

GOODMAN CHARTERED ACCOUNTANTS



SELF MANAGED SUPERANNUATION'S REQUIREMENTS CHECKLIST

Note: Only provide the following items if there has been an amendment in the period covered by the current audit, it is not necessary if the superannuation fund has provided Goodman Chartered Accountants with these documents in prior years.

	PROVIDED (Please circle)	
Copy of Trust Deed	Yes	No
Copy of Trust Deed Amendment	Yes	No
Copy of Fund Member Application Forms	Yes	No
Copy of Consent to Act as Trustees Documents	Yes	No
Copy of New Trustee Declaration for new trustees from 1 July 2008	Yes	No

Please provide all the following items for the year/ period covered by the audit:

**PROVIDED
(Please circle)**

Signed Financial Statements for the Period. (I.e. Operating Statement, Statement of Financial Position and Notes to the Accounts), (Signed Prior Year Statements and Audit Report required when audit is conducted by Goodman Chartered Accountants for the 1st time).

Yes No

If not provided, please provide reasons / comments:

All Bank Statements for the Period.

Yes No

If not provided, please provide reasons / comments:

Documents to support existence and value of Assets at end of Period. (e.g. Share Registry Listings, Managed Fund Reports, Wrap Account Reports Non Listed Unit Trust Accounts, Property and Asset Valuations).

Yes No

If not provided, please provide reasons / comments:

Documents to support Asset Purchases and Sales for the Period. (e.g. Broker Reports, Contract Notes, Invoices, Purchase/Sale Contracts).

Yes No

If not provided, please provide reasons / comments:

Please provide all the following items for the year/ period covered by the audit:

**PROVIDED
(Please circle)**

Documents to support Income and Expenditure for the Period. (e.g. Dividend / Distribution Statements, Rental / Lease Agreements, Invoices).

Yes No

If not provided, please provide reasons / comments:

Documents to support Contributions (Employer and / or Member) Received for Period. (e.g Employer Remittance Advices, Fund Trustee Minutes).

Yes No

If not provided, please provide reasons / comments:

Documents to support Rollovers for Transfers In for Period (e.g. ETP or ROPNs).

Yes No

If not provided, please provide reasons / comments:

Documents to support Benefit Payments or Exit Statements for Period. (e.g. ETP or ROPNs).

Yes No

If not provided, please provide reasons / comments:

Documents to support Pension Payments for Period (e.g. Payment Requests, ATO Payment Summaries, Actuarial Certificates as applicable).

Yes No

If not provided, please provide reasons / comments:

Copy of Member Statements for Period.

Yes No

If not provided, please provide reasons / comments:

Copy of Taxation Returns for Period.

Yes No

If not provided, please provide reasons / comments:

Please provide all the following items for the year/ period covered by the audit:

**PROVIDED
(Please circle)**

Copy of Accounting Work Papers and Transaction Reports for the Period.
(e.g. General Ledger, Journals, Cashbook, Bank Reconciliation, Debtor and Creditor Reports)

Yes No

If not provided, please provide reasons / comments:

Copy of Fund's Current Investment Strategy.

Yes No

If not provided, please provide reasons / comments:

Copy of Minutes of Fund Trustee Meetings Held During the Period.

Yes No

If not provided, please provide reasons / comments:

Current list of Trustees or list of Directors for Trustee Companies .

Yes No

If not provided, please provide reasons / comments:
