

Please find enclosed a copy of our Superannuation Fund Checklist.

Would you please forward the following information to us, for preparation of the Fund returns.

- Bank Statements for the period 1 July to 30 June inclusive, with a list of explanations for transactions;
- Cheque Books;
- Deposit Books;
- Dividend Statements;
- Managed Investment Annual Tax Statements;
- Rental Statements and Receipts for Related Expenses (if applicable);
- Purchase or Sale Documents, including Share Transactions (if applicable);
- Trustee Minutes;
and
- Any other documentation that you think may be relevant.

For Audit purposes the ATO requires that the auditor sights all original documentation including Buy and Sell contracts, Dividend Statements, End of Year Managed Investment Taxation Statements and any other documentation relevant to the Superannuation Fund that have occurred during the Financial Year.

Once you are sure you have all of the relevant documentation needed for us to complete your Superannuation Fund return, please forward it to our office as soon as possible to avoid fines or penalties from the Australian Taxation Office (ATO).

Should you have any queries regarding this matter, please contact us.