

# HowNow Accountants Content

*Current list – September 2011*

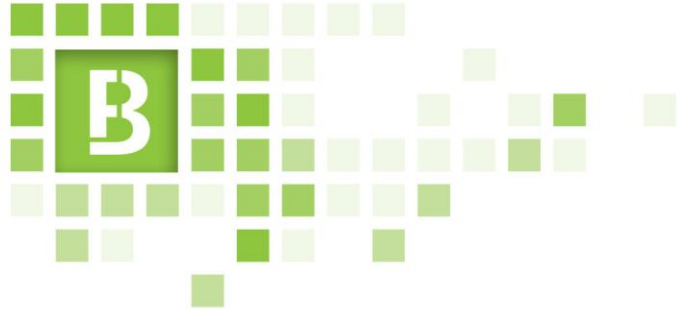
Document Title	Procedural Area	Document Type
Backup Contents	Administration	Forms
Backup Procedure - Tape Backup	Administration	Procedures
Backup Procedures - Restoring from Backup	Administration	Procedures
Backup Results Sheet	Administration	Forms
Backup Tape Rotation Schedule	Administration	Forms
Clients Records - Returning	Administration	Procedures
Appointment Detail Form	Clients	Forms
Appointments - Confirmation of Appointment	Clients	Letters
Appointments - Scheduling Appointments in Our Office	Clients	Procedures
Client Additions	Clients	Procedures
Client Deletions	Clients	Procedures
Client Screening	Clients	Procedures
Client Screening Questions	Clients	Scripts
Complaint Form	Clients	Forms
Complaints - Dealing with Complaints	Clients	Procedures
Complaints - Monthly Monitoring Form	Clients	Forms
Complaints - Reply Letter	Clients	Letters
Dealing with Complaints	Clients	Scripts
Feedback - Annual Feedback Covering Letter	Clients	Letters
Feedback - Annual Feedback Procedure	Clients	Procedures
Feedback - Completion of Work Feedback Form	Clients	Forms
Feedback - Work Completed Covering Letter	Clients	Letters
Finding Out Why a Client Has Left the Firm	Clients	Procedures
Greeting Clients and Visitors	Clients	Procedures
Meeting Agenda - Generic	Clients	Forms
Meeting Agenda - New Clients and Prospects	Clients	Forms





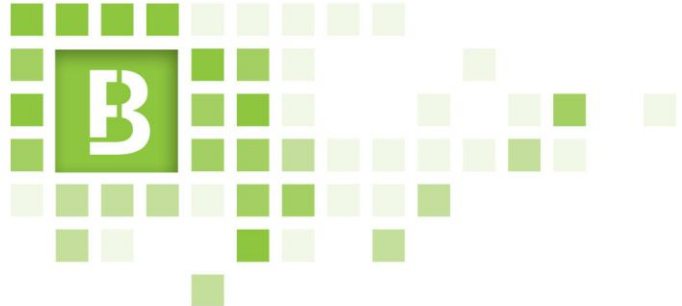
Meetings - New Client Interview	Clients	Procedures
New Client Profile - Company	Clients	Forms
New Client Profile - Individual	Clients	Forms
New Client Profile - Partnership	Clients	Forms
New Client Profile - Trust	Clients	Forms
New Clients - Evaluation Checklist	Clients	Checklists
New Clients - How We Do It Here	Clients	Procedures
Bank Reconciliations	Finance	Procedures
Bank Reconciliations - Outstanding Cheques and Deposits	Finance	Checklists
Bank Reconciliations - Resolving Discrepancies	Finance	Checklists
Banking Procedure	Finance	Procedures
Calculation of Provision for Doubtful Debts	Finance	Workpapers
CAPEX Plan	Finance	Forms
Credit Check - Checklist	Finance	Checklists
Creditors - Reconciling to the General Ledger	Finance	Procedures
Data Entry - Credit Card Expenses Summary	Finance	Workpapers
Data Entry - Processing Credit Card Statements	Finance	Procedures
Data Entry - Processing EFTPOS Receipts	Finance	Procedures
Data Entry - Processing Payment of Accounts	Finance	Procedures
Data Entry - Processing Receipts	Finance	Procedures
Debtor Control and Collection of Overdue Accounts	Finance	Procedures
Debtors - 1st Reminder for Overdue Accounts	Finance	Letters
Debtors - 2nd Reminder for Overdue Accounts	Finance	Letters
Debtors - 3rd and Final Reminder for Overdue Accounts	Finance	Letters
Debtors - Credit Check Checklist	Finance	Checklists
Debtors - First Telephone Call to Overdue Debtor	Finance	Scripts
Debtors - Getting Cashflow and Debtors Under Control	Finance	Reference
Debtors - Reconciling to the General Ledger	Finance	Procedures
Debtors - Second Telephone Call to Overdue Debtor	Finance	Scripts
Debtors Control and Collection of Overdue Accounts - Flowchart Version	Finance	Procedures
Fixed Asset Register - Preparing & Updating	Finance	Procedures





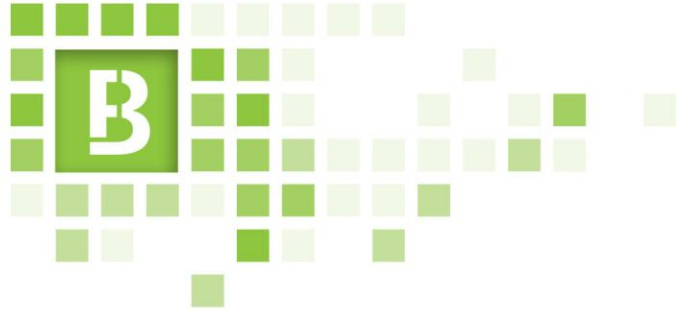
Fixed Assets Register and Depreciation Schedule	Finance	Workpapers
Invoicing - for Fixed Price Agreement (FPA) Clients	Finance	Procedures
Invoicing - for Non-Fixed Price Agreement Clients	Finance	Procedures
Payroll - How to prepare PAYG Payment Summaries	Finance	Procedures
Payroll - Meeting Payroll Obligations	Finance	Procedures
Payroll - Preparation and Processing	Finance	Procedures
Payroll - Reconciling Payroll Obligations	Finance	Workpapers
Petty Cash Procedure	Finance	Procedures
Profit and Cashflow Plan Workbook	Finance	Forms
Provision for Doubtful Debts	Finance	Procedures
Purchase Order Form	Finance	Forms
Schedule of Debts Recommended for Write-Off	Finance	Workpapers
Superannuation Guarantee Contributions - Ordinary Time Earnings	Finance	Reference
Understanding Bank Reconciliations	Finance	Reference
Writing off a bad debt	Finance	Procedures
6 Proven Strategies For Boosting Accounting Firm Efficiency	Leadership	Reference
APES 110 - Code of Ethics for Professional Accountants	Leadership	Reference
APES 320 - Acceptance and Continuance	Leadership	Forms
APES 320 - Engagement Performance	Leadership	Forms
APES 320 - Ethical Requirements	Leadership	Forms
APES 320 - Human Resources	Leadership	Forms
APES 320 - Leadership Responsibilities for Quality Within the Firm	Leadership	Forms
APES 320 - Monitoring	Leadership	Forms
APES 320 - Quality Control for Firms (Reissued May 2009)	Leadership	Reference
Client Categorisation Procedure	Leadership	Procedures
Client Categorisation Workbook	Leadership	Forms
Client Deletions Checklist	Leadership	Checklists
Client Error and Omissions Report	Leadership	Forms
Client File Review Checklist	Leadership	Checklists
Client Files Reviewed	Leadership	Forms
Client Manager Monthly Report	Leadership	Forms





Error Report	Leadership	Forms
Lost Client Letter	Leadership	Letters
Management Meeting Agenda	Leadership	Forms
Management Meeting Minutes	Leadership	Forms
Marketing Strategies	Leadership	Forms
Meeting Agenda - Strategic Planning Day	Leadership	Forms
Meeting Agenda - Strategic Planning Day Debrief to Team	Leadership	Forms
Mission Statement	Leadership	Forms
Monthly Management Reports	Leadership	Forms
Monthly Prospect Conversion Report	Leadership	Forms
Our Firm's Areas of Operation	Leadership	Forms
Our Firms Master List of Procedures	Leadership	Forms
Policy Statement - Acceptance and Continuance of Client Relationships	Leadership	Forms
Policy Statement - Engagement Performance	Leadership	Forms
Policy Statement - Ethical Requirements	Leadership	Forms
Policy Statement - Human Resources	Leadership	Forms
Policy Statement - Monitoring Quality Control in the Firm	Leadership	Forms
Policy Statement - Quality Assurance in the Firm	Leadership	Forms
Problem - Identification	Leadership	Procedures
Profit & Cashflow Plan	Leadership	Procedures
Quality Control - Client Relationships	Leadership	Procedures
Quality Control - Engagement Performance	Leadership	Procedures
Quality Control - Ethical Requirements	Leadership	Procedures
Quality Control - Human Resources	Leadership	Procedures
Quality Control - Leadership	Leadership	Procedures
Quality Control - Monitoring	Leadership	Procedures
Quality Control - Reviewing Client Files	Leadership	Procedures
Quality Control - Self Assessment Checklist	Leadership	Checklists
Risk Management	Leadership	Procedures
Risk Management - Policy Statement	Leadership	Forms
Risk Management - Risk Assessment Matrix and Report	Leadership	Forms





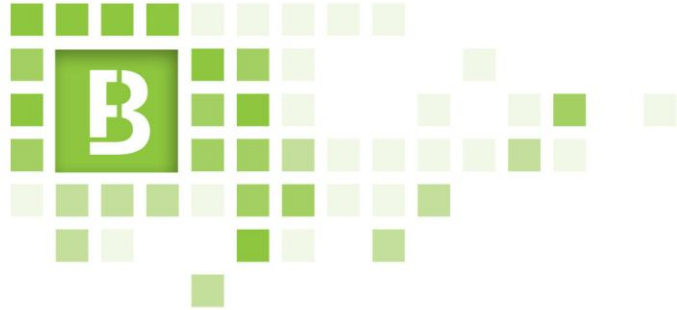
Risk Management - Risk Identification Checklist	Leadership	Checklists
Script for speaking to a lost client	Leadership	Scripts
Strategic Planning - Fitness Assessment Questionnaire	Leadership	Forms
Strategic Planning - Procedures Review	Leadership	Procedures
Strategic Planning - Procedures Review Report	Leadership	Forms
Strategic Planning - Strategic Planning Day Preparation	Leadership	Procedures
Strategic Planning - SWOT Analysis Checklist	Leadership	Checklists
Strategic Planning - SWOT Analysis Procedure	Leadership	Procedures
Strategic Planning - SWOT Analysis Report	Leadership	Forms
Strategic Planning Process	Leadership	Examples
The Basis of Our Relationship	Leadership	Forms
The Firm's Commitment to the Team	Leadership	Forms
ABN and GST Registration Advice	Production	Letters
ABN and GST Registration Application - Covering Letter	Production	Letters
ABN Registration Advice	Production	Letters
Accounts Preparation - Accounting Checklist	Production	Checklists
Accounts Preparation - Covering Letter	Production	Letters
Accounts Preparation - Electronic Workpapers	Production	Workpapers
Accounts Preparation - Electronic Workpapers Small Assignment	Production	Workpapers
Accounts Preparation - Engagement Letter	Production	Letters
Accounts Preparation - Final Self Review	Production	Checklists
Accounts Preparation - How We Do It Here	Production	Procedures
Accounts Preparation - How We Do It Here - Flowchart Version	Production	Procedures
Accounts Preparation - Year End Questionnaire	Production	Forms
ACT - Business Names	Production	Web Pages
ACT - Revenue Office	Production	Web Pages
Action Plan	Production	Forms
Action Sheet	Production	Forms
Activity Statement - Covering Letter	Production	Letters
Annual Client Project Plan	Production	Procedures
Annual Client Project Plan and Report	Production	Forms





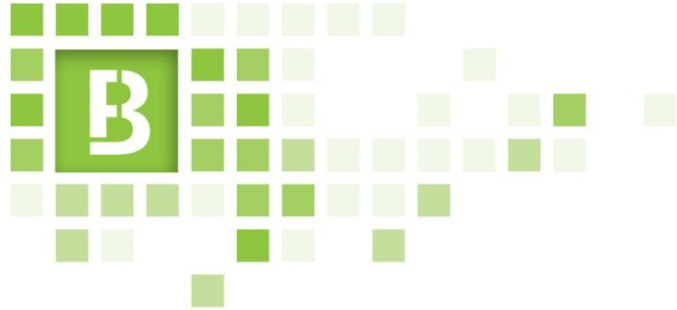
Applying for Finance	Production	Procedures
Applying for Finance Covering Letter	Production	Letters
ASIC - Annual Review	Production	Procedures
ASIC - Annual Statement - Solvency Resolution	Production	Forms
ASIC - Change of Company Name Covering Letter	Production	Letters
ASIC - Change to Company Details	Production	Procedures
ASIC - Change to Company Details Form	Production	Forms
ASIC - Company Registration - Information Gathering Covering Letter	Production	Letters
ASIC - Company Registration - Information Gathering Form	Production	Forms
ASIC - Consent to Appointment	Production	Forms
ASIC - Directors Resolution - Change of Address	Production	Forms
ASIC - Directors Resolution - Change of Office Holders	Production	Forms
ASIC - Directors Resolution - Change to Office Holders Details	Production	Forms
ASIC - Directors Resolution - Generic	Production	Forms
ASIC - Form 484 Covering Letter	Production	Letters
ASIC - Registration of a New Company	Production	Procedures
ASIC - Registration of Company Checklist	Production	Checklists
ASIC - Responsibilities of a Company Director or Secretary	Production	Reference
ASIC - Review of Annual Statement Letter	Production	Letters
ASIC - Share Transfer Covering Letter	Production	Letters
ASIC - Shareholder Distribution Statement	Production	Forms
ASIC Forms	Production	Web Pages
ASIC Lodgment Fees	Production	Web Pages
Asset Register	Production	Forms
ATO - Salary and Wage Occupation Codes	Production	Web Pages, ATO
ATO Registrations Letter	Production	Letters
BAS Preparation - BAS Checklist	Production	Checklists
BAS Preparation - Electronic Workpapers	Production	Workpapers
BAS Preparation - Information Gathering Letter	Production	Letters
BAS Preparation - Information Gathering Questionnaire	Production	Forms
BAS Preparation - Letter and Report	Production	Letters





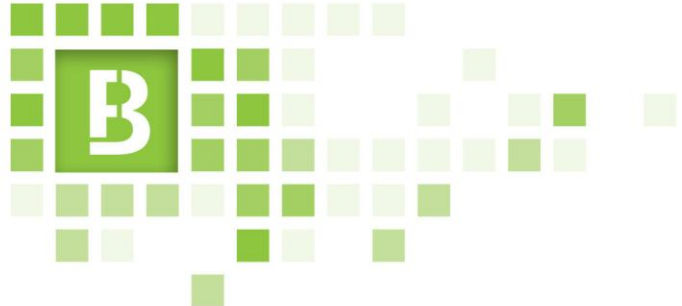
Blank Excel Document	Production	Workpapers
Blank Word Document	Production	Letters
Budget Preparation Checklist	Production	Checklists
Budgets and Cashflow Forecasts Preparation	Production	Procedures
Business Plan Template	Production	Forms
Business Valuation Workbook	Production	Forms
Business Valuation Workpapers	Production	Workpapers
Buying a Business - Due Diligence Checklist	Production	Checklists
Buying a Business Guide	Production	Forms
Buying a Business Guide Covering Letter	Production	Letters
Buying or Setting Up a Business	Production	Procedures
Calendar of Key Dates	Production	Forms
Capital Gains Tax - Electronic Workpapers	Production	Workpapers
Capital Gains Tax Calculation of Gains and Losses	Production	Procedures
Capital Gains Tax Checklist	Production	Checklists
Cashflow - Electronic Workpapers	Production	Workpapers
Change to Client Details Covering Letter	Production	Letters
Choosing a Business Structure - Checklist	Production	Checklists
Choosing a Business Structure - Entity Matrix	Production	Reference
Christmas Letter to Clients	Production	Letters
Clients Gained and Lost	Production	Forms
Company ABN and TFN Registration Advice Letter	Production	Letters
Company Debit Loan - Electronic Workpapers	Production	Workpapers
Company Debit Loan Checklist	Production	Checklists
Company Dividend Resolution	Production	Forms
Company Notice of Assessment Letter	Production	Letters
Company Statement of Dividends and Interest	Production	Letters
Corporate and Personal Insolvencies	Production	Reference
Current Financial Status Workpaper	Production	Workpapers
Debt and Equity Checklist	Production	Checklists
Due Diligence Checklist	Production	Checklists





Election - Debt and Equity Interests	Production	Forms
Election - Forced Sale of Livestock - Deferral of Profit	Production	Forms
Election - Forced Sale of Livestock - Inclusion of Deferred Profit	Production	Forms
Election - Forced Sale of Livestock - Replacement Stock	Production	Forms
Election - Rollover of Depreciating Assets	Production	Forms
Election - Rollover of Trading Stock	Production	Forms
Election - Withdrawal from the Primary Producer Averaging System	Production	Forms
Engagement Procedures	Production	Procedures
Establishing a Business Structure	Production	Procedures
Establishing a Business Structure - Flowchart Version	Production	Procedures
Ethical Clearance on Acceptance of Engagement Letter	Production	Letters
Ethical Clearance on Loss of Client Letter	Production	Letters
Family Trust Election Checklist	Production	Checklists
FBT - Completion	Production	Procedures
FBT - Elections and Declarations	Production	Procedures
FBT - Electronic Lodgment Declaration	Production	Forms
FBT - Electronic Workpapers	Production	Workpapers
FBT - General Checklist	Production	Checklists
FBT - Information Gathering	Production	Procedures
FBT - Motor Vehicle Checklist	Production	Checklists
FBT Completion Simple Covering Letter	Production	Letters
FBT Complex Covering Letter	Production	Letters
FBT Declaration - Airline Transport Benefits	Production	Forms
FBT Declaration - Employees Car Benefits	Production	Forms
FBT Declaration - Expense Payment Benefits	Production	Forms
FBT Declaration - Expense Payment Benefits - No Private Use	Production	Forms
FBT Declaration - Fuel Expense	Production	Forms
FBT Declaration - Living Away From Home Benefits	Production	Forms
FBT Declaration - Loan Fringe Benefits	Production	Forms
FBT Declaration - Log Book	Production	Forms
FBT Declaration - Meal Entertainment Expenses	Production	Forms





FBT Declaration - Motor Vehicle Benefits	Production	Forms
FBT Declaration - Property Benefits	Production	Forms
FBT Declaration - Recurring Expense Payment Benefits	Production	Forms
FBT Declaration - Recurring Property Benefits	Production	Forms
FBT Declaration - Recurring Residual Benefits	Production	Forms
FBT Declaration - Residual Benefits	Production	Forms
FBT Declaration - Residual Benefits - No Private Use	Production	Forms
FBT Declaration - Residual Benefits - Vehicles Other Than Cars	Production	Forms
FBT Election - Car Benefits	Production	Forms
FBT Election - Car Benefits Statutory Method	Production	Forms
FBT Election - Meal Entertainment Expenses	Production	Forms
FBT Election - Meal Entertainment Expenses for GST	Production	Forms
FBT Employee Contribution Journal Covering Letter	Production	Letters
FBT Employee Contribution Set Off Confirmation Letter	Production	Letters
FBT Employee Contribution Set Off Request Letter	Production	Letters
FBT Information Gathering Letter	Production	Letters
FBT Information Gathering Questionnaire	Production	Forms
Financial Statement Analysis	Production	Workpapers
Fixed Price Agreement Calculator	Production	Forms
Fixed Price Agreement Letter	Production	Letters
Fixed Price Agreement Preparation	Production	Procedures
Forwarding General Correspondence letter	Production	Letters
Forwarding Standard Correspondence	Production	Procedures
GST - Margin Scheme Electronic Workpapers	Production	Workpapers
GST - Letter Advising Unable to Claim GST	Production	Letters
GST - Notice to Pay Instalment Letter	Production	Letters
GST - Property Sale and Purchase Checklist	Production	Checklists
GST Registration Advice Letter	Production	Letters
Guide to Creating a Business Plan	Production	Forms
Guide to Creating a Business Plan Covering Letter	Production	Letters
HELP Contribution Statement Covering Letter	Production	Letters





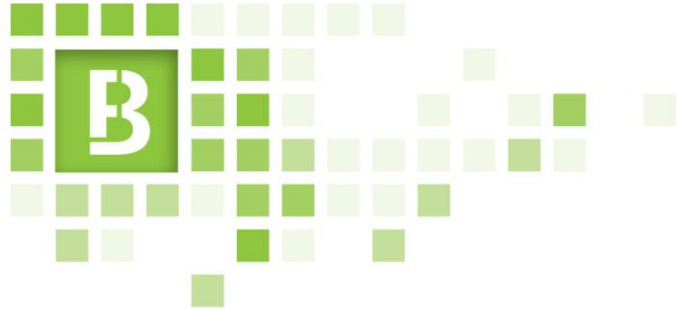
IAS Covering Letter	Production	Letters
IAS Information Gathering Letter	Production	Letters
IAS Preparation - Electronic Workpapers	Production	Workpapers
IAS Preparation - IAS Checklist	Production	Checklists
Investment and Asset Register Procedure	Production	Procedures
Investment Register	Production	Forms
ITR - Lodgment Reminder Letter	Production	Letters
ITR - Request for Return of Signed Documents	Production	Letters
Job Budget Workbook	Production	Workpapers
Letter Recommending Business Structure	Production	Letters
Matters for Partner Director Consideration	Production	Forms
Meeting Agenda - Applying for Finance	Production	Forms
Meeting Agenda - New Projects With Existing Clients	Production	Forms
New Projects with Existing Clients	Production	Procedures
Non Share Capital Account	Production	Forms
Non-commercial Losses Checklist	Production	Checklists
NSW - Office of Fair Trading	Production	Web Pages
NSW - Office of State Revenue	Production	Web Pages
NT - Consumer Affairs and Business Affairs	Production	Web Pages
NT - Territory Revenue	Production	Web Pages
PAYG Advice of Instalment Rate	Production	Letters
PAYG Advice of Revised Annual Instalment	Production	Letters
PAYG Advice of Revised Instalment Rate	Production	Letters
PAYG Change of Instalment Cycle	Production	Letters
PAYG Elect to Pay Annually	Production	Letters
PAYG Income Tax Instalment No Longer Required	Production	Letters
PAYG Notice to Pay Annual Instalment	Production	Letters
PAYG Notice to Pay Quarterly Instalment	Production	Letters
PAYG Withholding Cancellation of Registration	Production	Letters
PAYG Withholding Registration	Production	Letters
PAYG Withholding Summary Penalty	Production	Letters





Personal ITR - Checklist	Production	Checklists
Personal ITR - Deceased Estates Checklist	Production	Checklists
Personal ITR - Electronic Workpapers	Production	Workpapers
Personal ITR - Statement of Account Letter	Production	Letters
Personal ITR - Year End Questionnaire	Production	Forms
Personal ITR Amended Assessment	Production	Letters
Personal ITR Assessment Letter	Production	Letters
Personal ITR Covering Letter	Production	Letters
Personal ITR Final Notice For Payment	Production	Letters
Personal ITR Late Lodgment Penalty	Production	Letters
Personal ITR Late Payment Penalty	Production	Letters
Personal ITR Multiple Assessment Notices Letter	Production	Letters
Personal ITR Refund of Overpaid Tax	Production	Letters
Personal Services Income Checklist	Production	Checklists
Primary Production - Electronic Workpapers	Production	Workpapers
Primary Production - Year End Questionnaire	Production	Forms
Pro-Forma Loan Application Form	Production	Forms
QLD - Office of Fair Trading	Production	Web Pages
QLD - Office of State Revenue	Production	Web Pages
Receipt of Tax Assessments and Other Statutory Notices	Production	Procedures
Receipt of Tax Assessments and Other Statutory Notices - Flowchart Version	Production	Procedures
Rental Property Checklist	Production	Checklists
Resolution of Partners - Partner Salary	Production	Forms
SA - Office of Consumer and Business Affairs	Production	Web Pages
SA - Revenue SA	Production	Web Pages
Salary Sacrifice Electronic Workpapers	Production	Workpapers
SMSF (Issues Noted) - Audit Trustee Management Letter	Production	Letters
SMSF (No Issues Noted) - Audit Trustee Management Letter	Production	Letters
SMSF - ABN Registration and TFN Advice Notification	Production	Letters
SMSF - ABN TFN Application - Covering Letter	Production	Letters
SMSF - ABP for a Non-Retired Member (TRIS) - Letter to Member	Production	Letters





SMSF - ABP for a Non-Retired Member (TRIS) - Member Letter to Fund	Production	Letters
SMSF - ABP for a Non-Retired Member (TRIS) - Minute	Production	Forms
SMSF - ABP for a Retired Member - Letter to Member	Production	Letters
SMSF - ABP for a Retired Member - Member Letter to Fund	Production	Letters
SMSF - ABP for a Retired Member - Minute	Production	Forms
SMSF - Acceptance of Employer Contribution Minute	Production	Forms
SMSF - Acceptance of ETP Minute	Production	Forms
SMSF - Acceptance of Financial Statements and Auditor Minute	Production	Forms
SMSF - Acceptance of Lump Sum Payment Minute	Production	Forms
SMSF - Acceptance of Member Contribution Minute	Production	Forms
SMSF - Acceptance of New Member Minute	Production	Forms
SMSF - Acceptance of Outward Rollover Minute	Production	Forms
SMSF - Acceptance of Pension Payments Minute	Production	Forms
SMSF - Account Based Pension	Production	Procedures
SMSF - Account Based Pension (TRIS) Minimum and Maximum Letter	Production	Letters
SMSF - Account Based Pension - Flowchart Version	Production	Procedures
SMSF - Account Based Pension Client Disclosure	Production	Forms
SMSF - Account Based Pension Client Disclosure Covering Letter	Production	Letters
SMSF - Account Based Pension Establishment Covering Letter	Production	Letters
SMSF - Account Based Pension Minimum Payment Letter	Production	Letters
SMSF - Accounting Final Review	Production	Checklists
SMSF - Adding a Member Client Disclosure	Production	Forms
SMSF - Adding a Member to a Self Managed Superannuation Fund	Production	Procedures
SMSF - Adding a Member to a Self Managed Superannuation Fund Letter	Production	Letters
SMSF - Allocated Pension	Production	Procedures
SMSF - Allocated Pension Client Disclosure Covering Letter	Production	Letters
SMSF - Allocated Pension Minimum and Maximum Letter	Production	Letters
SMSF - Annual General Meeting Minutes	Production	Forms
SMSF - Audit	Production	Procedures
SMSF - Audit - Flowchart Version	Production	Procedures





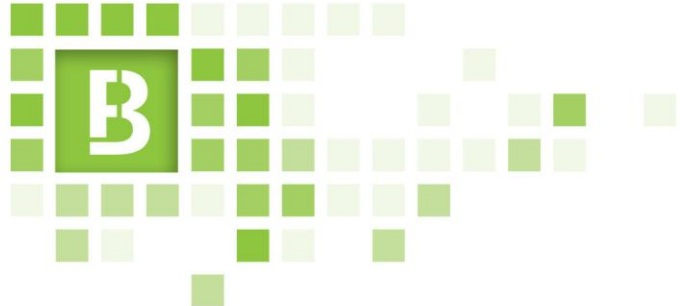
SMSF - Audit - Trustee Management Letter	Production	Letters
SMSF - Audit Bank Confirmation Request	Production	Letters
SMSF - Audit Benefits Paid Confirmation Letter and Form	Production	Letters
SMSF - Audit Confirmation Request Letter and Authority	Production	Letters
SMSF - Audit Engagement Letter	Production	Letters
SMSF - Audit Ethical Clearance on Acceptance of Engagement Letter	Production	Letters
SMSF - Audit Ethical Clearance on Loss of Client Letter	Production	Letters
SMSF - Audit Investment Confirmation Request Letter	Production	Letters
SMSF - Audit Investment Confirmation Request Letter - Chess Sponsor	Production	Letters
SMSF - Audit Plan	Production	Forms
SMSF - Audit Preparation Checklist	Production	Checklists
SMSF - Audit Program	Production	Workpapers
SMSF - Audit Report	Production	Forms
SMSF - Audit Representation Letter	Production	Letters
SMSF - Audit Strategy Letter to Those Charged with Corporate Governance	Production	Letters
SMSF - Audit Workpapers	Production	Workpapers
SMSF - Auditor Independence Checklist	Production	Checklists
SMSF - Change of Details (NAT 3036)	Production	Forms
SMSF - Client Acceptance or Retention Checklist	Production	Checklists
SMSF - Consent to Appointment as Trustee (Company)	Production	Forms
SMSF - Consent To Appointment as Trustee (Individual)	Production	Forms
SMSF - Converting Pension to New Regulations - Member Letter to Fund	Production	Letters
SMSF - Converting Pension to New Regulations Minute	Production	Forms
SMSF - Duties of Trustees	Production	Forms
SMSF - Electronic Workpapers	Production	Workpapers
SMSF - Employer Contribution Form	Production	Forms
SMSF - End of Job Checklist	Production	Checklists
SMSF - Engagement Letter	Production	Letters
SMSF - Establishment of A Self Managed Super Fund	Production	Letters





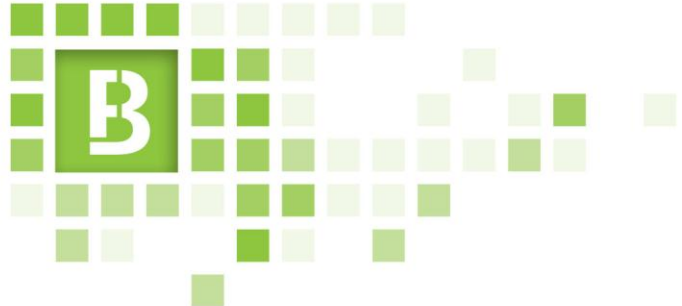
SMSF - Establishment of Fund Request Form	Production	Forms
SMSF - Financial Reporting Framework Checklist	Production	Checklists
SMSF - Fraud Risk Assessment Checklist	Production	Checklists
SMSF - Letter of Resignation	Production	Letters
SMSF - Lump Sum Benefit - Member Letter to Fund	Production	Letters
SMSF - Member Contribution Form	Production	Forms
SMSF - Member Contribution Notice	Production	Forms
SMSF - Minute of Resignation	Production	Forms
SMSF - New Member Documentation Set	Production	Forms
SMSF - Pension Establishment Covering Letter	Production	Letters
SMSF - Register of Trustees Form	Production	Forms
SMSF - Regulated Fund Declaration	Production	Forms
SMSF - Reliance on The Work of an Expert Compatibility Version	Production	Checklists
SMSF - Removing a Member - Client Disclosure	Production	Forms
SMSF - Removing a Member - Letter to Retiring Member	Production	Letters
SMSF - Removing a Member - Letter to Trustees	Production	Letters
SMSF - Removing a Member - Payment Letter to Retiring Member	Production	Letters
SMSF - Removing a Member - Rollover Letter to New Fund	Production	Letters
SMSF - Removing a Member - Rollover Letter to Retiring Member	Production	Letters
SMSF - Removing a Member from a Self Managed Superannuation Fund	Production	Procedures
SMSF - Request to Transfer Super Benefits	Production	Letters
SMSF - Residency Test Flowchart	Production	Procedures
SMSF - Review of Investment Strategy Minute	Production	Forms
SMSF - Rollover Benefits Statement (NAT 70944)	Production	Forms
SMSF - Rollover Letter	Production	Letters
SMSF - Section 126K Declaration - Not a Disqualified Person	Production	Forms
SMSF - Section 290-170 Notification - Fund Acknowledgement	Production	Forms
SMSF - Section 290-170 Notification - Member to Fund	Production	Forms
SMSF - Setting Up a New Fund	Production	Procedures
SMSF - Setting Up a New Fund Client Disclosure	Production	Forms





SMSF - Trust Deed Information Schedule	Production	Forms
SMSF - Trustee Declaration	Production	Forms
SMSF - Types of Superannuation Funds and Their Features	Production	Forms
SMSF - Year End Checklist	Production	Checklists
SMSF - Year End Compliance	Production	Procedures
SMSF - Year End Compliance - Flowchart Version	Production	Procedures
SMSF - Year End Compliance Covering Letter	Production	Letters
SMSF - Year End Questionnaire	Production	Forms
Standard Share Transfer Form	Production	Forms
TAS - Consumer Affairs and Fair Trading	Production	Web Pages
TAS - State Revenue Office	Production	Web Pages
Tax - ABN and or GST Registration - Advising Clients	Production	Procedures
Tax - ABN and or GST Registration Application	Production	Procedures
Tax - ATO Instalment Arrangements	Production	Procedures
Tax - ATO Instalment Arrangements Checklist	Production	Checklists
Tax - ATO Instalment Arrangements Workpaper	Production	Forms
Tax - Authority to Deduct Fees	Production	Forms
Tax - BAS Preparation	Production	Procedures
Tax - Company Checklist	Production	Checklists
Tax - Company Procedure	Production	Procedures
Tax - Company Procedure - Flowchart Version	Production	Procedures
Tax - Company Shareholders Loan Accounts	Production	Procedures
Tax - Company Tax Assessment - Advising Clients	Production	Procedures
Tax - Computer Software and Website Expenditure	Production	Procedures
Tax - Engagement Letter	Production	Letters
Tax - Family Trust Election Resolution	Production	Forms
Tax - IAS Preparation	Production	Procedures
Tax - Instalment Obligations - Advising Clients	Production	Procedures
Tax - Notes for Persons Signing Income Tax Returns	Production	Forms
Tax - Partnership Checklist	Production	Checklists
Tax - Partnership Distribution Statement	Production	Forms





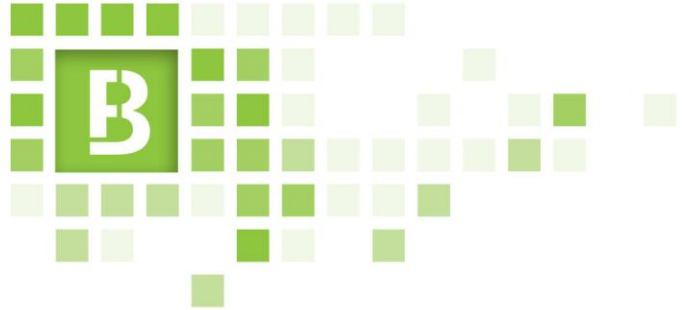
Tax - Partnership Procedure	Production	Procedures
Tax - Partnership Procedure - Flowchart Version	Production	Procedures
Tax - Personal ITR Procedure	Production	Procedures
Tax - Personal ITR Procedure - Flowchart Version	Production	Procedures
Tax - Primary Production Checklist	Production	Checklists
Tax - Primary Production Procedure	Production	Procedures
Tax - Trust Characterisation of Income Minute	Production	Forms
Tax - Trust Characterisation of Income Resolution	Production	Forms
Tax - Trust Checklist	Production	Checklists
Tax - Trust Distribution Statement	Production	Forms
Tax - Trust Electronic Workpapers	Production	Workpapers
Tax - Trust Procedure	Production	Procedures
Tax - Trust Procedure - Flowchart Version	Production	Procedures
Tax - Trust Year End Distribution Minute	Production	Forms
Tax - Trust Year End Distribution Resolution	Production	Forms
Tax - Work Related Expense Claims Letter	Production	Letters
Tax Facts and Figures	Production	Forms
Tax File Number Application Covering Letter	Production	Letters
Tax File Number Issued Advice	Production	Letters
Tax Planning - Business Clients Checklist	Production	Checklists
Tax Planning - Business Clients Letter	Production	Letters
Tax Planning - Covering Letter	Production	Letters
Tax Planning - Electronic Workpapers	Production	Workpapers
Tax Planning - Individual Clients Checklist	Production	Checklists
Tax Planning - Individual Clients Letter	Production	Letters
Tax Planning - Individuals Covering Letter	Production	Letters
Tax Planning - Meeting Agenda	Production	Forms
Tax Planning - Primary Production Questionnaire	Production	Forms
Tax Planning - Questionnaire	Production	Forms
Tax Planning - Salary Sacrifice	Production	Procedures
Tax Planning - Salary Sacrifice Checklist	Production	Checklists





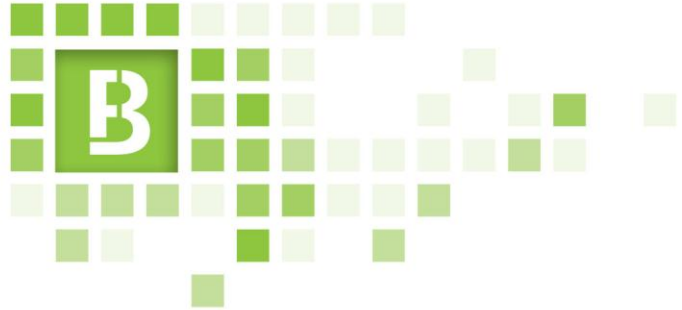
Tax Planning - Tax Planning for Business Clients	Production	Procedures
Tax Planning - Tax Planning for Individuals	Production	Procedures
Tax Planning Covering Letter	Production	Letters
Tax Planning for Business Clients Letter	Production	Letters
Termination of Client Letter	Production	Letters
VIC - Consumer Affairs	Production	Web Pages
VIC - State Revenue Office	Production	Web Pages
WA - Department of Consumer and Employment Protection	Production	Web Pages
WA - Office of State Revenue	Production	Web Pages
Workflow Management	Production	Procedures
Workflow Management - Team Work Schedule	Production	Forms
Workflow Management - Weekly Job Monitoring	Production	Procedures
Year End Questionnaire - Preparation and Control	Production	Procedures
Year End Questionnaire Covering Letter	Production	Letters
Annual Leave Planner	Team	Forms
Career Development Action Form	Team	Forms
Career Development Procedure	Team	Procedures
Email and Internet Policy	Team	Forms
Employment - 3 Month Probationary Period Review	Team	Procedures
Employment - Absence and Lateness Record	Team	Forms
Employment - Acceptance of Resignation Letter	Team	Letters
Employment - Advertisement Form	Team	Forms
Employment - Advertisement Procedure	Team	Procedures
Employment - Advertisement Sample	Team	Forms
Employment - Application Form	Team	Forms
Employment - Appointment Letter	Team	Letters
Employment - Benefits	Team	Forms
Employment - Change of Team Member Details	Team	Forms
Employment - Confirmation of Employment Letter	Team	Letters
Employment - Confirmation of Service	Team	Letters
Employment - Departing Employee Checklist	Team	Checklists





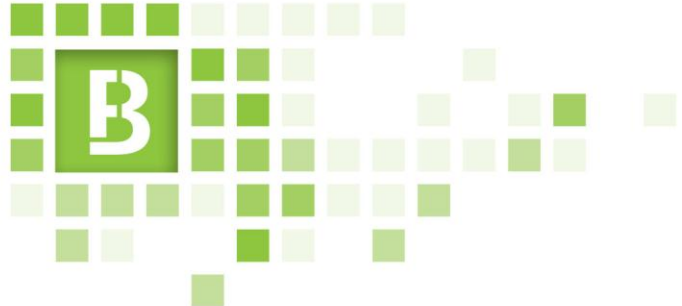
Employment - Disciplinary Procedure	Team	Procedures
Employment - Disciplinary Record	Team	Forms
Employment - Disciplinary Warning Letter	Team	Procedures
Employment - Exit Interview Questions	Team	Forms
Employment - Extension of Probationary Period	Team	Procedures
Employment - Extension of Probationary Period Letter	Team	Letters
Employment - Individual Leave Record	Team	Forms
Employment - Induction Itinerary	Team	Checklists
Employment - Induction Procedure	Team	Procedures
Employment - Initial Probationary Period Performance Review	Team	Procedures
Employment - Interview Procedure	Team	Procedures
Employment - Interview Questions	Team	Forms
Employment - Interview Timetable	Team	Forms
Employment - Job Specification Profile	Team	Forms
Employment - Letter of Offer and Standard Terms and Conditions	Team	Letters
Employment - New Team Member Details	Team	Forms
Employment - New Team Member IT Set-Up Details	Team	Forms
Employment - Personnel Files	Team	Procedures
Employment - Post-Interview Feedback Questions	Team	Forms
Employment - Pre-Induction Checklist	Team	Checklists
Employment - Probationary Period	Team	Procedures
Employment - Recruitment	Team	Procedures
Employment - Recruitment Procedure	Team	Procedures
Employment - Reference Check Form - Verbal	Team	Forms
Employment - Reference Check Letter	Team	Letters
Employment - Reference Letter	Team	Letters
Employment - Rejection Letter	Team	Letters
Employment - Resignation of Employee	Team	Procedures
Employment - Salary Sacrifice Checklist	Team	Checklists
Employment - Salary Sacrifice Procedure for the Firm	Team	Procedures
Employment - Team Member Booklet	Team	Checklists





Employment - Team Member Forms	Team	Procedures
Employment - Termination During Probationary Period	Team	Procedures
Employment - Termination Letter	Team	Letters
Ethics - Guidelines	Team	Reference
Leave Application Form	Team	Forms
Leave Entitlements - Maintain Team Database	Team	Procedures
OH&S - Accident and Incident Employee Record	Team	Forms
OH&S - Accident and Incident Procedure	Team	Procedures
OH&S - Accident and Incident Register	Team	Forms
OH&S - Accident and Incident Report	Team	Forms
OH&S - Accident or Incident Checklist	Team	Forms
OH&S - Accident Prevention Procedure	Team	Procedures
OH&S - Bomb Threat Checklist	Team	Checklists
OH&S - Contractor and Visitor Procedure	Team	Procedures
OH&S - Contractor Induction	Team	Forms
OH&S - Earthquake Action Guide	Team	Examples
OH&S - Emergency Evacuation Map Example	Team	Examples
OH&S - Emergency Procedures	Team	Procedures
OH&S - Fire Action Guide	Team	Examples
OH&S - First Aid Kit Checklist	Team	Checklists
OH&S - First Aid Record	Team	Forms
OH&S - First Aid Supplies and Treatment Procedure	Team	Procedures
OH&S - Floor Plan of Exits, Fire Equipment and First Aid	Team	Examples
OH&S - Hazard Control Log	Team	Forms
OH&S - Hazard Identification and Control Plan	Team	Forms
OH&S - Hazard Management Flow Chart	Team	Examples
OH&S - Health and Safety Policy	Team	Examples
OH&S - Housekeeping Inspection Checklist	Team	Checklists
OH&S - How We Do It Here	Team	Procedures
OH&S - Local Service Directory	Team	Forms
OH&S - Near Miss Incident Report	Team	Forms





OH&S - Procedures Review	Team	Procedures
OH&S - Procedures Review Checklist	Team	Checklists
OH&S - Responsibilities Chart	Team	Examples
OH&S - Risk Score Matrix	Team	Examples
OH&S - Storage, Purchasing and Maintenance of Equipment and Resources Procedure	Team	Procedures
OH&S - Workplace Hazards Form	Team	Forms
Skills and Qualifications Record	Team	Forms
Team Member Monthly Report	Team	Forms
Training - Course Request Form	Team	Forms
Training - Course Review Form	Team	Forms
Training - Individual Team Member Training Record	Team	Forms
Training - Internal Training Checklist	Team	Checklists
Training - Internal Training Feedback Form	Team	Forms
Training - Team Training	Team	Procedures
Training and Seminars Planner	Team	Forms
Training Record	Team	Forms
Travel and Expense Claim Form	Team	Forms
Travel and Expense Policy	Team	Forms
Travel Approval Form	Team	Forms
Accounts Preparation - Electronic Workpapers 2011 Training Video Weblink	Training	Web Links
FBT - Electronic Workpapers Training Video Weblink	Training	Web Links
HowNow User Training Weblink	Training	Web Links
Personal ITR - Electronic Workpapers Training Video Weblink	Training	Web Links
Tax Planning - Electronic Workpapers Training Video Weblink	Training	Web Links

**Notes:**

- 3 years of all workpapers and checklists are retained in the system to enable processing of prior year's work using the correct rates and legislation
- Merge copies of all letters are included
- Content is updated monthly in line with legislation changes and for efficient work practices
- From time to time documents may be added or withdrawn

