

Checklist for Superannuation Funds

A superannuation fund must be audited each year before lodging its income tax return, so the information requirements must satisfy the needs of both the accountant and the auditor.

Depending on the type of investments held by the Fund, this checklist will help you to provide all of the required records and documentation . . .

Your Accountant / Tax Agent will need:

- A list of all money received and payments made by the Fund for the year.
- All bank and deposit statements (originals if possible) with all transactions clearly identified.
- If the Fund held shares: Dividend statements, buy/sell transactions and a list of share investments as at 30 June showing the quantity and market values of all shareholdings.
- If the Fund held managed investments: The annual tax and valuation statements from each fund manager.
- If the Fund held real estate: a market valuation (less than 3 years old) for all properties.
- Copies of all contracts (eg: for the purchase or sale of shares or real estate).
- If the Fund has borrowed for any purpose, a copy of all loan documentation and statements from the lender.
- (For new clients): A copy of the prior-year financial statements and income tax return.

Your Auditor will need:

- A copy of the Fund's Trust Deed and current investment strategy.
- Copies of consent forms signed by each trustee / member.
- Copies of any minutes of trustee meetings or resolutions.
- A list of trustee representations (this is usually provided by the auditor in the form of a letter or checklist which the trustees are required to verify, sign and return).
- Details of any borrowings by the Fund, or any assets of the Fund which have been used as security for any loans (including loans to members or third parties).
- A copy of all supplier invoices (to substantiate the nature of all payments made).
- (For new clients): A copy of the prior-year audit report.