

## Superannuation Accounts, Audit & Income Tax Return Checklist

### 1. Please provide the following records as appropriate to your fund.

#### Computerised Records

- MYOB & QuickBooks.** A full backup (not Accountant's or Summarised Copy) of your data file. Also provide us with any company file password (if used) by telephone or email;
- Other Packages.** Either a full General Ledger report or provide us with your original program disks and backup file along with any password and/or activation codes for installation;
- All Packages.** Bank Reconciliation report & Bank Statement at 30 June;
- Superannuation fund register (if not kept by us); and
- A copy of the fund's Investment Strategy.

#### Non-Computerised Records

- Bank statements for all bank accounts for the whole year (check for missing pages);
- Cheque butts, deposit books & cash book (if kept);
- Superannuation fund register (if not kept by us); and
- A copy of the fund's Investment Strategy.

#### V.I.P

If you have not kept a cash book, please make sure that the above records adequately describe the nature of each transaction.

### 2. Did you receive dividends during the year?

Yes  No

If no, go to question 3.

If yes, provide dividend statements.

### 3. Did you invest in managed funds (unit trusts) during the year?

Yes  No

If no, go to question 4.

If yes, provide quarterly distribution advices and annual tax & capital gains tax statements.

### 4. Did you buy or sell shares during the year?

Yes  No

If no, go to question 5.

If yes, provide holding statements and contract notes for all shares bought and/or sold during the year as well as your stockbroker's annual summary where applicable.

### 5. Did you hold property during the year?

Yes  No

If no, go to question 8.

If yes, provide details of all **property** owned by the fund including title information, the most recent rate notice, a copy of the insurance renewal notice, market value of the property at the end of the relevant year and how that value was determined.

### 6. Did you buy or sell a property during the year?

Yes  No

If no, go to question 8.

If yes, provide solicitor's letters, settlement sheets and a copy of the first page of the contract.

<b>7. Did you receive rent from property during the year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, go to question 8.</p> <p><b>If yes</b>, provide a copy of any rent appraisal held and the managing agent's monthly statements of income and expenses where applicable.</p>	
<b>8. Did you hold art, paintings or antiques during the year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, go to question 9.</p> <p><b>If yes</b>, advise where these items are stored, their market value at 30 June and how that value was determined.</p>	
<b>9. Did you transfer benefits into your fund during the year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, go to question 10.</p> <p><b>If yes</b>, provide rollover statements for benefits transferred into your fund during the year.</p>	
<b>10. Did you hold any fixed interest investments during the year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, go to question 11.</p> <p><b>If yes</b>, provide original investment certificates.</p>	
<b>11. Did you insure any of your fund's assets during the year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, go to question 12.</p> <p><b>If yes</b>, provide insurance renewal notices.</p>	
<b>12. Did you hold personal insurance policies during the year?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, go to question 13.</p> <p><b>If yes</b>, provide copies of term life and total and permanent disability documents for insurance premiums paid during the year.</p>	
<b>13. Are you a new client to our practice?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<p><b>If no</b>, you have finished completing this checklist.</p> <p><b>If yes and <u>this is not your first year</u></b>, provide the following records –</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a copy of your most recent Financial Report, Income Tax Return &amp; Trust Deed;</li> <li><input type="checkbox"/> documents which show the date of purchase and cost of all assets and investments appearing in the above Financial Report (for current or future Capital Gains Tax calculations). For these purposes, dividends and unit trust distributions which have not been taken in cash, but reinvested in additional shares or units, constitute a purchase; and</li> <li><input type="checkbox"/> documents which show details of all superannuation benefits rolled over into the fund in previous years.</li> </ul>	

**VIP: Please assist us by sorting your records by company and/or investment**