

2009 YEAR END CHECKLIST FOR SUPERANNUATION FUNDS

PLEASE TICK THE APPROPRIATE BOXES		YES/NO	ATTACHED
		N/A	
1.	Please provide bank statements from 1 st July 2008 to 30th June 2009 for all bank accounts. Also provide details of each deposit and withdrawal on the bank statements.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Superannuation Fund hold any term deposits? Please provide statements for the year.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the Superannuation Fund hold any Listed Shares? Please provide all relevant Holding Statements, dividend notices and purchase or sale contracts.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you have any broker/issuer sponsored shares? If so, please provide transaction history reports with regards to the acquisition and disposal of Listed Shares (eg: Commsec, E*Trade accounts).	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the Superannuation Fund hold any investments with Managed Funds? Please provide all relevant Distribution & Transaction Statements, Annual Tax Statements, Capital Gains Tax Statements and purchase or sale contracts.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Please provide Rental Property income and expense details (if applicable) ie: Annual Rental Statement, rates notices, insurance and repairs & maintenance details.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the Superannuation Fund hold any other investments? If so, please provide all relevant documentation including holding statements, income details, annual tax statements and purchase or sale contracts.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have you rolled over any funds from another Superannuation Fund? If so, please provide Rollover Benefits Statements.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have you paid any benefits to members including Lump Sums, Transition to Retirement Income Streams or Pensions? If so, list payments.	<input type="checkbox"/>	<input type="checkbox"/>

10. Please provide copies of Life Insurance premium notices.

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11. Please provide details of Concessional Contributions (Employer & Self-Employed) and Non-Concessional Contributions (Member) paid into the Superannuation Fund during the year.

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12. Please provide details of any contributions made on behalf of your spouse including super co-contributions.

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13. Has the Superannuation Fund received any contributions from proceeds of Capital Gains derived from the Sale of Active Assets, subject to CGT Small Business Concessions? If so, please provide details.

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14. Did the Superannuation Fund obtain any instalment warrants to purchase any investments during the year.

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Additional Information
