

# Super Fund Checklist



Please use the attached list of transactions as a checklist of the documents to send to us so that we may prepare the superannuation funds financial administration and audit. In addition to the attached cash transactions please include any other documents you have received in relation to the fund. After attaching the required documents please sign and date this form and return everything to our office. The following list is a guide or example of the types of income or expenses your fund may have incurred.

- |              |                          |  |
|--------------|--------------------------|--|
| Shares       | <input type="checkbox"/> | Buy and Sell contract notices  |
|              | <input type="checkbox"/> | Dividend notices including dividend reinvestment (DRP) notices   |
|              | <input type="checkbox"/> | Chess or broker statements   |
|              | <input type="checkbox"/> | Corporate actions like share buy backs, takeover, bonus shares, merger or demerger documents   |
| Trusts       | <input type="checkbox"/> | Income distribution notices  |
|              | <input type="checkbox"/> | Holding statements   |
|              | <input type="checkbox"/> | Purchase of redemption (sale) documents  |
|              | <input type="checkbox"/> | Taxation Statements (often received a couple of months after year end)   |
| Properties   | <input type="checkbox"/> | Income statements or summaries   |
|              | <input type="checkbox"/> | Expenses such as rates, water, land tax or legal fees  |
|              | <input type="checkbox"/> | Repairs and Maintenance including a brief description of what was repaired   |
|              | <input type="checkbox"/> | Insurance invoices for the property  |
| Borrowings   | <input type="checkbox"/> | Property valuation and lease agreements  |
|              | <input type="checkbox"/> | All legal documents in regards to borrowings   |
|              | <input type="checkbox"/> | Bank Statements  |
| Other Income | <input type="checkbox"/> | Interest income from term deposits, bonds, or loans  |
|              | <input type="checkbox"/> | Documents related to any investment not mentioned above  |
| Member       | <input type="checkbox"/> | Contributions for an employer  |
|              | <input type="checkbox"/> | Please indicate transactions from a member don't worry if there is no documentation just mark the transaction as 'member contribution' |
| Expenses     | <input type="checkbox"/> | Rollover in or Eligible Termination Payment (ETP)  |
|              | <input type="checkbox"/> | Professional fees including accounting, audit, actuary or legal  |
|              | <input type="checkbox"/> | Financial Planning, advice or administration   |
|              | <input type="checkbox"/> | Invoices or documents related to any expenses paid   |
| Taxation     | <input type="checkbox"/> | Insurance Policy if claim made through the super fund  |
|              | <input type="checkbox"/> | Australian Taxation Office (ATO) notices including PAYG instalments, GST or surcharge  |
|              | <input type="checkbox"/> | ATO Supervisory Levy   |
| Other        | <input type="checkbox"/> | Govt. Co Contribution paperwork  |
|              | <input type="checkbox"/> | Term deposit purchases and maturity notices  |
| Bank         | <input type="checkbox"/> | Any documents or correspondence that will assist us  |
| Investments  | <input type="checkbox"/> | Bank statements  |
|              | <input type="checkbox"/> | Investment Strategy or anything from financial planners  |
|              |                          | Updated trust deeds  |

Missing or not  
received

If there are transactions for which you have not received any  
documentation or it is missing please give a brief description:

Signed: \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ by: \_\_\_\_\_ PRINT NAME