2017 SUPERANNUATION FUND CHECKLIST

ACCRUE
CLEAR DECISIVE PROVEN

We have provided you with this checklist to assist in gathering all your information for us to complete the 30 June 2017 annual return and financial statements.

Information Required	Information Provided	Not Applicable
1 Bank Statements:		
Please provide a copy of the CSV data file for transactions covering the period 1 July 2016 to date. For further instructions on how to download a CSV file from the bank's online banking website, please do not hesitate to contact us. Please email the CSV file to admin@accrue.com.au	☐	☐
For audit purposes provide a copy of the bank statements as at 30 June 2017.	☐	☐
2 Investment Details (Shares, Property & Other Investments):		
A. Listed shares purchased/sold during the year Please provide a copy of the CSV data file of trading confirmations for transactions covering the period 1 July 2016 to date. For further instructions on how to download a CSV file from the broker's online trading website, please do not hesitate to contact us. Please email the CSV file to admin@accrue.com.au	☐	☐
B. Property and other investments purchased during the year Please provide copies of contract, settlement statements etc.	☐	☐
C. Property and other investments sold/transferred during the year Please provide copies of the sale and original purchase details. (These would include contracts, settlement statements or other relevant documents).	☐	☐
D. Cash Deposits (eg Term Deposits). Copies of maturity notices from financial institutions and bank statements.	☐	☐
3 Dividends and Other Investment Income:		
A. Shares		
Please provide copies of dividend advices and shareholding reports from share registries (eg Commsec, E*Trade) confirming holdings as at 30 June 2017.	☐	☐
Please provide Holder Identification Numbers (HIN) for shares, where copies of the dividend statements are not available.	☐	☐
B. Trust/Stapled Securities/Managed Funds		
○ Copies of distribution advices including quarterly statements	☐	☐
○ A copy of the **2016/17 annual tax statements**.	☐	☐
C. Rental Properties		
○ Copy of rental statement summaries, rates & land tax notices, repairs, etc.	☐	☐
○ Copy of the most recent market valuation.	☐	☐
○ Copy of lease agreement.	☐	☐
Note: *Market valuations for both the property value and rental value is recommended every 3 years – a curb side valuation from a real estate agent will suffice*		
4 Rollovers: Details of rollovers into the fund, including rollover forms and all documentation.	☐	☐
5 Insurance Policies: Copies of all insurance policies held in the name of the fund, including life policies and policies on investment properties.	☐	☐
6 External Superannuation Funds:		
○ Please provide details of any additional contributions made to external superannuation funds during the year.	☐	☐
○ Please provide end-of-year members' statements from the external superfund.	☐	☐
○ Please provide details of life insurance policies paid as super contributions to external superfunds.	☐	☐
7 Minutes of Meetings: Copies of minutes of meetings evidencing trustee's intention for the purchase and sale of assets.	☐	☐
8 Contributions: Confirmation from employer of contributions made for the year (only required for arm's length employers)	☐	☐
9 Investment Strategy: Copy of investment strategy (updated for current investments held by the fund).	☐	☐
10 Any other information which you think may be relevant.	☐	☐