MGR Accountants Pty Ltd

2017/18 Superannuation Fund Checklist

The following checklist is a guide to the nature and type of information that we generally require.

Please contact us for assistance should you have difficulty providing information about your fund.

Bank Accounts

Bank statements for the financial year plus July of the following financial year (e.g. 01/07/2017 to 31/07/2018) ☐

Cheque books and deposit books OR a list of cheques and deposits ☐

Notes:

Term Deposits

Deposit acknowledgements/renewal confirmations ☐

Interest notices ☐

Redemption/maturity notices ☐

Notes:

Rental Properties

Purchase details, including contract of sale, settlement statement, certificate of title, etc. ☐

Lease agreements (new leases) ☐

Lease agreement renewals – documentation confirming acceptance of option to renew ☐

Related party leases – market rent appraisal ☐

Annual property agent summaries or details of rent received ☐

Expense invoices, including council rates, water rates, insurance, repairs, etc. ☐

Property valuations/appraisals (if most recent value is more than three years ago or there has been a material change in the value) ☐

Notes:

Listed Securities (shares, unit trusts, etc.)

Investment movement details, including buy and sell contracts, rights issues, initial public offerings, etc. ☐

Investor registry documents, such as share certificates ☐

Income statements (dividends, distributions, etc.) ☐

Portfolio valuations as at 30 June (CHESS sponsor, such as CommSec) ☐

Security Reference Numbers/Holder Identification Numbers (if no CHESS sponsor) ☐

Details of other events, such as demergers, takeovers, etc. ☐

Notes;

Managed Funds

Details of buys and sells ☐

Distribution statements ☐

End of financial year summaries (confirming unit holdings and value) ☐

Annual tax statements ☐

Notes:

Master Trusts and Wrap Accounts

Quarterly statements (including first report after the end of the financial year) ☐

Transaction histories ☐

Annual tax statements ☐

Notes:

Limited Recourse Borrowing Arrangements

Property details, including contract of sale, settlement statement, certificate of title, etc. ☐

Loan agreements ☐

Bare trust deeds ☐

Loan statements ☐

Notes:

Unlisted Unit Trusts (related parties)

Lease agreements and market rent appraisals (new leases) ☐

Lease agreement renewals – documentation confirming acceptance of option to renew ☐

Property valuations/appraisals (if most recent value is more than three years ago or there has been a material change in the value) ☐

Insurance policies, including certificate of currency ☐

Signed financial statements, audit report and tax return ☐

Notes:

Unlisted Unit Trusts and Shares (unrelated parties)

Signed financial statements, audit report and tax return ☐

Notes:

Insurance (income protection, life, etc.)

Policy documents, including details of any changes to cover, person insured, etc. ☐

Notes:

Contributions

Details, including date, amount, member and contribution type (e.g. employer, personal, etc.) ☐

Notes:

Rollovers

Confirmation of transfers, and any other documentation received from the rollover fund ☐

Notes:

Pensions and lump sum payments

Total paid to each member ☐

Notes:

Other Expenses

Invoices (including MGR Accountants) ☐

Notes: