

MODEL TAX MANUAL

1. POLICY

- Functions of the Tax Manager (manage tax expense, tax payable)
- People:
 - ❑ Organisation Chart
 - ❑ Role Responsibilities (Position Descriptions)
 - ❑ Training and Development Policies (budget, time lines)

2. ACTIVITIES

- Compliance and Technical Procedures (franking account review, tax payment process, objections and ruling requests)
- External Advisers (procedures for use of external advice). This stipulates the efficient use of external advisers and their advice's)
- Tax Calendar
- Timetables (tax returns, tax effect accounting, dividend recommendations)
- Review/Lodgement of Tax Returns (procedures and responsibilities, timetables)
- Checklists
- Information / Record Keeping Procedures
 - ❑ Archive System
 - ❑ Filing System
 - ❑ Resource Catalogue (Library)
- Tax return preparation
 - ❑ Guidelines for interpretations of claims
 - ❑ Outline of tax system and taxpayer responsibilities and rights
 - ❑ Requests for Rulings
 - ❑ Record Keeping requirements
 - ❑ Sample returns and completion guidelines
 - ❑ Updated each year

3. ADMINISTRATIVE PROCEDURES

- Advice – Incoming (includes stamping documents: legal privilege, restricted source , restricted non-source)
- Filing/Records Management