Evans & Hearn
Certified Practising Accountants

CLIENT CHECKLIST 2017

Bank Statements

Please provide a copy of all bank statements for all bank accounts held by the superannuation fund for the period 1 July 2016 to 30 June 2017, including:

- Cheque Accounts ☐
- Term Deposits (Term deposits maturing after 30/6/2017 please attach a copy of renewal notice or documentation confirming term deposit balance as at 30/6/2017. ☐
- Loan Accounts ☐

Please provide a description of all income and expenses on all bank statements (ie Accountants Fees)

Investments

Shares

- All Dividend Statements for dividends paid during the period 1 July 2016 to 30 June 2017 ☐
- For Shares Sold:
  - Share Sale confirmation certificates ☐
  - Share purchase certificates ☐
- For all shares purchased during the year, the purchase confirmation statement ☐
- Portfolio Listing showing the number of all shares held as at 30 June 2017 ☐
- Company statement documents detailing any capital returns, group restructures or group demergers that occurred during the year ☐

Managed Trusts and Unit Trusts

- Full Annual Tax Statement for each Managed Trust held ☐
- Distribution statements for any Unit Trust Distribution ☐
- For any managed trust, or unit trusts purchased during the year, the purchase confirmation statement ☐
- Investment Statement showing the balance of the investment held as at 30 June 2017 ☐

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Other Income

- All Rollover Statements for amounts deposited from other superannuation funds ☐

Other Expenses

- Copies of all invoices paid by the superannuation fund for the year ☐
- Copies of life insurance policies (if policy is paid by the fund) ☐
- List of invoices paid from your personal or business bank accounts, which are related to the superannuation fund (I.e Income Tax Instalments paid from the Business Account) ☐

Rental Property

- Current Independent valuation (from a real estate agent or other agent) for all Land and/ or Buildings held as at 30 June 2017 ☐

Income

- Gross Rent received between 1 July 2016 and 30 June 2017 ☐
  If rented through an Agent, provide a copy of the Annual Rental Summary and each monthly rental statement for the full 12 months from the Real Estate Agent. If privately rented, provide details of how many weeks the property was rented, and the rent that was charged each week
- Details of any Insurance proceeds received for the rental property ☐
- Copy of current rental or lease agreement (if not previously provided) ☐

Expenses

Invoices for the following expenses:

- Council Rates, Body Corporate fees ☐
- Insurance ☐
- Pest Control ☐
- Repairs and Maintenance, Gardening, Cleaning ☐
- New assets purchased or installed ☐
- Copy of all rental loan statements from 1 July 2016 to 30 June 2017 ☐

Purchased/Sold Rental Property

- Copy of Contract and Settlement statement for purchase or sale of rental property ☐
- Details of expenses associated with purchase or sale (including commission, legal fees, stamp duty) ☐

If in doubt whether you should include any income or expenses you have, please attached the documents.

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