PORT PHILLIP GROUP

END OF FINANCIAL YEAR CHECKLIST 2011
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 2010 to 30 June 2011 ☐
Details of all deposits and withdrawals ☐
Cheque books butts and deposit books ☐

◆ **Investments**

Copies of any off-market transfer forms for in-specie contributions ☐
Copies of confirmation of units purchased in managed funds ☐
Copies of contract notes and settlement statements for any shares purchased ☐
Copies of distribution statement from trust ☐
Copies of maturity notices for term deposits ☐
Copies of sell notes and settlement statements for shares sold (include original contract notes if possible) ☐
Copies of sell notes for units in managed funds sold (include original purchase notes if possible) ☐
Details of any investments acquired from members or their associates during the income year ☐
Details of any other investment assets purchased and sold ☐
Details of investment in related parties, including any outstanding distributions to be received ☐
Managed funds distribution statements, annual tax statements and capital gains statements ☐
Dividend statements ☐
Statements of returns of capital (from shares) ☐
Rental property income and expenses ☐
Any other income ☐

◆ **Contributions Received**

Records of all employer contributions (including salary sacrifice contributions) ☐
Records of any undeducted personal contributions ☐
Written notices from members stating intention to claim deductions for their personal ☐

contributions

◆ **Rollovers**

Details and copies of rollover statements into the fund ☐

◆ **Insurance Policies**

Copies of annual life insurance statements provided for members – stating policy owner ☐

◆ **Benefits Paid**

Copies of any lump sum benefits paid to members ☐

Details of pensions paid to members ☐

◆ **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 2011 ☐

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 ☐

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.