GST registered?

Yes/No

	Gross	GST	Net
Business Income	\$ -	\$ -	\$ -
Other Income	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Accounting fees	\$ -	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -
Bank fees	\$ -	\$ -	\$ -
Mobile phone	\$ -	\$ -	\$ -
Stationery	\$ -	\$ -	\$ -
Postage	\$ -	\$ -	\$ -
Internet	\$ -	\$ -	\$ -
Subscriptions	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -
Computer supplies	\$ -	\$ -	\$ -
Wages (gross)	\$ -	\$ -	\$ -
Superannuation	\$ -	\$ -	\$ -
Rent	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ -
Motor vehicle:	\$ -	\$ -	\$ -
- fuel	\$ -	\$ -	\$ -
- insurance	\$ -	\$ -	\$ -
- lease/interest	\$ -	\$ -	\$ -
- registration	\$ -	\$ -	\$ -
- services	\$ -	\$ -	\$ -
- other	\$ -	\$ -	\$ -
Travel	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROFIT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Rental Property Worksheet

**\*\*only include property owned by your trust**

Address of property: \_\_\_\_\_  
 Taxpayers Name: \_\_\_\_\_ Ownership % \_\_\_\_\_  
 Taxpayers Name: \_\_\_\_\_ Ownership % \_\_\_\_\_  
 Date first available for rent: \_\_\_\_\_ No. of weeks rented: \_\_\_\_\_  
 Date Purchased: \_\_\_\_\_

	Amount	Description & workings
Income:		
Rental Income	\$ -	_____
Other Income	\$ -	_____
Total	\$ -	_____

Expenses:		
Advertising	\$ -	_____
Body Corporate	\$ -	_____
Borrowing Costs	\$ -	_____
Cleaning	\$ -	_____
Council Rates	\$ -	_____
Depreciation	\$ -	_____
Gardening	\$ -	_____
Insurance	\$ -	_____
Interest	\$ -	_____
Land Tax	\$ -	_____
Legal Costs	\$ -	_____
Pest Control	\$ -	_____
Property Agent Fees (incl GST)	\$ -	_____
Letting Fees	\$ -	_____
Repairs & Maintenance	\$ -	_____
Special Building Write-off	\$ -	_____
Stationery, Telephone, Postage	\$ -	_____
Water Charges	\$ -	_____
Other:	\$ -	_____
Other:	\$ -	_____
Other:	\$ -	_____
Total	\$ -	_____
GAIN OR LOSS	\$ -	_____

Other information: \_\_\_\_\_  
 \*\* can include a break down \_\_\_\_\_  
 of R & M here \_\_\_\_\_

Note that interest and repairs and maintenance are areas that are consistently under review by the ATO so ensure you have your documentation & receipts available should they be requested.

## Dividends Received

<u>Date</u>	<u>Entity</u>	<u>Franked</u>	<u>Unfranked</u>	<u>Imp credit</u>	<u>Tax w'held</u>	<u>Reinvested</u>
-------------	---------------	----------------	------------------	-------------------	-------------------	-------------------

TOTAL

<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
----------	----------	----------	----------	----------

## Share Transactions

\*\* Note all figures here should be inclusive of brokerage.

### SHARES SOLD:

Entity	Date	Purchase Quantity	Cost	Date	Sale Quantity	Proceeds	Gain/Loss
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
			0			0	\$ -

### SHARES ON HAND AT 30 JUNE 2023:

Entity	Date	Quantity	Cost
			\$ -

## Other Investment Income

Date	Description	Interest	Dividends	Managed Fund	Comms (commission)	Other
1/07/2022						
		\$ -	\$ -	\$ -	\$ -	\$ -

\*Please provide Tax Statements for any Managed Fund distributions received.

## General Expenses

Date	Description	Office Supplies	Telephone	Postage	Bank Fees	Subscrip- tions	Gifts	Computer Expenses	Internet
1/07/2022									
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Member- ships	Seminars	Accounting	ASIC Fee	Travel	Motor Vehicle	Assets	Sundry
------------------	----------	------------	----------	--------	------------------	--------	--------

---

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
------	------	------	------	------	------	------	------

## Rental Property Worksheet

You can use this sheet to calculate the totals you will need for the Rental Summary page

Address of property: \_\_\_\_\_

Items	Total	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23
Rental Income	0.00								
Other Income	0.00								
Advertising	0.00								
Bank Fees	0.00								
Body Corporate	0.00								
Borrowing	0.00								
Cleaning	0.00								
Council Rates	0.00								
Gardening	0.00								
Insurance	0.00								
Interest	0.00								
Land Tax	0.00								
Legal Fees	0.00								
Pest Control	0.00								
Property Management Fee	0.00								
Repairs & Maintenance	0.00								
Stationary/Phone/Postage	0.00								
Travel	0.00								
Water	0.00								
Sundry	0.00								
	0.00								
	0.00								
	0.00								
	0.00								
	0.00								
	0.00								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

<u>Mar-23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>
---------------	---------------	---------------	---------------

<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
-------------	-------------	-------------	-------------

## Business Income & Expense Worksheet

Use this sheet to calculate the totals you will need for the Business Summary page

Date	Description	Total INC \$	Total EXP \$	GST Coll'd	GST Paid	PRIVATE*	Income	Bank fees	Mob Phone	Stationery	Postage
1/07/22	Sample Income	1,100.00		100.00			1,000.00				
1/07/22	Sample Expense		(550.00)		50.00						
<b>TOTAL</b>		<b>1,100.00</b>		<b>100.00</b>	<b>50.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*This is for private expenses paid from business account

Figures **net** of GST

Internet	Hardware	Training	Software	Share Data	Books	Super	Wages	Other1	Other2	Sundry
----------	----------	----------	----------	------------	-------	-------	-------	--------	--------	--------

500.00										
--------	--	--	--	--	--	--	--	--	--	--

500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
--------	------	------	------	------	------	------	------	------	------	------

