

Not for Profit Checklist

We will need you to send/bring information to assist us in preparing your Financial Statement. Please check the following and bring along payment summaries, statements, accounts, receipts etc to help us prepare the return.

- Manual Cash book or Backup of Data File please make note of the following:
 - Software package (e.g. MYOB, Quickbooks) Version (e.g. Premier v6)
 - Password if applicable

<input type="checkbox"/> Please ensure that bank accounts in data file are reconciled to bank statements

- Copies of all bank statements indicating opening & closing balance for financial year
- Copies of all BAS statements for financial year
- Copies of all Minutes
- Details of Offerings (Weekly offering sheets) **in date order**
- Copies of All Payment Receipts & Tax Invoices **in date order** with payment references.
- Company or Incorporation Certificate & initial documentation on set up
- All employment contracts for currently employed staff

Income

- Stocktake details as at 30 June where applicable
- Details of Capital Gains Tax assets (eg stock, shares and real estate) sold, including dates of, and costs associated with, acquisition and disposal (including settlement statements & Sale/purchase agreements)
- Dividends, including details of franking credits
- Income from foreign sources, including details or foreign taxes paid

Deductions

- Bad debts actually written off during the year
- Gifts or donations of \$2 and over to deductible entities
- Legal expenses
- Lease documents for all motor vehicles, premises and equipment
- Car expenses (remember to include petrol, repairs and parking and maintain a log book where Necessary for 3 months)
- Odometer readings of all leased vehicles at the 31st March 2005 and 31st March 2006

Liabilities

- New loans taken out during the year and their purpose, including any new lease or hire purchase agreements
- Statements from the lending authority detailing the opening and closing balances of existing loans during the financial year
- Creditors listing as at 30th June
- Details of loan accounts to directors, shareholders, beneficiaries and partners

Assets

- Debtors listing (including a list of bad debts written off) as at 30th June. NB in order to claim a deduction, the debt must be written off on or before 30th June
- Details of depreciable assets acquired and/or disposed of during this income year including:
 - Type of asset, Date of acquisition, Consideration received/paid.

Note: To ensure that you obtain the maximum deductions to which you are entitled and in consideration of the penalty provisions, FULL DETAILS of any claim should be provided and supporting documentation made available. Documentation may comprise of receipts, docketts, invoice, cheque butts or similar documents.

All original documents will be photocopied and sent back to you with your completed tax return. Documents must be kept by you the tax payer for a minimum of 5 years.