Superannuation Fund Records Checklist For:

For the period ending: June 30, 2011

					Details attached	PMM Use only	
		Yes	No	N/A		Checked	RTP
	Please complete all sections regardless of applicability to your fund						
	Bank accounts held by fund – including term deposits	**Bank & Account number**			☐		
	Please list all accounts (add pages if insufficient room)						
	Bank account name	**Account number**					
1	**Bank Details**						
1.1	Bank statements for the current year- 1 July 2010 to 30 June 2011	☐ Please provide copies of all bank statements for the year	☐		☐		
1.2	Bank statements for the month of July 2011.	☐Please provide copies of the bank statements for the month following year end (so that we can identify distributions, dividends and payments received after year end)	☐		☐		
1.3	Transaction schedule	☐ Where possible, please provide information on all cheques paid, withdrawals made and deposits received into the bank account.	☐		☐		
2	**Income**						
2.1	Did the fund receive Superannuation Contributions?	☐ Please provide a list of all contributions received by the fund. Separate this into : a) Employer contributions b) Personal contributions	☐ We will contact you regarding this matter		☐		
2.2	Did you roll over funds from ANOTHER super fund(s) into this fund	☐ Please attach the ETP roll-in forms relating to this	☐		☐		
2.3	Did the fund received interest from term deposits	☐ Please provide the annual interest confirmations for all deposits held during the financial year	☐		☐		

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2.4	Did the fund receive DIVIDEND payments (or participate in dividend reinvestment plans)?	☐ Please provide all the dividend statements for the year (including any dividends received in July 2009	☐		☐		
2.5	Did the fund receive DISTRIBUTIONS from trusts or managed funds	☐ Please provide all quarterly and annual income statements provided AS WELL AS the annual tax statement from the fund	☐		☐		
2.6	Did the fund own a RENTAL PROPERTY (or hold an interest in a rental property)	☐ Please provide the Rental income / annual statement from your agent, or details of all rental receipts received for the year.	☐		☐		
2.7	Did the fund hold any lease agreements?	☐ Please provide all documentation and details of income received for the year	☐		☐		
3	**Expenses**						
3.1	Did the fund incur Administration related expenses?	☐ Please provide details of the expenses: Accounting / audit fees Bank fees and charges Etc	☐		☐		
3.2	Did the fund incur Investment related expenses	☐ This includes: Brokers fees Managed fund fees and charges (see annual statements) Research expenses (subscriptions, data download fees, etc) Agents fees on purchase / sale of assets	☐		☐		
3.3	Did the fund incur insurance related expenses?	☐ Please provide details of the insurance premiums (e.g. life insurance, disability insurance) held by the fund	☐ We Will contact you regarding this matter		☐		
4	**Listed / unlisted investments**						
4.1	Did you buy or sell any investments during the year?	☐ Please provide all purchase and / or sale documents	☐		☐		
4.2	Did you HOLD any investments during the year	☐ Please provide a list of all assets held	☐		☐		
4.3	Did you get a VALUATION of the assets held this year?	☐ Please provide a copy of the valuation	☐ If the asset has not been valued in the last 2 years, please discuss with us.		☐		
4.4	Did you TRANSFER any assets from your name to the fund?	☐ Please provide details of the assets transferred – and the way that the value was determined	☐		☐		

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4.5	Were any of the shares held involved in any of the following: a)Merger; b) Demerger; c) Bonus issues; d) Capital raising; e) Return of capital; f) Share buy backs;	☐ Please provide all paperwork received in relation to these transactions	☐		☐		
4.6	Do you use a broker / on line share trade system for all of your share transactions?	☐ Please provide the year end annual statement showing number of shares held, transactions (buys sells cash in and out) and valuations at June 30.	☐		☐		
5	**Direct Property Investments**						
5.1	Did you buy or sell any property during the year?	☐ Please provide the buy or sell contracts, as well as the settlement documents relating to the property	☐		☐		
5.2	Did you incur any capital expenditure on the property (improvements / repairs)	☐ Please provide a list of expenses incurred. If a depreciation schedule has been prepared, please also supply the document	☐		☐		
5.3	Did you have an insurance policy over the property?	☐ Please provide details of the policy, including coverage and premium details	☐ We will contact you regarding this matter		☐		
5.4	Has the property been valued this year?	☐ Please provide a copy of the valuation	☐ We will contact you regarding this matter		☐		
6	**Other Investments**	**Artworks, and other investments**					
6.1	Did you buy or sell any items during the year?	☐ Please provide the buy or sell contracts, as well as the settlement documents relating to the asset	☐		☐		
6.2	Did you have an insurance policy over the asset?	☐ Please provide details of the policy, including coverage and premium details	☐ We will contact you regarding this matter		☐		
6.3	Have these investments been valued this year?	☐ Please provide a copy of the valuation	☐ We will contact you regarding this matter		☐		
6.4	Where is the asset stored? Is it at 'arm's length' to your residence?	☐ Please provide details of the storage agreement	☐ We will contact you regarding this matter		☐		
7	**Closely held unit trusts**	**Unit trusts with less than 25 unit holders**					
7.1	Do you have copies of the financial statements of the trust?	☐ Please provide the statements for the financial year	☐ Please provide information re the distributions of the trust				

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7.2	Do you have copies of the TAX RETURN for the trust?	☐ Please provide copies of the trust for the financial year	☐ Please provide the annual tax statement for the trust				
7.3	Has the value of the units been determined at year end?	☐ Please provide details / summary statement for the trust	☐ Please discuss re valuation of the units at June 30				
7.4	Do you have the unit certificates for this investment?	☐ Please provide copies of the certificates	☐ Please provide documentation to confirm the investment in the trust				
8	**Miscellaneous**						
8.1	Have you prepared Activity statements for the fund? (BAS, PAYG statements)	☐ Please provide copies of all activity statements for the fund	☐				
8.2	Have any minutes been prepared re decisions made for the fund? (e.g. investment changes, appointment of advisers, auditors etc, changes in the trust deeds etc)	☐ Please provide copies of the minutes	☐ We will discuss with you any minutes that need to be prepared for the fund				
8.3	Have there been any changes to the structure of the trust – e.g. members commencing / terminating, changes to trustees, name changes etc)	☐ Please provide details of all changes	☐				
8.4	Is there any other information relating to the trust that we need to know about?	☐ Please provide details	☐				
8.5	Do you have an investment strategy for year ending June 30 2010?	☐ Please provide a copy of the strategy document	☐ We will contact you regarding this matter				
8.6	Do you have an investment strategy prepared for the coming year?	☐ Please provide a copy of the strategy document	☐ We will contact you regarding this matter				
8.7	Do you have current binding or non-binding nominations	☐ Please provide a copy of the document	☐ We will contact you regarding this matter				