

## **2010 Superannuation Checklist**

We suggest that you review the following list prior to submitting your 2010 tax and accounting information. This list is not exhaustive so if unsure, kindly include any additional information to assist us with the Audit. You should note that we use an independent and external auditor named Andrew C. Hodgson from RNKL Chartered Accountants.

Kindly provide the following where applicable:

- i) Copy of MYOB / Quickbooks data file via email or CD. Please ensure you provide the log in name and password if this has been set
- ii) If you use another accounting package please provide a copy of the following:
  - year ended 30th June, 2010 trial balance
  - year ended 30th June, 2010 net income statement
  - 30th June, 2010 Balance Sheet
  - Bank reconciliation report at 30.06.10
  - Print out of general ledger (pdf version preferable.)
- iii) Copy of 30.06.10 bank statement(s) for all Fund bank accounts.
- iv) Copy of transaction listing summary for all share purchases and sales. If this is not available, please provide the original buy / sell contracts, together with a summary.
- v) Copy of share valuation summary from your broker, for all shares / investments held, valued at their market price as at 30.06.10.
- vi) Copy of Managed Funds year-end tax distribution statements, capital gains redemption reports, and valuation at 30.06.10.
- vii) Any reconciliations for investments / other balance sheet accounts at 30.06.09.
- viii) Copy of 30.06.10 June, 2009 BAS or IAS if applicable.
- ix) Copy of PAYG Payment Summary Reconciliation submitted to the A.T.O. for pensions / ETP's paid etc.
- x) Copy of PAYG Payment summaries for members.
- xi) Copy of any Minutes of Meetings of Trustees, Elections, Investment Strategy documents etc.
- xii) Copy of any other relevant information that may assist in efficient preparation of the financial statements, tax returns and associated Audit.

Note: If you do not use a software package then we shall need details of all income / expenses per your manual cash book or bank statements. If we are to process transactions from your bank account, we suggest that you make detailed notes next to each transaction, together with providing a copy of the cheque book, and deposit book.