



We partner with you to make your business more profitable, valuable and enjoyable

**INCOME TAX RETURN AND FINANCIAL ACCOUNTS CHECK LIST
FOR THE YEAR ENDED 30 JUNE 2012
for SUPERANNUATION FUNDS**

Please **COMPLETE** this schedule and **BRING IT IN** with your data file and records. All items not applicable please mark N/A.

NAME:

Our goal at Marsdens is to work with you in an effective manner which allows us to pass the savings on to you and provides the platform for us to work closely with you to make your business more profitable, valuable and enjoyable.

Accordingly we will not start your work until we have all of your information. We provide this checklist to you to assist you in providing us with all of the necessary (possible) information we may need.

Please arrange an appointment with us at your earliest convenience when all the information is to hand.

RECORDS AND DETAILS REQUIRED

Computerised Records

Banklink, MYOB,
QuickBooks, etc.
Version No:
Password:.....

- Please ensure that you have **completed the bank reconciliation at 30 June**. Please provide a full data backup on the computer disk that you provide to this office.
- Please make sure you do not make changes to the 2011/2012 data after the file is sent to us.
- **Please include a copy of the bank reconciliation as at 30 June 2012**

Non-computerised records

Reconciled Cash Book

- Covering **Full Year** making certain items are clearly classified including the nature of the receipts and payments and any GST.

Bank Statements

- Please ensure that they cover the **Full Year**. **Please include a copy of bank statements for all accounts.** If no cash book is provided, and Banklink has not been utilised, we require all cheque butts and deposit books / slips including details of all payments and receipts including the GST thereon.

Please ensure that for contributions made into the fund, the records identify which member the contribution is for, and whether they are employer or personal contributions

1. Savings Bank, Building Societies, Investments and Term Deposit Accounts

- Pass books, or statements covering **Full Year** required with interest paid to 30 June. We require details of all deposits and withdrawals.

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2. Creditors - Itemised details of Creditors at 30 June.
(People the fund owes money to). Please disregard if your computerised accounting system contains this information.

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3. Investments (Shares and unit trusts) - We require contracts or broker summaries including full purchase and sale details including date of purchase, number purchased and purchase price, date of sales, number sold and sale price.

**Please provide all dividends & reinvestment slips.
For trusts, please provide all trust Annual Tax Statements.**

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4. Improvements and Property Sales and Purchases.

- Briefly note any improvements, purchases or sales made during the year.

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Attach Offer and Acceptance and Settlement Statement from Agent and relevant mortgage details if applicable.

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5. Other Assets - Sales and or Purchases.

- We require the purchase and or disposal details of all other assets purchases and sales during the year.

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6. BAS & IAS Statements - Please provide copies of all BAS and IAS Statements you have prepared during the year.

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7. If the fund holds life insurance policies for any members, please provide copies of the policies.

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8. Rental Properties - Rental Statements from your Rental Property agent together with full details of any expenditure incurred i.e. rates and taxes, insurance, loan statements etc.

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9. Fund rollovers etc - We require the details of any Rollovers or other fund transfers i.e. ETP statements.

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10. Real Estate Valuations

- If the superannuation fund owns property directly, or via a property trust we require an estimate of the market value of that property. Please note, you can estimate the value, and a professional valuer is not required. However we will need to know how the value was determined. Attached is the format required for the valuation. Please complete one valuation per holding.

11. Any Other Matters

- If you consider there are any other matters that may affect this year's financial accounts or tax returns, please provide the necessary details so that we may consider and provide you with the best advice.

Thank you. We look forward to seeing you

Marsdens
1 / 8 Alvan Street
SUBIACO WA 6008

or FAX to 08 6380 1772

Dear Sir/Madam

VALUATION OF PROPERTY

We advise that in our opinion, the net market value of the property at:

.....
at 30 June 2012 approximates \$

This is based upon (please tick)

- A market appraisal by a local real estate agent, completed on
(date)
- A valuation by a licensed valuer, completed on
(date)
- Recent Sales
- Other (please detail)

Yours faithfully

TRUSTEE

Dated :