



SUPERANNUATION FUND TAX CHECKLIST 2011

BAS/IAS	Copies of quarterly or monthly statements submitted to the ATO, if not prepared by Isaacs & Cole.
Bank Statements	Statements for the period 1 July 2010 to 30 June 2011 for all accounts held with financial institutions
Cheque Books/Deposit Books	<ul style="list-style-type: none"> • Cheque books covering cheques issued during the period 1 July 2010 to 30 June 2011, or alternatively, a listing of cheques issued throughout the year including description of what the funds were used for • List of amounts directly debited from the account(s) during the period and a description of what the funds were used for • Deposit Books covering the period 1 July 2010 to 30 June 2011, or alternatively, a list of deposits made during the year including description of source of funds
MYOB/Quicken Data	Any relevant computer files containing transactions for the period 1 July 2010 to 30 June 2011. All accounts should be reconciled to 30 June 2011 or later. Computer file can be sent to our office via e-mail, CD, diskette or uploaded on our website.
Broker Statements	Statements for the period 1 July 2010 to 30 June 2011 for accounts held with institutions such as: <ul style="list-style-type: none"> • Merrill Lynch • ABN AMRO Morgans Limited • Morgan Stanley Smith Barney
Transactions relating to Share Portfolios and Managed Fund Investments	<p>Where the superannuation fund holds investments shares and trusts etc, please provide copies of the original buy/sell contracts . Alternatively the following details in relation to acquisitions and disposals can be provided:</p> <ul style="list-style-type: none"> • Number of shares/units acquired or sold • Date of acquisition or sale • Purchase price or disposal/redemption proceeds <p>If you use a reporting system e.g. Praemium, please provide summary reports including:</p> <ul style="list-style-type: none"> • Taxable Income Report • Capital Gains Report • Portfolio Valuation as at 30 June 2011 • Summary of Cash/Investment transactions
Employer/ Employee Contributions	<ul style="list-style-type: none"> • Details of contributions paid into the fund during the year (i.e. amount and date contributed; name of member to whom the contribution relates) • Details of any expenses paid personally by members of the fund (i.e. accounting fees and life insurance) • Statement of Termination Payment for any Transitional Employment Termination Payments rolled into the Fund, if applicable • Rollover Benefit Statements for any funds rolled into/out of the Fund, if applicable.
Dividends Received	Where the superannuation fund holds dividend-bearing shares, please forward copies of all Dividend Notifications received
Trust Distributions	Where the superannuation fund holds units in a unit trust/managed fund (eg: Colonial, BT etc), please provide copies of the Trust Distribution notices received and a copy of the Annual Tax Statement which is issued by the trust/ managed fund after 30 June 2011.

Rental Properties	<p>If the superannuation fund owns an investment property, please supply:</p> <ul style="list-style-type: none"> • a copy of the consolidated statement of rental income and expenditure for the year (if managed by an agent) • listing of expenditure paid directly (i.e. not handled through agent) • Land tax assessment for the 2011 tax year
Investment Strategies	Copies of all investment strategies prepared during the period 1 July 2010 to 30 June 2011.
Superannuation Deed and Amendments	The Superannuation Deed and amendments to the Deed (if not already held by Isaacs & Cole)

NB: This checklist covers the basic records required to complete tax returns and other statutory reports. You will be contacted by one of our staff members for any further information that may be required.