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. Cryptocurrency	**Yes**	**No**	**N/A**
Have you invested in any Cryptocurrency?	☐	☐	☐
If you have invested, please provide documentation of these trades.	☐	☐	☐
5. 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.	☐	☐	☐
6. 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:

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7. 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:

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8. Deductions	**Yes**	**No**	**N/A**

For distributions payable to adult children, please provide a list of expenditures paid on behalf of each adult beneficiary, if applicable:

- For example, a reasonable rate for their board, lodgings or rent (if living away from home), education expenses, car expenses, holidays etc...

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:

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.