

Annual Tax Managers Taxation Review Checklist For: *[Insert the agency's name]*

To: Chief Finance Officer

I have conducted an annual review of the agency's taxation management and the results are shown below.

Question	Commentary
1 Legislation Requirements	
<p>1.1 <i>Has the agency been compliant with the requirements of the legislation?</i>¹</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ Advise of any significant taxation issues identified and if they have been resolved. ▪ Advise of any private rulings issued to the agency during the year. ▪ Advise of any independent taxation advice sought during the year. 	
<p>1.2 <i>Were all required taxation returns lodged with the ATO during the financial year?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ Were they all lodged on time? If not, provide details. 	
2 Taxation Management Framework Requirements	
<p>2.1 <i>Has the tax manager participated in a minimum of 50% of the Territory's tax manager forums?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

¹ Under the self-assessment system, by certifying a tax return, the taxpayer is declaring that the information lodged with the Australian Taxation Office (in the approved form) is compliant with the taxation legislation.

Question	Commentary
<ul style="list-style-type: none"> ▪ How many tax manager forums were conducted during the year? ▪ How many of these forums did the tax manager attend? <p>2.2 <i>Has tax manager undertaken at least one GST and one FBT training course during the financial year?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ When did these training courses occur? ▪ Who facilitated these courses? 	
<p>2.3 <i>Has the agency developed, implemented and maintained a tax plan?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> ▪ When was the tax plan updated? ▪ What were the major changes that have been incorporated into your agency's tax plan? ▪ What areas are considered to be the agency's most significant taxation risk? <p>2.4 <i>Has the taxation issues log been maintained and is it up-to-date?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ When was the issues log last reviewed? ▪ How many taxation issues have been recorded on the log during the year? ▪ How many issues remain outstanding at the end of the year? 	

Question	Commentary
<p>2.5 <i>Are agency specific tax policies and procedures in place and up-to-date?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ Has the agency updated its policies and procedures during the year? ▪ What areas of the policies and procedures were updated during the year? ▪ Has documentation been updated to reflect any significant changes in policies and procedures? 	
3 External Reviews	
<p>3.1 <i>Have any of the following reviews been completed during this financial year:</i></p> <ul style="list-style-type: none"> ▪ <i>ATO</i> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> ▪ <i>Taxation Compliance Review</i> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>3.2 <i>Was the agency found to be compliant with the relevant taxation legislation and regulations?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ Describe the area(s) of non-compliance? ▪ Were there any penalties or interest incurred as a result of non-compliance? 	
<p>3.3 <i>Has action been taken to resolve any non-compliance?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ What action was undertaken to resolve any non-compliance? ▪ Are there any areas of non-compliance outstanding? 	

Question	Commentary
<p>3.4 <i>Has action been taken to implement any recommended improvements?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<ul style="list-style-type: none"> ▪ Were any improvement recommendations made? ▪ What were the recommendations? ▪ Have these recommendations been implemented? ▪ What recommendations were not implemented and why? 	

In my opinion, the *[insert name of agency]* is compliant with the ACT’s Taxation Management Framework and the applicable Commonwealth taxation legislation and regulations.

I recommend that you sign the attached Management Taxation Review Checklist.

[insert signature of Taxation Manager.]

Taxation Manager

[insert date]

Date

[insert signature of Chief Finance Officer.]

Chief Finance Officer

[insert date]

Date

Agree / Disagree *[delete option not applicable.]*