

Set up Sydney

Task Description		Remarks
Client		
Organize viewing rights?	N/A	
Any other access such as other software?	N/A	
Has the client forwarded set up documents?	Not done	Requested
Has the client forwarded previous year documents?	Provided/Done	Financials received. TR Requested
Has the client forwarded their source documents?	Provided/Done	
Super Records		
Viewing rights forms if any?		
BGL Login Details	Username: , Password:	
Additional comments re Set up		
Notes		
India Notes		

## Permanent Information

Task Description	
<b>Client Details</b>	
One off client or ongoing	ongoing
Any chance of converting to ongoing	
Industry	SMSF
Notes on Structure details	Company Trustee, 2 Members
Any grouped entities	
1	
2	
<b>INCOME</b>	
Sources of income:	Interest
Other notes:	
<b>EXPENSES</b>	
Main expenses:	Bank Charges and accounting fees
Other Notes:	
<b>Software / Version / Licensing</b>	
Dose the client have their own existing software?	
Which software?	
which version if any?	
Notes	
India Notes	

Current Status

Task Description	
Current Status	
New entity?	
Last year of lodgment	2010
Last BAS Lodged (write period)	
Previous Accountant	Yes
Name & contact details of previous accountant	Moore Stephens~
Additional comments on current status	
Notes	
India Notes	

Back Log Jobsheet

Task Description	
Backlog Jobsheet	
Any backlog needs to be done?	
Estimated hours?	
Types of jobs to be done	
Accounts & Tax Returns	
Relevant period	
Internal due date	
BAS preparation	
Relevant period	
Internal due date	
Other	
Relevant period	
Internal due date	
Additional comments re Backlog	

Source documents needed	Method of delivery(attached / to come)
Notes	
India Notes	

BANK

Task Description	
Transactions and Bank	
Are we processing bank transactions & performing reconciliations?	Yes
Agreed method of delivering bank statements?	email
Name of bank	CBA
Number of bank accounts to be reconciled	1
Number of Term Deposits to be reconciled	2
An regular foreign currency transactions/calculations invovled?	
Additional comments re bank accounts etc	
Notes	
India Notes	

## Investments

Task Description	
<b>Investments - Listed Shares</b>	
Investment in listed shares?	No
Chess sponsor or issuer sponser?	
name of brokers?	
is identification number provided?	
How we will get purchase and sell information?	
Other notes	
<b>Investments - Unlisted Shares</b>	
Investment in unlisted shares?	NO
How we will get purchase and sell information?	
How we will get dividend information?	
How we will get market value information?	
Other notes	
<b>Investments - Listed unit trusts</b>	
Investment in listed trusts?	NO
Chess sponsor or issuer sponser?	
name of brokers?	
is identification number provided?	
How we will get purchase and sell information?	
Other notes	
<b>Investments - Unlisted unit trusts</b>	
Investment in unlisted unit trusts?	NO
How we will get purchase and sell information?	
How we will get distribution information?	
How we will get market value information?	
Other notes	
<b>Investments - Managed Investments</b>	
Investment in managed investments?	NO
name of manager	
How we will get transaction listing?	
How we will get purchase and sell information?	
How we will get year end Tax statement?	
Other notes	
<b>Investments - Properties</b>	
Investment in properties?	NO
How Many?	
Have we received all purchase documents?	
How we will get income and expenses details?	
Purchased through limited recourse borrowing?	
If yes, have we received all set up documents?	
How we will get loan statements?	
How we will get market value information?	
<b>Investments - Others</b>	
Investment in other assets?	No
Which type of investment?	
is investment within rules?	
How we will get supporting documents	
Other notes	
Notes	
India Notes	

Tax Returns

Task Description	
Tax Returns	
Current FY	2011
ATO Due Date	15/05/2012
Internal Due Date	15/05/2012
Additional comment re tax return	
Notes	
India Notes	

BAS

Task Description	
GST / IAS	
Registered for GST	
Cash or Accrual basis	
BAS Frequency?	
PAYG frequency	
Are we lodging BAS's / IAS's?	
Additional comments Re BAS/IAS	
Notes	
India Notes	



Special Tasks

Task Description	
Special Tasks	
Are there any special tasks to be done for this client?	
Details of special tasks:	
Notes	
India Notes	

## Task List

[illegible]