

SCOTT ASSOCIATES PTY LTD

<p><u>2015 SUPER FUND ACCOUNTS/ TAX RETURN JOB CHECKLIST</u></p>	<p>DUE DATE OF LODGMENT</p>
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(Office Use) OUR TARGET IS TO HAVE THE TAX RETURN TO CLIENT WITHIN 8 WEEKS FROM RECEIPT OF ALL INFO.

Client Name:		Team Member:	
TAX YEAR:		Checked by:	
RECEIVED DATE:		Date client advised of expected finish date	
		Est. Finish Date	

CLIENT CODE: _____ **EMAIL:** **POST:**

WORK TO PERFORM:

Cleared

	DATA FILE AVAILABLE: Y / N IF Y MYOB /QUICKEN VERSION NO. P/W Y/N		
	CLIENTS DOCUMENTS SCANNED Y / N (Please Circle) Date Scanned		
1	USE SUPER FUND COMPILATION & TAXATION CHECKLIST AND LEAD SCHEDULE		
2	CHECK LAST YEARS WORKPAPERS AND CARRIED FORWARD NOTES		
3	CODE INTO BGL / PREFERABLY DATA DOWNLOAD		
4	CHECK TAP FOR ANY OUTSTANDING AMOUNTS OWING / REFUNDABLE AND RECON.		
5	CHECK ALL BALANCE SHEET ITEMS – REFER SUPER SPHERE WPS		
6	REVIEW TRIAL BALANCE AND CHECK FOR REASONABLENESS COMPARED TO LAST YEAR (IF NOT ALREADY DONE SO) CHECK FOR ABNORMAL AMOUNTS (CHECK AND CLEAR WITH CLIENT IF NEED BE)		
7	LIST QUERIES AND EMAIL/CONTACT CLIENT (SEE STAFF PROCEDURES)		
8	PREPARE DRAFT ACCOUNTS AND TAX RETURN FOR REVIEW INCLUDING SUPER SURCHARGE / MINUTES / AUDIT LETTERS (CHECK WITH AUDITOR)		
9	MS REVIEW DATE		
10	COMPLETE SUPER SPHERE AUDIT WORKPAPERS (LAST W/P TO DO)		
11	MS APPROVAL AND DATE:		
12	ITR / ACCOUNTS OK TO GO: (Please Circle) REFUND PAYABLE NO TAX PAYABLE		
13	LETTER PREPARED: (Please Circle) YES NO		
14	INVOICE CLIENT: (Please Circle) INVOICE DONE OR NO INVOICE		
15	SEND ITR AND ACCOUNTS TO CLIENT FOR REVIEW (PREFERABLY BY EMAIL)		
16	SEND SIGNED ACCOUNTS / WP'S / TAX RETURN TO AUDITOR FOR AUDIT		
17	AUDIT REPORT RECEIVED DATE :		
	QUERIES		

Notes for NEXT YEAR: