

Annual Compliance checklist for Company			
	Yes	No	N/A
<b>1. Organisation details and Settings</b>			
<b>Organisation details</b>			
Check the Legal/Trading name, ABN and postal address, postcode are correct and there is no change			
Check ANZIC Code			
Check relationships. Both control relationships i.e. director or trustee and distribution relationships i.e. beneficiary or partner			
Is the trust a small business entity (SBE) (i.e., a business that meets the \$10 million aggregated turnover threshold)? If so, confirm which concessions the trust is entitled to.			
If the trust is an SBE, is it using the simplified depreciation rules?			
Has the vesting date of the trust been considered? (refer TR 2018/6)			
Has the trust made a family trust election?			
If the trust's aggregated turnover is less than \$5 million, complete the 'net small business income' labels for 'small business income tax offset' purposes. <input type="checkbox"/> Net small business income (item 5, label V) <input type="checkbox"/> Each beneficiary's 'Share of net small business income' (item 55, label Y)			
<b>LodgeiT Settings</b>			
Ensure datafile is connected and password set			
Refresh accounts in LodgeiT to get the latest figures.			
<b>Check ATO connection</b>			
<b>Comparative balances</b>			
Check if the opening balances matches with the signed Financial report of previous year.			
Lock the period in the accounting software at previous year end to avoid changes to the opening balances.			
<b>Chart of accounts</b>			
Review your account names and account codes for accuracy. Archive any old or unused accounts. Note that the same chart of account is imported in LodgeiT.			
Check Chart of accounts in LodgeiT and correct the mapping wherever required.			
<b>Contacts</b>			
Check that all customers and supplier details are entered and there are no duplicates. Merge duplicate contact records or archive records no longer in use.			
<b>2. Review Accounts</b>			
<b>Bank accounts</b>			
Check that all bank accounts have been reconciled and there are no unallocated transactions.			
Compare your bank balance as per reconciliation report to bank statement. They should match.			
<b>Bank Loans</b>			
Reconcile the balances with bank statement			
Check if Interest expense agree to bank statement			
<b>Reconcile - Accounts payable</b>			
Check that all bills have been entered and the payments have been allocated correctly.			
Check credit notes have been allocated to the relevant bill or invoice.			
Check outstanding purchase orders and copy to a bill or invoice where applicable.			
Run the Aged Payable Summary report to check outstanding amounts you owe suppliers.			
Check the balance in Aged Payable summary report, matches with Aged Payable General Ledger (on Balance Sheet) and there is not out of balance. Out of balance appears when the payment is not allocated to invoice and directly debited to Aged Payable ledger.			
<b>Reconcile - Accounts receivable</b>			

Check that all invoices have been entered and the payments have been allocated correctly.			
Check credit notes have been allocated to the relevant invoice.			
Check outstanding quotes and copy to an invoice where applicable.			
Run the Aged Receivables Summary report, to check outstanding customer amounts. Followup with customer having long overdue balances.			
Identify and write off any bad debts where applicable. Usually to review outstanding balance for more than 90 days and to confirm if they are still current and recoverable.			
Check the balance in Aged Receivable summary report, matches with Aged Receivable General Ledger (on Balance Sheet) and there is not out of balance. Out of balance appears when the payment is not allocated to invoice and directly credited to Aged Receivable ledger.			
<b>Inventory</b>			
Review Inventories if applicable. Resolve shrinkage and check inventory report matches General Ledger.			
Check Closing stock figures agrees with closing stock in Profit and Loss account.			
Valuation method (Cost, market or replacement)			
<b>Fixed assets</b>			
Check any addition during the year is supported by purchase invoice and is added to correct ledger. Finance taken, if any, should be supported by Finance document.			
Dispose or sell any assets as required.			
Run Depreciation and generate Depreciation report on "Actual" and process depreciation entries in datafile.			
For additions during the year: - Consider the rules both pre- and post-6 October 2020. - Consider accelerated depreciation rules - Should you consider opting out of temporary full expensing and/or accelerated depreciation? <i>(Note the opt-out is not available to SBEs using simplified depreciation)</i>			
<b>GST</b>			
Check the registration status and applicability			
if Registered, perform reconciliation between accounts and lodged BASs. Note the variance, if any, and its amendments.			
Check the income reported in the BASs reconcile with income on accounts.			
<b>Hire Purchase</b>			
Check HP's have appropriate accounts setup and repayments are being processed to a single liability account			
Any HP's have been settled OR refinanced during the year.			
<b>Loan balances with Related Parties</b>			
Ensure interentity balances agree with each other			
check the debt and equity rules applicability in respect of shareholders' loan's (relevant where turnover exceeds \$20 million).			
Check Division 7A applicability for the related parties loans having debit balance in previous years.			
<b>Other adjustments - Income and Expenses</b>			
check if any Cash income or expenses that may have to be included.			
Agree investment income e.g., dividends, interest with relevant supports / statements.			
Consider FBT reimbursement where applicable.			
Reconcile Jobkeeper payments and Cash Flow Boost with ATO records.			
Tag Cash Flow boost as non-assessable income			
Check if the company made/received an allocation of profits from a professional firm? If TRUE, consider ATO former guidance 'Assessing the risk: allocation of profits within professional firms'			
Review Profit and Loss accounts, compare with previous year for significant increase / decrease. Compare GP ratio.			
Accounting fees – check against billings.			
Legal Fees paid if any, check if business related			

Consider Prepayments adjustment for any expenses paid in advance for the next financial year. Also adjust opening prepayment balance to current year expenses.			
Entertainment expenses to be added back, unless FBT reimbursement is considered.			
check for othe non deductible expenses.			
Consider other provisions adjustments like provisions for annual leave and long service leave			
Check if the company paid the required superannuation guarantee contributions for employees? If "NOT", ensure that a Superannuation guarantee charge statement has been lodged with the ATO.			
Check Superannuation payments and deductibility for tax purpose.			
Reconcile Wages, PAYGW and superannuation with Payroll report and lodged activity statements.			
Check payment summary information been lodged with the ATO (where required)			
For single touch payroll purposes, has a finalisation declaration been performed for each employee?			
Check if company fail to meet its PAYGW obligations to withhold or notify the Commissioner? If this is the case, a deduction will be refused unless the taxpayer voluntarily discloses the issue to the ATO.			
Check applicability of workers compensations and its payments			
Check Payroll tax applicability. If appicable, reconcile the tax and wages reported to the Authorities.			
check if the company may be eligible for the R&D tax incentive? (Check the changes in the rules, if any)			
Check Losses carried over from past years.			
<b>PSI</b>			
Check for Personal services income received, if any.			
Calculate its attribution to an Individual			
<b>Capital gains</b>			
Any capital assets sold/ disposed during the year?			
If yes, details of asset, its purchase and sale values with dates, other incidental expenses occurred, if any with supports			
Consider exemptions, reductions and rollovers			
Check for Pre-CGT assets (acquired prior to 20/09/1985). Check if any significant changes to the ownership since 20/09/1985			
<b>Dividends and franking</b>			
Check if there are enough retained earnings to propose the Dividend (as per section 254T of the Corporation Act)			
Check if benchmark franking rules are satisfied			
Check if base rate tax apply for imputation credit			
Prepare Franking account			
Check if there is any Franking account deficit at year end			
<b>International</b>			
Consider transfer pricing rules for any transactions with international related parties.			
Complete international dealings schedule			
Consider foreig exchange rules In case of Bank account in another country or buy/sell products offshore?			
<b>3. Finalise reports</b>			
Generate the Special purpose report, check mapping of accounts is correct, Check Signatories.			
Mark the report as completed and publish once signed copy is received			
Lock the data file at year end to avoid changes to finalised balances.			