



ABN 93 004 005 136

McGrath & Associates
QUALITY ACCOUNTANTS

246a Harbour Drive, Coffs Harbour
PO Box 4198, Coffs Harbour Jetty NSW 2450
Telephone: 02 6652 7003
Facsimile: 02 6652 9970
Email: info@maqa.com.au

SUPERANNUATION FUND CHECK LIST

For the financial year 1 July 2014 to 30 June 2015

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: _____

