

Milroy Accounting Professionals

Superannuation Accounting Information Checklist

For the Period 1/7/15 - 30/6/16

Please complete the following checklist and return it to us with the appropriate information. By providing all the accompanying information to us we will be able to prepare your accounts in a more timely manner.

	Yes	No	N/A
<u>General</u>			
Bank statements for the whole period (for all accounts) <i>Details of all cheques written during this period</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
ETP roll-in statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Investments</u>			
Term Deposits & Fixed Interest <i>Statements for all deposits which have matured/been invested during this period</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Managed Funds <i>All quarterly and interim investment reports Annual tax statements</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Shares <i>All buy/sell contracts for transactions during the period (including holding statements where relevant) All dividend notices</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Property <i>All buy/sell contracts for transactions during the period Agent annual rental statements Invoices for all expenses not paid by the agent (such as council rates, strata, etc.) Loan statements for the whole period (only for instalment warrant arrangements) A copy of the lease agreement A copy of the most recent market valuation</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Other (please advise) _____ <i>All buy/sell contracts Valuation documentation</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<u>Expenses</u>			
Insurance policies held by the fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Invoices for all other expenses of the fund (e.g. ASIC, actuary, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>