**CHECKLIST OF INFORMATION REQUIRED FROM EXISTING ACCOUNTANT**

<This document outlines guidance for members in public practice in Australia regarding the information required from existing accountants for compilation and/or taxation and/or corporate secretarial engagements. This checklist is not exhaustive; it is intended for guidance only>

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| **CORPORATE SECRETARIAL** | |
|  | Company registers, copy of latest Australian Securities and Investment Commission (ASIC) annual return and any forms subsequently lodged with ASIC. |
|  | Minutes book. |
|  | Memorandum & Articles of Association (or Constitution) and Certificate of Incorporation. |
|  | Company Common Seal or advice that seal is not required. |
|  | Service, employment and other agreements, including leases. |
|  | Resignation of company secretary or director, as applicable. |
| **FINANCIAL STATEMENTS / TAX RETURNS** | |
|  | Copies of most recent financial statements and taxation returns and assessments/notices issued by the Australian Taxation Office (ATO) for all group members. |
|  | General ledger, trial balance and supporting information for last 12 months including:  • journal entries (including debtors, creditors & stock)  • bank reconciliation  • HP creditors working papers  • depreciation schedule  • cost base information for capital assets  • borrowing costs write-off schedule  • prepayments. |
|  | Details of carried forward capital and revenue losses (for tax purposes) for individuals and other entities. |
|  | Tax election notices – if any. |
|  | Copies of correspondence relation to any outstanding taxation, stamp duty, Workcover or payroll tax matters including:  • copy of the latest Fringe Benefits Tax (FBT) return & Motor Vehicle Fixed Asset Register, including the basis for the calculation of employee contribution for car expenses  • copy of the latest Workcover Annual Certification Form. |
|  | Vehicle log-book. |
|  | Employer’s copies of Pay As You Go (PAYG) payment summaries. |
|  | Please advise whether any capital assets within companies have been acquired under the rollover provisions of the *Income Tax Assessment Act* 1997. |
|  | In respect to any director loans, please advise whether their status exempts them from FBT and advise their treatment with respect to Division 7A of the *Income Tax Assessment Act* 1936. |
|  | Details of company loan repayment arrangements for loans subject to Division 7A and loan agreements, provide loan agreements and advise any shareholder debit loan balances existing on 4th December 1997. |
|  | Details of any pre 16 December 2009 unpaid present entitlements owing from a trust to a company. |
|  | Has any discretionary trust made a family trust election? Please provide a copy, if applicable. |
|  | Has any company, partnership or trust made an interposed entity election? Please provide copy, if applicable. |
|  | Copy of Trustee Beneficiary (TB) Statement of trusts (as applicable). |
|  | Details of the tax file numbers (TFNs) for all beneficiaries of any closely held trusts. |
|  | Copies of prior year trustee resolutions affecting the entitlement of beneficiaries to trust income. |
| **SUPERANNUATION FUND – ADDITIONAL ITEMS** | |
|  | Superannuation records including trust deed and ATO/APRA annual return. |
| **OTHER** | |
|  | Copy of relevant trust deed(s). |
|  | Any other documents and accounting records that you consider would be of benefit to the clients |
|  | Any other relevant agreements applicable to the client entities e.g. service/ management / licence agreements. |