



SUPERANNUATION FUND CHECKLIST

Here is what you need to bring:

- Bank statements for the related financial year for **each** bank account held by the fund

- Term deposit documents including:
 - Initial Deposit
 - Maturity
 - Reinvestment details

- Asset purchase/sale documentation including:
 - Share buy/sell contract notes
 - Managed Fund buy/sell documents
 - Property purchase/sell documents (contract, settlement statement)
 - Other asset purchase & sale details

- If fund GST registered, details of Business Activity Statements for year

- Rental Property information including:
 - Agent Rental statement for year
 - Copies of all expenses relating to property including rates, land tax, repairs & maintenance, body corporate, insurance, improvements etc.

- Dividend or distributions received:
 - Dividend Advices
 - Distribution statements
 - Managed Fund tax statements
 - Wrap statements

- Details of other fund expenses

- Please provide details of deposits and withdrawals (including cheques) from bank accounts including contribution amounts as well as pensions

- Any other documents that you feel is important to provide assistance in the preparation of the Fund's accounts