



CHECKLIST FOR SUPERANNUATION FUNDS

CHECK

Bank statements for financial year	<input type="checkbox"/>
Cheque and deposit books	<input type="checkbox"/>
Trust deed and details of trustee	<input type="checkbox"/>
Minutes for current year	<input type="checkbox"/>
Investment strategy	<input type="checkbox"/>

DETAILS REGARDING ALL INCOME RECEIVED	
Interest received i.e. copies of term deposits	<input type="checkbox"/>
Dividends received i.e. IAG,	<input type="checkbox"/>
Trust distributions eg Summit, Colonial	<input type="checkbox"/>
Details of all assets held	<input type="checkbox"/>
Details of sales and purchases of all shares for the financial year	<input type="checkbox"/>
Detail of employer contributions	<input type="checkbox"/>
Details of employee contributions	<input type="checkbox"/>
Information regarding any rollover from other funds	<input type="checkbox"/>
Details of any rental income	<input type="checkbox"/>

EXPENSES	
Please provide details ie cash book or invoice	<input type="checkbox"/>
eg Accounting fees	<input type="checkbox"/>
Management fees	<input type="checkbox"/>

If new client copies of last years tax return and financial statements	<input type="checkbox"/>
Details of any related entities	<input type="checkbox"/>