FN-20510299

KSR
YOUR PARTNER IN BUSINESS

SELF-MANAGED SUPERANNUATION FUND YEAR END INFORMATION CHECKLIST

Please provide the following information and answer the following queries to enable KSR Partners to prepare your fund's financial statements and annual return for the year ended 30 June 2013. Once complete, please provide your information to us with your completed checklist.

Please don't hesitate to contact one of the KSR team if you have any queries.

INFORMATION REQUIRED:		Yes	No	N/A
1.0	**BANK STATEMENTS**			
1.1	Bank statements from 1 July 2012 to 30 June 2013 with cheque and deposit details	☐	☐	☐
1.2	Bank statements for July 2013 with cheque and deposit details	☐	☐	☐
2.0	**INCOME**			
2.1	***Contributions*** Details of contributions made between 1 July 2012 and 30 June 2013 including the break up of contributions between the members	☐	☐	☐
2.2	***Did you make any contributions personally in 2012/2013? If so, how much? Please indicate $ amount below, and for which member:*** ________________________________	☐	☐	☐
2.3	***ETP Rollovers/Transfers In*** Copies of ETP rollover statements	☐	☐	☐
2.3	***Interest Received*** Copies of interest advices for all interest bearing accounts and annual income statements.	☐	☐	☐
2.4	***Dividends Received*** Copies of all dividend advices for all interest bearing accounts and annual income statements	☐	☐	☐

2.5 ***Distributions from Unit Trusts & Managed Funds*** ☐ ☐ ☐
Copies of all distribution statements
Copies of all annual tax statements

2.6 ***Rental Income*** ☐ ☐ ☐
Details of all rental income received including copies of agents' statements and annual summaries if applicable.

3.0 EXPENSES

3.1 ***General Expenses*** ☐ ☐ ☐
Provide invoices for all expenses greater than $300

3.2 ***Life Insurance*** ☐ ☐ ☐
Copy of the insurance policy/renewal notice
Copy of premium notices

3.3 ***Property Expenses*** ☐ ☐ ☐
Copies of rates notices, repairs and maintenance, insurance, land tax and all other expenses relating to property

4.0 INVESTMENTS

4.1 ***Contracts*** ☐ ☐ ☐
Copies of all share/unit purchase and sale contracts, copies of any property contract and settlement documents if a new property was purchased in 2012/2013.

4.2 ***Holding Statements*** ☐ ☐ ☐
Copies of all Issuer Sponsored and/or Chess Holding Statements received in 2012/2013

4.3 ***Share Reconstructions*** ☐ ☐ ☐
Documentation in relation to any mergers, demergers, takeovers, bonus issues, capital returns etc

4.4 ***Fixed Interest*** ☐ ☐ ☐
Copies of investment and maturity advices for any interest bearing investments (including the first advice following 30 June 2013)

4.5	***Managed Fund Statements*** Copies of all interim transaction reports and end of year statements	☐	☐	☐
4.6	***Investment Manager Statements*** Copies of all investment manager year-end and interim reports for the 2012/2013 year.	☐	☐	☐
4.7	***Property/Asset Valuations*** Please provide copies of valuation reports/market appraisals if these have been requested by KSR	☐	☐	☐
4.8	***Related Unit Trusts*** Please provide a copy of related unit trust accounts and tax return if another accountant prepares these.	☐	☐	☐
4.9	***Unlisted Share or Units*** Please provide a copy of financial statements for the year ended 30 June 2013 for the entity in which the share or units are held.	☐	☐	☐
4.10	***Capital Expenditure*** Copies of all invoices for capital acquisitions in 2012/2013.	☐	☐	☐

5.0 OTHER DOCUMENTS

5.1	***Activity Statements*** Copies of BAS/IAS statements prepared for the financial year (if not done by KSR)	☐	☐	☐
5.2	***GST Reconciliation*** Please provide a copy of the GST reconciliation if the fund is GST registered (if not done by KSR)	☐	☐	☐
5.3	***Minutes*** Copies of minutes of any trustee meetings held	☐	☐	☐
5.4	***Members/Trustee/Directors of Trustee Company*** Please advise of any changes to members, trustees or directors of the trustee company during the financial year.	☐	☐	☐
5.5	***Subsequent Year End Events*** Please provide details of any material events,	☐	☐	☐

which have occurred since 30 June 2013 that may affect the Superannuation Fund.

6.0 NOTES

Please provide any other details below you feel may be relevant to the 2012/2013 year.

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Signed Signed

Date: