

END OF FINANCIAL YEAR CHECKLIST 2010 *for Superannuation Clients*

The checklist below outlines the documentation we require to prepare the superannuation fund's year-end accounts.

	Tick when complete:
◆ Bank Statements	
Bank statements for the period 1 July 2009 to 30 June 2010	<input type="checkbox"/>
Details of all deposits and withdrawals	<input type="checkbox"/>
Cheque books butts and deposit books	<input type="checkbox"/>
◆ Investments	
Copies of any off-market transfer forms for in-specie contributions	<input type="checkbox"/>
Copies of confirmation of units purchased in managed funds	<input type="checkbox"/>
Copies of contract notes and settlement statements for any shares purchased	<input type="checkbox"/>
Copies of distribution statement from trust	<input type="checkbox"/>
Copies of maturity notices for term deposits	<input type="checkbox"/>
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible)	<input type="checkbox"/>
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	<input type="checkbox"/>
Details of any investments acquired from members or their associates during the income year	<input type="checkbox"/>
Details of any other investment assets purchased and sold	<input type="checkbox"/>
Details of investment in related parties, including any outstanding distributions to be received	<input type="checkbox"/>
Managed funds distribution statements, annual tax statements and capital gains statements	<input type="checkbox"/>
Dividend statements	<input type="checkbox"/>
Statements of returns of capital (from shares)	<input type="checkbox"/>
Rental property income and expenses	<input type="checkbox"/>
Any other income	<input type="checkbox"/>
◆ Contributions Received	
Records of all employer contributions (including salary sacrifice contributions)	<input type="checkbox"/>
Records of any undeducted personal contributions	<input type="checkbox"/>
Written notices from members stating intention to claim deductions for their personal contributions	<input type="checkbox"/>
◆ Rollovers	
Details and copies of rollover statements into the fund	<input type="checkbox"/>
◆ Insurance Policies	
Copies of annual life insurance statements provided for members – stating policy owner	<input type="checkbox"/>

◆ **Benefits Paid**

- Copies of any lump sum benefits paid to members
 - Details of pensions paid to members
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◆ **Other Information**

- Auditor's report for the previous financial year and record of audit fees
 - Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income tax year
 - Copies of minutes of meetings
 - Copies of trustee declarations for any new trustees, or directors of corporate trustees
 - Copy of investment strategy (signed & dated)
 - Record of all members as at 30 June 2010
 - If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you
 - Any other information that you think is relevant
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Please return this checklist, along with the above information, to the office at your earliest convenience.

If we can assist you with any additional information, please do not hesitate to contact us. We will be happy to help.