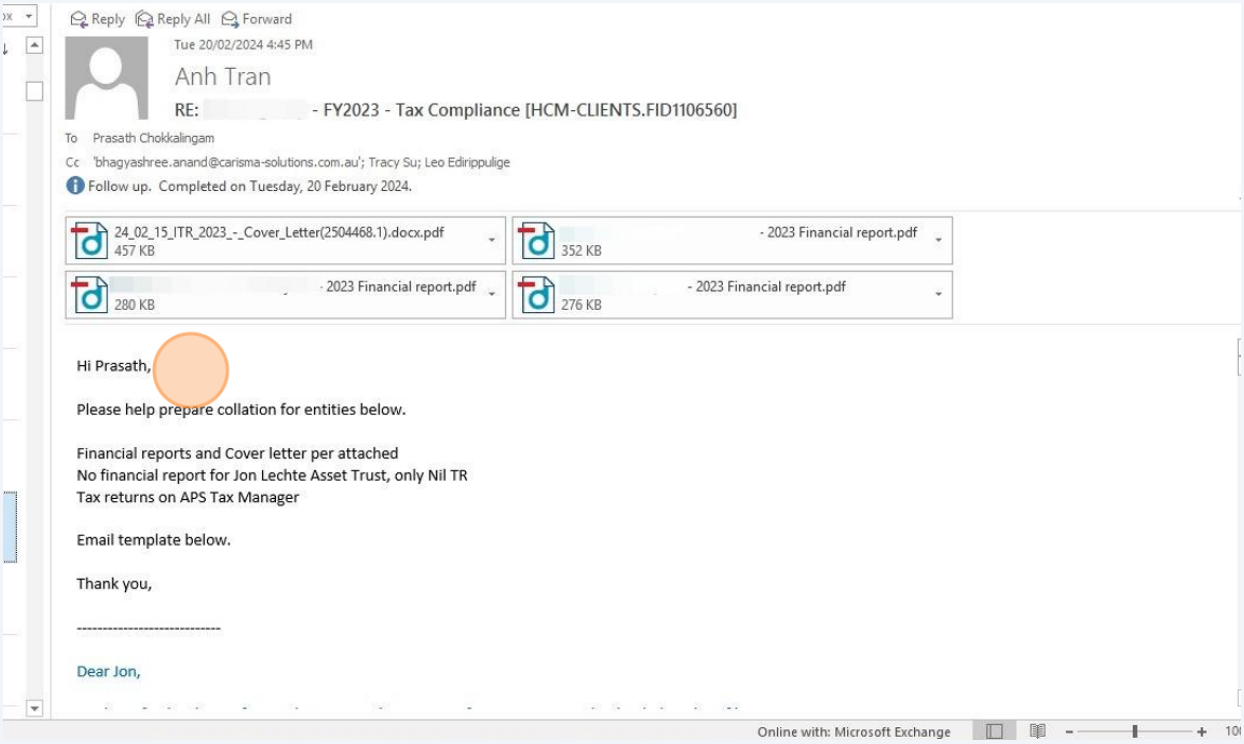
How to prepare Collation Package for a Group Entity?

This guide provides step-by-step instructions on how to prepare a Collation package for a Group Entity. It includes details on downloading tax returns, organizing and merging documents, and creating separate PDFs for each Individual/Company/Trust. The guide also covers creating a Sharefile folder and preparing a reply mail with attachments. Following this guide will ensure a smooth and organized Collation process.

1 Check your mailbox>> You will receive a new **job mail** >> like below from accounting stakeholder.



The job mail will contain the following:

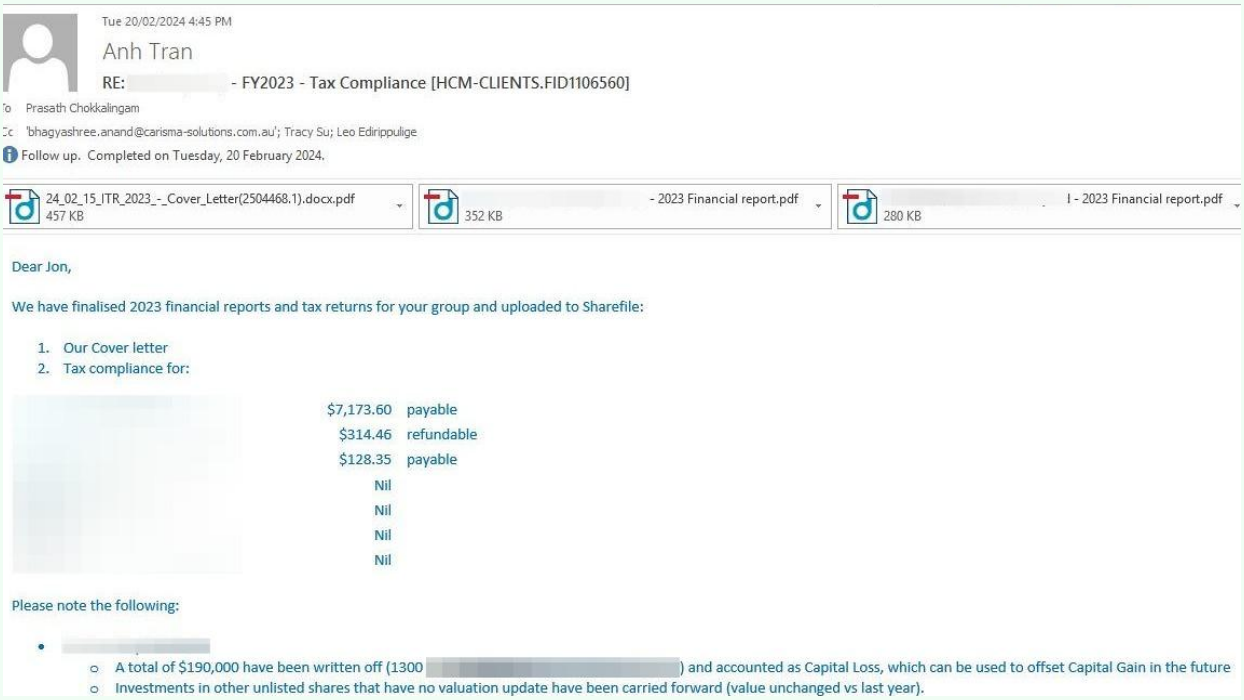
1. **Financial year** for which the Collation package is to be prepared.

2. **Attachments** for 'Financial Reports' of the Trusts/Companies, as the case may be along with 'Signed Cover Letter' and 'Group Summary'.

3. Instructions on **whether it is required to request for Sharefile access** (Note: If no instruction is provided, request for the access!)

4. **Draft Mail** to be sent to the client (refer below image).

Draft Mail to be sent to the client looks like below:



Tue 20/02/2024 4:45 PM

Anh Tran

RE: [redacted] - FY2023 - Tax Compliance [HCM-CLIENTS.FID1106560]

To Prasath Chokkalingam

Cc 'bhagyashree.anand@carisma-solutions.com.au'; Tracy Su; Leo Edirippulige

Follow up. Completed on Tuesday, 20 February 2024.

24_02_15_ITR_2023_-_Cover_Letter(2504468.1).docx.pdf 457 KB

[redacted] - 2023 Financial report.pdf 352 KB

[redacted] I - 2023 Financial report.pdf 280 KB

Dear Jon,

We have finalised 2023 financial reports and tax returns for your group and uploaded to Sharefile:

1. Our Cover letter
2. Tax compliance for:

[redacted]

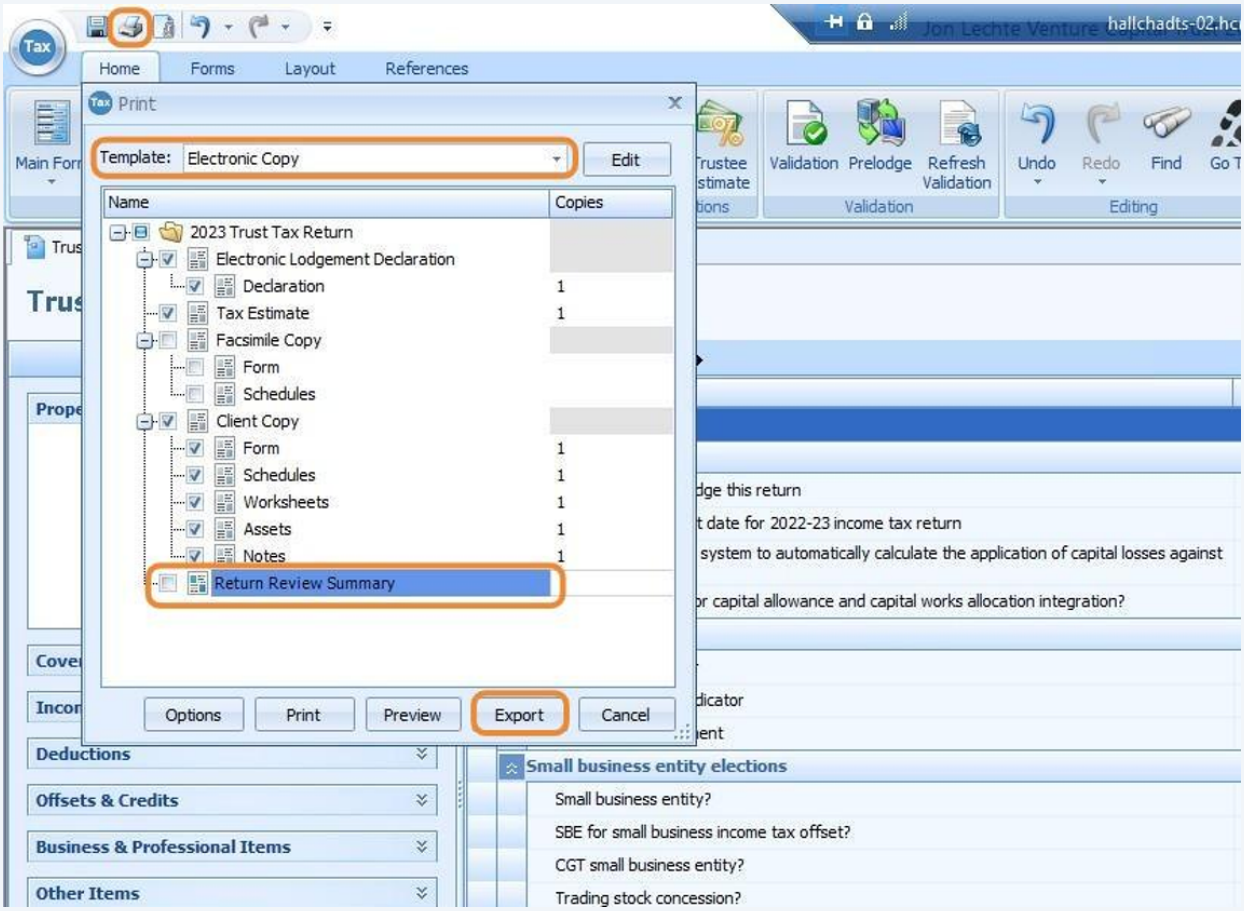
$7,173.60	payable
$314.46	refundable
$128.35	payable
Nil	
Nil	
Nil	
Nil	

Please note the following:

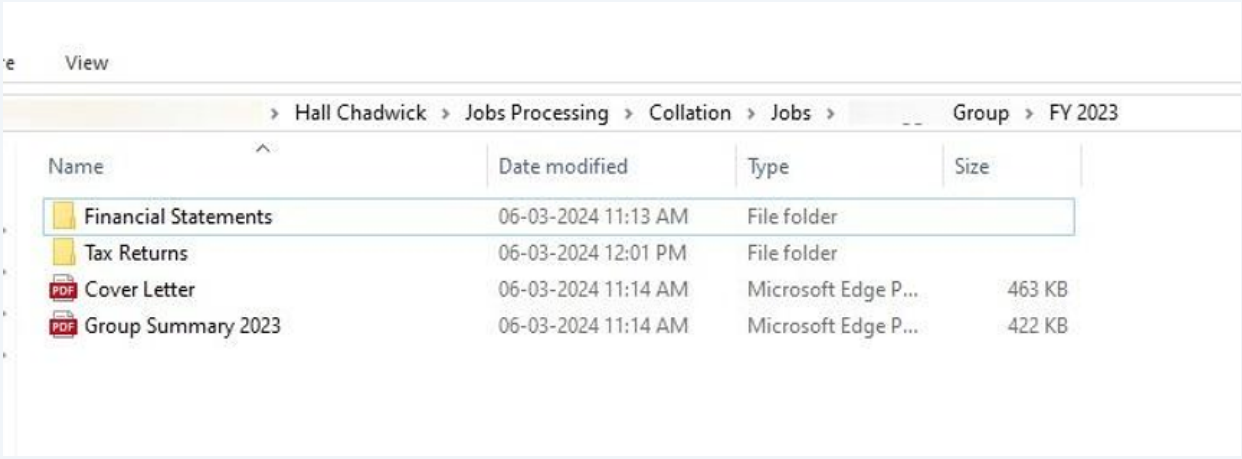
- [redacted]
  - A total of $190,000 have been written off (1300 [redacted]) and accounted as Capital Loss, which can be used to offset Capital Gain in the future
  - Investments in other unlisted shares that have no valuation update have been carried forward (value unchanged vs last year).

2 After reading the job mail >> proceed to **download Tax Returns for all the Individuals/Entities in the group from APS Tax Manager**.

Go to **APS Tax Manager** >> Search for the **Client name** >> open the **Tax Return** for the particular FY >> Click on **'Print'** >> in the Template select **'Electronic Copy'** >> untick **'Return Review Summary'** >> **'Export'**.



3 On downloading the Tax Return >> Save the documents attached in the Mail under the respective job folder and **segregate them between Financial Reports, Tax Returns, Cover Letter and Group Summary**.



4 On saving the documents >> create the collation package by **merging the below listed documents** in the below mentioned **order**.

i) For an Individual:

1. Front Cover
2. Income Tax Return
3. Back Cover

ii) For a Company/Trust:

1. Front Cover
2. Financial Statements Divider
3. Financial Statements
4. Income Tax Return Divider
5. Income Tax Return
6. Back Cover

5 On merging the documents >> Key in the **Name of the Individual/Company/Trust** and enter the **year for which the Collation is prepared** on the **Front Cover**

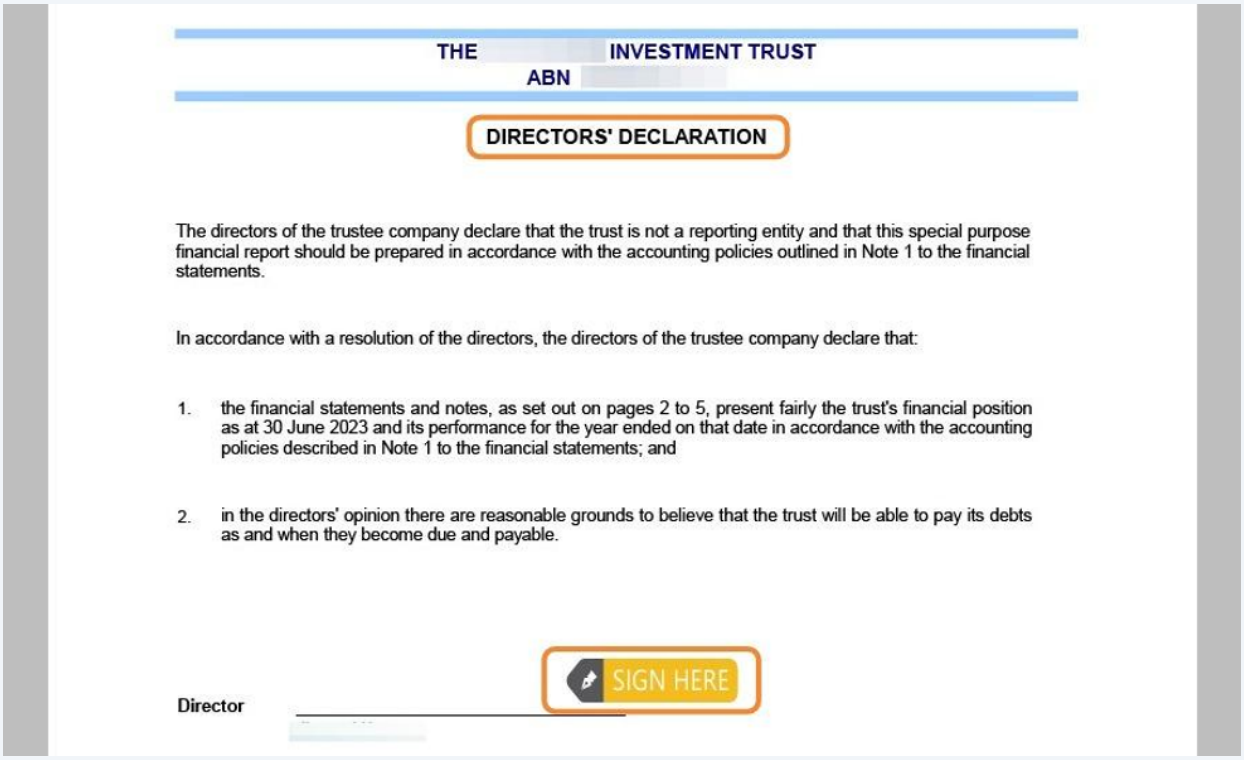


6 Check whether the **second page** of the Collation package is the **'Financial Statements Divider'**.



7 The **third page** of the Collation package should be the **'Financial Statements'**.

On the **'Director's Declaration'** page of the Financial Statements >> attach the **'SIGN HERE'** Stamp.



THE INVESTMENT TRUST
ABN

DIRECTORS' DECLARATION

The directors of the trustee company declare that the trust is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In accordance with a resolution of the directors, the directors of the trustee company declare that:

1. the financial statements and notes, as set out on pages 2 to 5, present fairly the trust's financial position as at 30 June 2023 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and

2. in the directors' opinion there are reasonable grounds to believe that the trust will be able to pay its debts as and when they become due and payable.

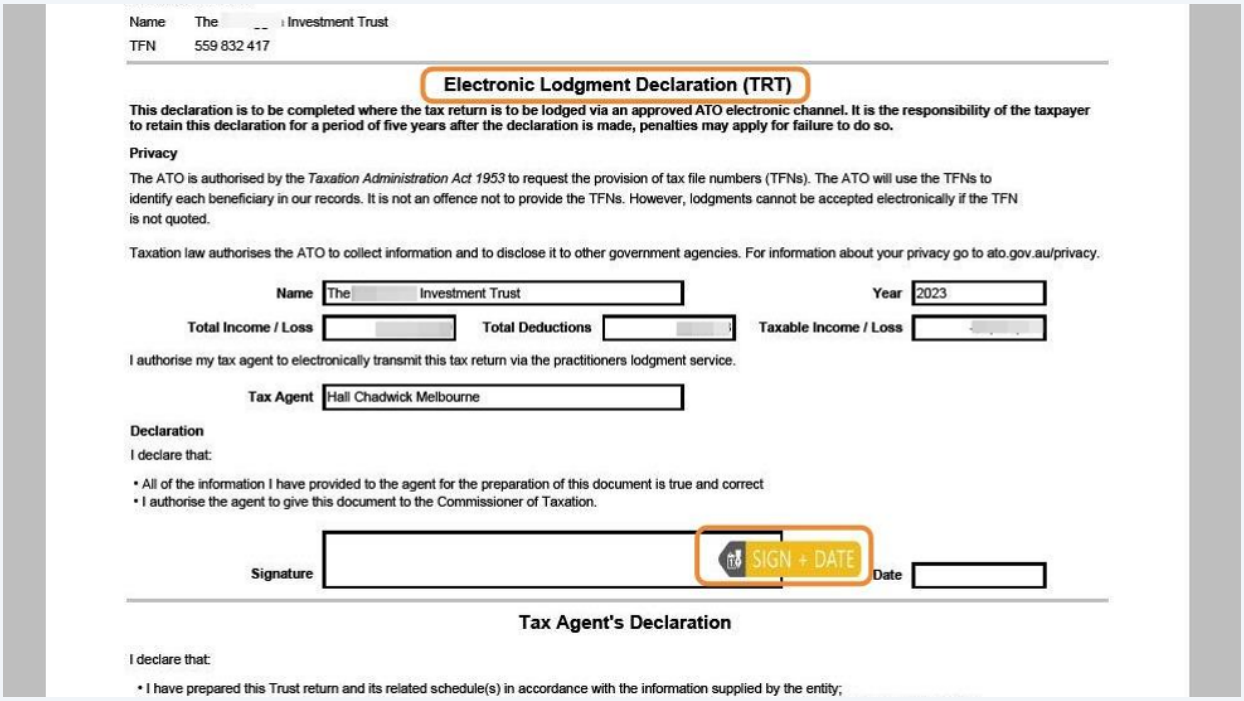
Director SIGN HERE

8 After the Financials Statements >> attach the **'Income Tax Divider'** Page.



9 After the Income Tax Divider >> Attach the **'Income Tax Return'**.

On the **'Electronic Lodgment Declaration'** Page of the Income Tax Return >> attach the **'SIGN + DATE'** Stamp.



Name The Investment Trust
TFN 559 832 417

Electronic Lodgment Declaration (TRT)

This declaration is to be completed where the tax return is to be lodged via an approved ATO electronic channel. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to request the provision of tax file numbers (TFNs). The ATO will use the TFNs to identify each beneficiary in our records. It is not an offence not to provide the TFNs. However, lodgments cannot be accepted electronically if the TFN is not quoted.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy.

Name The Investment Trust **Year** 2023

Total Income / Loss **Total Deductions** **Taxable Income / Loss**

I authorise my tax agent to electronically transmit this tax return via the practitioners lodgment service.

Tax Agent Hall Chadwick Melbourne

Declaration

I declare that:

- All of the information I have provided to the agent for the preparation of this document is true and correct
- I authorise the agent to give this document to the Commissioner of Taxation.

Signature SIGN + DATE **Date**

Tax Agent's Declaration

I declare that:

- I have prepared this Trust return and its related schedule(s) in accordance with the information supplied by the entity;

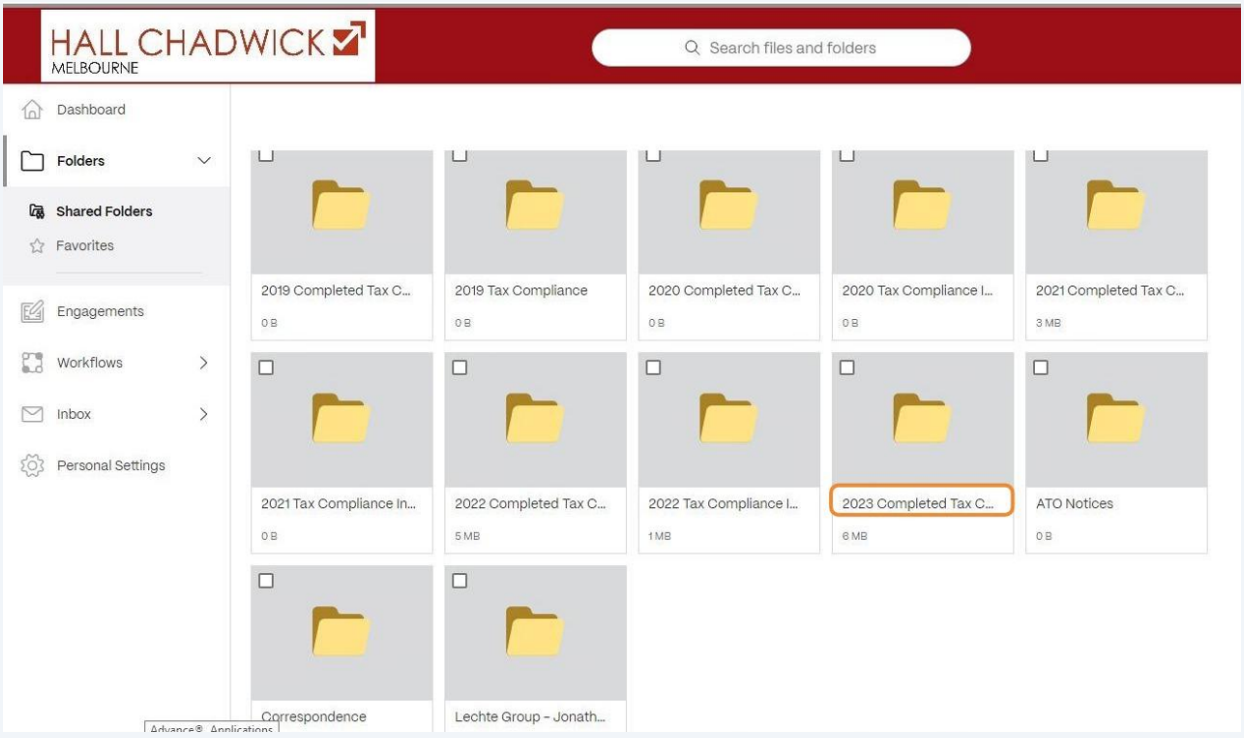
⚠ Insert the **'SIGN + DATE'** Stamp on the **'Electronic Lodgment Declaration' Page only!**

10 After the Income Tax Return >> attach the '**Back Cover**'.



Prepare a **separate PDF** as detailed above **for each Individual/Company/Trust** in the Group.

11 In cases where **Sharefile access is provided** >> **create a folder** for the Current FY (2023 in this case) **naming '2023 Completed Tax Compliance'**.



⚠ On receiving the Sharefile access, **only create a folder** for the particular FY. **Do not upload any documents** into the folder!

12 Finally >> prepare the **Reply Mail** for the job mail received by **attaching the PDFs** prepared for **each Individual/Company/Trust, Cover Letter, Group Summary** and **copy paste the draft mail to be sent to the client** (insert **Hyperlink for Sharefile Folder** in the draft mail **if required**).

