

Manage Your Super

PO Box 2050
Melton South VIC 3338
PH: 03 9016 3599

Audit Requirements Financial Year 20... / ...

	<u>Matter</u>	<u>Y/N</u>	<u>Comment / or N/A - Please state clearly reason if N (No) is chosen</u>
1.	Copy of Prior Year Financial Statements and signed audit report		
Financial Audit Documents Requirements			
2.	Copy of this years signed Financial Statements and Income Tax Return (or tax calculation workpaper).		
3.	Copy of the General Ledger		
4.	Copy of Bank statements of the year and Bank Reconciliation at 30 June - Please provide "Bank Balance Audit Confirmation" from your bank.		
5.	Copy of work papers detailing for each asset: - Holdings (eg Chess statement or Dividend statement with HIN number and address) - Printout from Computershare registry as at 30 June 20... (financial year being audited) - Market Valuation (if in pension mode (one member or all), certificate every year		
6.	If fund own direct property: - copy of rates notice showing Lot and Plan number - Market Valuation (if in pension mode (one member or all), certificate every year Copy of lease agreement - Have all transaction be at "Arm's Length"?		
7.	If fund has investment/s in related unit trust/s we require: Financial Statements and supporting documentation.		
8.	Copy of members statements and work papers for allocations (if allocations are manual)		
9.	Copy of supporting documents for Investment Income. e.g. • Dividends (Dividend Statements) • Managed Funds (Annual tax statement) • Related Unit Trust (Copy of Tax return) • Property (Rental statement) • Rollovers (copy of ETP Statements)		
10.	Contributions: Confirmation of contributions letter detailing member and employer contributions. • Signed Confirmation of Contributions		
11.	Copy of supporting documents for expenses: e.g. • Accounting and administration fees • Insurance (copy of policy doc's) • Property (rates notice, R & M, Insur, etc.)		

	<u>Matter</u>	<u>Y/N</u>	<u>Comment / or N/A</u>
Compliance Audit Documents Requirements			
12.	Copy of Trust Deed and amendments and copy of Membership applications and consents of trustees		
13.	List Members and DOB: 1 _____ / ____ / ____ 2 _____ / ____ / ____ 3 _____ / ____ / ____ 4 _____ / ____ / ____ Individual Trustee - are all members Trustees? Corporate Trustee - are all members Directors? - Please supply a copy of latest ASIC annual statement of corporate trustee.		
14.	Are any of the members in an employee – employer relationship?		
15.	Copy of ATO Notice of Compliance (or APRA)		
16.	Copy of signed Minutes for year		
17.	Representation Letter addressed to Manage Your Super (a pro forma is available on website)		
18.	Copy of signed Investment Strategy.		
If fund paying pension or benefits have been paid during year.			
19.	Copy of pension request from member to the trustee and acceptance by trustee. - Signed Confirmation of Benefits - Minute – re change to account based pension		
20.	Work papers calculating benefits.		
21.	Copy of PAYG Summary and/or ETP Statement/s.		
22.	Copy of BAS/IAS showing tax paid.		
23.	Copy of RBL reporting (including RBL reporting done to establish pension)		
Details of any other information you feel is relevant:			
Prepared By:		Position:	Date:

POST TO: Manage Your Super
PO BOX 2050
Melton South VIC 3338

Or Email to: info@manageyoursuper.com.au

Please submit this completed document signed and dated with audit work papers