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	☐	☐	☐
Copy of prior year tax return	☐	☐	☐

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.	☐	☐	☐
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.	☐	☐	☐
3. Investments	**Yes**	**No**	**N/A**
Schedule of investments held at 30 June, including cash management and term deposit accounts.	☐	☐	☐
Investments acquired during the year, including date and cost of acquisition (including any dividend reinvestment plan statements).	☐	☐	☐
Investments sold during the year including date of disposal, consideration received, plus date and cost of original acquisition.	☐	☐	☐
Provide copies of all external financial accounts/income tax returns for related entities prepared by other external accountants.	☐	☐	☐
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.	☐	☐	☐
Details of security provided for new finance.	☐	☐	☐
Details of borrowing costs incurred on new finance.	☐	☐	☐
5. Income	**Yes**	**No**	**N/A**
Details of all investment income received during the year, including: dividend statements, interest statements, trust distributions etc. (*Please also provide financial adviser annual investment and taxation summary if applicable*).	☐	☐	☐
Trust tax distribution statement for the year ended 30 June.	☐	☐	☐

Details of any other income/investments:

6. Deductions

6. Deductions	Yes	No	N/A
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	☐	☐	☐
Interest expenses	☐	☐	☐
Other investment deductions	☐	☐	☐

Details of any investment deductions not covered above:

Other items

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

Additional Notes:

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.