Divider A. Statements

Bank / Loan statements

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct and complete periods? ☐ There are no missing pages? ☐ Are the transaction descriptions clear or should you add narration? ☐ They belong to the fund?	• Provide copies of all bank statements • Provide copies of all loan statements (if applicable) • With clear notes as to what the transactions are (see example) if not properly identified in the transaction details column • From 1 July to 30 June	

Fund Bank Statement (example)

BSB xxx xxx
A/c xxxxxxxxx
Page:
Period:

The Trustees
Sample Super Fund
Address
Suburb State Postcode

Account Name:
Jennifer Smith & Peter Smith
ATF Sample Super Fund

Date	Transaction Details	Debit	Credit	Balance
01/07/09	Brought Forward			10,000.00
02/07/09	Withdrawal 000001 PP J smith	5,000.00		5,000.00
05/07/09	Deposit *Emp Cont P Smith*		1,000.00	6,000.00
09/07/09	ING Life insurance *P smith*	278.00		5,722.00
15/07/09	Deposit *Emp Cont P Smith, BHP Div*		1,256.00	6,978.00
27/07/09	DD ABN Amro *B 200 TLS*	3,758.00		3,220.00
28/07/09	Deposit *S 250 BHP*		5,740.00	8,960.00
31/07/09	Telstra Dividend		395.00	9,355.00
31/07/09	Interest		29.00	9,384.00

Term deposit / Fixed interest

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct and complete period? ☐ There are no missing pages? ☐ They belong to the fund?	**Statement or notices that include information showing** • Date opened • Date matured • $ Amount of any interest earned	• Notes of deposit • Maturity notices • Interest slips

Divider B. Shares

Shares – For each investment

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct period? ☐ The shares belong to the fund, it's in the fund's name (not personal)	**The number of investments that the fund holds at 30 June and the income that the fund has earned for the year.** **The following documents provide this information:** • Broker valuation report as at 30 June or Holding statements • Contract notes or Transaction listing for FY • Dividend / Distribution statements • Corporate actions documents	

Divider C. Managed funds

Managed funds (or other investments / Listed trusts)

Have you checked:	What information is required?	Notes / Examples
☐ For listed trusts check the HIN number has been provided, (write it on if it's not there) ☐ They are for the correct period? ☐ They are in the name of the fund?	**The number of investments that the fund holds at 30 June and the income that the fund has earned for the year and tax components of the income.** ☐ Purchase and redemption documents ☐ Distribution statements (for whole period) ☐ Annual tax statements	

Divider D. Property investments

Property investments (acquired or sold during the period)

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct period? ☐ They are in the name of the fund?	**The date of purchase, whether it belongs to the fund, the purchase price and any miscellaneous costs.** ***Please note LBRA loan documents can be provided in the "Audit section"*** ☐ Contract of Sale and Certificate of Title (signed and dated) ☐ Declaration or Acknowledge of Trust ☐ Settlement statement ☐ Tax depreciation report	

Property investments (ongoing)

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct period? ☐ They are in the name of the fund?	**Income and expenses for each property and the market value at year end.** ☐ Rental income / expenditure statement /notices (by the real estate agent, if applicable) ☐ Invoices for any property expenses ☐ Market valuation as at 30 June or a trustee resolution ☐ Tax depreciation report	

Divider E. Unlisted trusts and companies

Unlisted trusts and companies

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct period? ☐ They are in the name of the fund?	**The number of investments that the fund holds at 30 June and the income that the fund has earned for the year and tax components of the income.** ☐ Financial statements ☐ Income tax return ☐ Market valuations as at 30 June	

multiport

Divider F. Wrap account

Wrap account

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct and complete periods? ☐ There are no missing pages? ☐ They belong to the fund?	Movement in unit holdings, income and expenses for the year, tax component (if applicable), and unit and market valuation confirmation as at 30 June ☐ Cash account ☐ Portfolio valuation ☐ Transaction history ☐ Income schedule ☐ Tax statement ☐ Realised gain/loss ☐ Unrealised gain/loss	

Divider G. Insurance details

Insurance details

Have you checked:	What information is required?	Notes / Examples
☐ They are in the name of the fund? ☐ They are for the correct period?	**Whether the insurance policy belongs to the fund, the type of insurance and amount insured and premium paid.** ☐ Policy documents for insurance paid by the fund	

Expense details

Have you checked:	What information is required?	Notes / Examples
☐ They are for the correct period? ☐ They are in the name of the fund?	☐ Receipts and tax invoices for other expenses paid by the fund if not already provided.	

Divider H. Tax details

Tax details

Have you checked:	What information is required?	Notes / Examples
☐ The lodgement and payment date of Q4 BAS is displayed?	☐ Integrated Client Account (ICA) ☐ Income Tax Account (ITA)	

Divider I. Contribution details

Contribution details

Have you checked:	What information is required?	Notes / Examples
	☐ Rollover benefit statement ☐ Contribution allocation	

	Concessional		Non-concessional		Other
	Employer	Member	Employer	Member	
Member name					
Member name					
Member name					
Member name					

Divider J. Optional

Optional

Have you checked:	What information is required?	Notes / Examples
	☐ Death benefit nominations	

Divider K. Audit Documentation

Audit Documentation

Have you checked:	What information is required?	Notes / Examples
☐ All the documents have been signed and dated by the trustee?	**Property investment bought or sold during the period** ☐ Bare trust deed (if borrowing arrangement) ☐ Loan agreement (if borrowing arrangement) ☐ If leased, copy of lease agreement **Tax details** ☐ Section 290 (former 82AAT notices) **Pension Details** ☐ Section 290 (former 82AAT notices) ☐ Pension commencement minutes **Contribution Details** ☐ Work Test Declaration **Fund Details (only if not provided previously)** ☐ Prior year audited financial report ☐ Prior year management letter (if applicable) ☐ Trust deed ☐ SMSF investment strategy ☐ ATO trustee declaration– Post 2007	

Divider L. Other documentation

Other documentation

Any other documents that may assist in the execution of your service requirements? ☐ Yes ☐ No

If yes, please provide details: