

Superannuation Fund Administration 2017/2018
information gathering checklist



When you provide us with the information to administer your superannuation fund, it is important that you provide us with all relevant information to assist us in completing our work accurately and efficiently. We have put this checklist together to assist you in compiling the basic information we need.

This checklist is not a substitute for completing and preparing your accounts or all the required labels of your income tax return.

INSTRUCTIONS:

1. Ensure your superannuation fund name is completed and any **change** of details are noted.
2. Please answer all questions below by placing a tick or a cross in the relevant box.
3. Where details are required to be forwarded please attach the information in the order of the checklist questions - this will make it easy for us to find the important details.
4. Ensure you check any items marked unsure as they will be followed up with you and may delay the completion of your work.

Superannuation Fund Name: _____

Items	Yes	No	Unsure	If "YES" the following is required:
1 Transaction records:				
1.1 Did the superannuation fund use any accounting software or an electronic administration platform (eg wrap accounts) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.1.1 - A backup of the current data file that has the bank accounts properly reconciled or access to the electronic details. 1.1.3 - Detail below the program name (eg MYOB), version (eg V17) and password: Name of program: Version: Password: * Now go to section 2
1.2 If "no" at 1.1, did the superannuation fund have a summary of all transactions during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.2.1 - A copy of the transaction summary. 1.2.3 - All invoices and receipts in date order. * Now go to section 2
1.3 If no at "1.2", did the superannuation fund keep all transaction records on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.3.1 - All invoices and receipts in date order. * Now go to section 2
2 Supporting Documentation:				
2.1 Did the superannuation fund have an account with a financial institution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.1.1 - All account statements for the financial year ending 30 June. 2.1.2 - If 1.2 or 1.3 is selected above, please add notations and/or an explanation next to each bank statement transaction detailing the nature of the deposit or withdrawal (unless the details are already recorded on the bank statement).
2.2 Does the superannuation fund have system of filing correspondence that ensures all documentation is complete and accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.2.1 -Please provide all filed original documents for the financial year.
2.3 Did the superannuation fund maintain their own investment portfolio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.3.1 - Copy of the investment portfolio back up, together with detailed reports showing the portfolio movement during the financial year, the portfolio balance and market value as at the end of the financial year, an income summary report, and other relevant reports.
2.4 Has the superannuation fund updated or amended the trust deed during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.4.1 - Copy of the amended deed and related documentation (only if our office did not assist).
2.5 Does the superannuation fund have records of trustee resolutions or minutes made during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.5.1 - Copy of any signed minutes or resolutions (only if our office did not assist).
2.6 Has the superannuation fund updated or amended the funds investment strategy during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.6.1 - Please provide a copy of the updated strategy.

Items		Yes	No	Unsure	If "YES" the following is required:
3 Useful Information:					
3.1	Does the trustee of the superannuation fund engage a financial advisor or other third party advisor to assist in its decision making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1.1 - Please provide details.
4 Other Financial Considerations:					Your Comments (provide further details if necessary):
4.1	Does the superannuation fund have any concerns about investments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Does the superannuation fund regularly review for adequate personal insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please include any notes or other documents to assist us with the preparation of accounts and/or the income tax return.