



**SUPERANNUATION FUND CHECK LIST**  
**For the financial year 1 July 20\_\_ to 30 June 20\_\_**

**Super Fund Name:** \_\_\_\_\_  
**ABN/Tax File No:** \_\_\_\_\_  
**Client's Name:** \_\_\_\_\_  
**Phone No:** \_\_\_\_\_  
**Client's Email:** \_\_\_\_\_

<u>YES/NO</u>	<u>Comments</u>
_____	Cash Book _____
_____	Computer Back-up Disk _____
_____	Computer Program Version _____
_____	Business Activity Stmt _____
_____	Instalment Activity Stmt _____
_____	Bank Statements <i>(attached)</i> _____
_____	Bank Reconciliation <i>(attached)</i> _____
_____	Loan Statements <i>(attached)</i> _____
_____	Capital Items Purchased <i>(documents attached)</i> _____
_____	Capital Items Sold <i>(documents attached)</i> _____
_____	Shares Purchased <i>(documents attached)</i> _____
_____	Shares Sold <i>(documents attached)</i> _____
_____	Dividends Received <i>(documents attached)</i> _____
_____	Rental Property Stmt <i>(attached)</i> _____
_____	Managed Funds <i>(documents attached)</i> _____

**Accountant:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Accountant's Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
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