Cotter Accountancy

Accounting, Tax and **Super**annuation Specialist

Investment Trust (Share & Property Investments) Year End Requirements Checklist (Existing Clients) – 2016 Year

Information and the completed checklist can be provided to Cotter Accountancy as follows:

1. **Email**: info@cotteraccountancy.com.au
2. **Post**: PO Box 4150, Springfield QLD 4300
3. **Uploaded**: We can now offer you a safe cloud-based "folder" that you can use to upload your documents and files to get your information to us rather than dealing with paper copies or emails if you prefer. Please let us know if you would like to utilise this service and we will set it up for you.

	Matter	Y / N	Comment or N/A
1.	For Xero software client - Advise us when you have completed all transactions for the year end; for MYOB users provide us with your MYOB backup file for the year end (if applicable); or alternatively your cashbook details; or all bank statements identifying each transaction.		
2.	Supply a copy of any detailed spreadsheet/other system print off in relation to the Trusts investments showing the number of share/units at opening date at their cost, any new purchases/sales during the year (if any)		
3.	Copies of Bank Statements at year end. (These can be scanned and emailed)		
4.	If the Trust purchased or sold property during year: • Purchase/Sale contracts; • Settlement Statement: • Copy of legals paid; • Loan details – loan agreement.		
5.	If the Trust purchased or sold shares during the year and you do not have any print-offs re (2) above – then please supply copies of the buys and sells for the year.		
6.	If the Trust has investment/s in related unit trust/s or partnerships, we require: • Financial Statements and supporting documentation (including Unit Certificates & Unit register for Trusts). Further documentation will be requested once Trust has been reviewed.		
7.	Copy of supporting documents for Investment Income, eg: • Dividends (Dividend Statements); • Managed Trusts (Quarterly Distribution Statements & Annual Tax Statements & Audit Certificates); • Related Unit Trust or Partnership (Copy of Tax Return); • Property (Rental Statements);		

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INVESTMENT TRUST YEAR END REQUIREMENTS – RTN CLIENT (CONT'D)

	Matter	Y / N	Comment or N/A
8.	Copy of supporting documents for expenses, eg: • Administration and Investment Fees; • Property (Rates Notice, Repairs & Maintenance, Insurance, etc); • Loan account bank statements		
9.	Is the Trust registered for GST?	Y / N	
10.	Did the beneficiaries of the Trust alter during the year?	Y / N	
11.	Are there any other matters that need to be brought to our attention due to changed circumstances that may affect the manner in which the trustee will allocate income for the year?	Y / N	

Details of any other information you feel is relevant:

Declaration:

All documents supplied (photocopies or electronically) are the Trusts representations of the original documents.

Signed By: **Position:**

Please return this checklist with your signature of acknowledgement of the above issues to be addressed by you.

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PRINT NAME SIGNATURE

DATED