

Superannuation Fund Checklist

Financial Year – 1st July =>30th June

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|--|------------------------------------|
| <p>* Copy of Computer File (Quicken, Quickbooks, Myob) if Applicable</p> | <input type="checkbox"/> Check Box |
| <p>* Copy of Bank Reconciliation as at 30 June for all Super Fund Accounts</p> | <input type="checkbox"/> Check Box |
| <p>* ALL Super Fund Bank Statements for the Full Financial Year</p> <ul style="list-style-type: none"> * <i>Including Term Deposits and Cash Management Accounts</i> * <i>Cheque and Deposit Details</i> * <i>Gross Interest received on all Super Fund Bank Accounts</i> | <input type="checkbox"/> Check Box |
| <p>* ALL Super Fund Bank Statements for the Full Financial Year</p> <ul style="list-style-type: none"> * <i>Buy & Sell Contracts for Share Transactions</i> * <i>Holding Statements for Shares on hand (Chess etc)</i> * <i>Dividend Statements received</i> * <i>Managed Funds Annual Taxation Summary attached Detailed Reports</i> * <i>Managed Funds Annual Capital Gain Tax Summary</i> * <i>Managed Funds Market Value as at 30 June</i> * <i>Managed Fund Quarterly Reports</i> * <i>Life Insurance Premiums and associated Death Benefits for each Member</i> | <input type="checkbox"/> Check Box |
| <p>* Market Value of All Assets held as at 30 June</p> <ul style="list-style-type: none"> * <i>Value of Properties Held need to be Updated every 3 years</i> * <i>Managed Funds Market Value as at 30 June</i> * <i>Market Value of Shares Held can be calculated by Ponti Partners</i> | <input type="checkbox"/> Check Box |
| <p>* Capital Gains Tax Information – (Direct Shares, Managed Funds or Property)</p> <ul style="list-style-type: none"> * <i>Date of Purchase</i> * <i>Cost of Purchase (Including Stamp Duty/ Legal Fees/ Reno's)</i> * <i>Date of Sale (Contract Date)</i> * <i>Sale Price (Including all Selling Costs ie: Commission, Legals etc)</i> * <i>Please Provide Settlement Statements or Buy/Sell Contracts for the Above</i> | <input type="checkbox"/> Check Box |
| <p>* Documents relating to the Purchase of New Property</p> <ul style="list-style-type: none"> * <i>Copy of Stamped Contract</i> * <i>Include Furniture & Fittings Schedules and apportionments</i> * <i>Settlement Statement prepared by Solicitor</i> * <i>Other Costs associated with purchase (ie: Legal Fees, Accounting Fees)</i> | <input type="checkbox"/> Check Box |
| <p>* Ensure all New Asset PURCHASES or SALES are clearly narrated and include</p> <ul style="list-style-type: none"> * <i>Date of Purchase or Sale</i> * <i>Cost of Asset or Sale consideration received</i> | <input type="checkbox"/> Check Box |