

Checklist for Super Funds

Documents and Information Required For the period:

1st July 2008 to 30th June 2009

Name: _____

Please attach photocopies of the following documents and tick the appropriate box.

<u>DESCRIPTION</u>	<u>ATTACHED</u>	<u>N/A</u>
• Copies of bank statements for the entire financial year for all accounts held. Include: details of all cheques written and deposits received for the year; and the first bank statement after financial year-end i.e. July, August 2009.	<input type="checkbox"/>	<input type="checkbox"/>
• Any details of Roll Overs , other fund transfers e.g. ETP statements.	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all dividends slips received.	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all trust distribution tax summary including June 2009 summary statement and any interim statements	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of insurance policies paid by the super fund	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of invoices for all expenses paid.	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all buy and sell contracts of any share trading. If you have a broker, please provide a copy of your transactions report for the year ended 30 June 2009.	<input type="checkbox"/>	<input type="checkbox"/>
• Share holdings statements.	<input type="checkbox"/>	<input type="checkbox"/>
• Details of any assets acquired or sold during the year (e.g. land, plant and equipment).	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all Business Activity Statements and Instalment Activity Statements.	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all Loan Statements	<input type="checkbox"/>	<input type="checkbox"/>
• If the superannuation fund owns property directly, or via a property trust, we require an estimate of the market value of that property. Please note, you can estimate the value, and a professional valuer is not required. However, we will need to know how the value was determined.	<input type="checkbox"/>	<input type="checkbox"/>

BACKUP FILE OF YOUR ACCOUNTING SOFTWARE INCLUDED?

Yes / No / Emailed to:

If you have any queries in relation to this information, please contact our office.