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* Copy of **Computer File** (Quicken, *Quickbooks, Myob*) if Applicable
* Copy of **Bank Reconciliation as at 30 June** for all Super Fund Accounts
* ALL Super Fund Bank Statements for the Full Financial Year
* Including Term Deposits and Cash Management Accounts
* Cheque and Deposit Details
* Gross Interest received on all Super Fund Bank Accounts
* **ALL Super Fund Bank Statements for the Full Financial Year**
* Buy & Sell Contracts for Share Transactions
* Holding Statements for Shares on hand (Chess etc)
* Dividend Statements received
* Managed Funds Annual Taxation Summary attached Detailed Reports
* Managed Funds Annual Capital Gain Tax Summary
* Managed Funds Market Value as at 30 June
* Managed Fund Quarterly Reports
* Life Insurance Premiums and associated Death Benefits for each Member
* **Market Value of All Assets held as at 30 June**
* Value of Properties Held need to be Updated every 3 years
* Managed Funds Market Value as at 30 June
* Market Value of Shares Held can be calculated by Ponti Partners
* **Capital Gains Tax Information –** (Direct Shares, Managed Funds or Property)
* Date of Purchase
* Cost of Purchase (Including Stamp Duty/ Legal Fees/ Reno's)
* Date of Sale (Contract Date)
* Sale Price (Including all Selling Costs ie: Commission, Legals etc)
* Please Provide Settlement Statements or Buy/Sell Contracts for the Above
* **Documents relating to the Purchase of New Property**
* Copy of Stamped Contract
* Include Furniture & Fittings Schedules and apportionments
* Settlement Statement prepared by Solicitor
* Other Costs associated with purchase (ie: Legal Fees, Accounting Fees)
* **Ensure all New Asset PURCHASES or SALES** are clearly narrated and include
* Date of Purchase or Sale
* Cost of Asset or Sale consideration received