

## Investment Trust Year End Checklist

**Client Name:** \_\_\_\_\_

### If we are preparing your accounts for the first time:

Please provide:	Yes	No	N/A
Copy of prior year financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of prior year tax return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Please provide relevant information where applicable for:

1. Cash balances	Yes	No	N/A
All bank accounts – Bank statements for entire period (1 July to 30 June) including notations for deposits and withdrawals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Transactions outside of bank account	Yes	No	N/A
Details of any transactions made outside of the bank account e.g. payments made via personal accounts etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Investments	Yes	No	N/A
Schedule of investments held at 30 June, including cash management and term deposit accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investments acquired during the year, including date and cost of acquisition (including any dividend reinvestment plan statements).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investments sold during the year including date of disposal, consideration received, plus date and cost of original acquisition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide copies of all external financial accounts/income tax returns for related entities prepared by other external accountants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. External Loans	Yes	No	N/A
Copy of all loan statements for the entire period (1 July to 30 June), including any new finance obtained during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of security provided for new finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of borrowing costs incurred on new finance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Income	Yes	No	N/A
Details of all investment income received during the year, including: dividend statements, interest statements, trust distributions etc. <i>(Please also provide financial adviser annual investment and taxation summary if applicable).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trust tax distribution statement for the year ended 30 June.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details of any other income/investments:

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6. Deductions	Yes	No	N/A
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Details of any expenses incurred by the entity, either paid through the bank account or personally by a director and/or beneficiary, including:

Financial adviser fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other investment deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Details of any investment deductions not covered above:

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### Other items

Details of any other items that we may require but have not specifically requested, including associated documentation as applicable:

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### Additional Notes:

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**If you have any queries or concerns, please do not hesitate to contact us on 02 6262 6655.**

**Thank you for taking the time to complete this questionnaire.**