New Audit Fund Initial Docs checklist

- Copy of Trust Deed (must be signed)

- Copy of Trustee Declaration form (must be signed)

- Copy of fund member application form (must be signed)

- Copy of consent to act as trustee (must be signed)

- Copy of Fund's current investment strategy (must be signed)

- Copy of minutes of fund trustee meetings (must be signed)

- Prior Year Financials

- Prior Year Tax Returns

- Prior Year Audit Report & Management Letter

New Property

- Purchase/sale contracts if property was purchased/disposed of during the year

- Settlement Adjustment Sheet

- Limited Recourse Borrowing Arrangement

  o Bare Trust Deed (if there's Loan)

  o Copy of Loan Agreement (if there's Loan)

  o Copy of loan account statements for the financial year

Checklist for an existing fund - Every Year

- Signed Financial Statements as at 30th June

- Copies of each Member Statement as 30th June

- Signed Taxation Return of the Fund as at 30th June

- ASIC Extract - if there is any changes to the corporate trustee details during the year

- Bank Statement for All Bank Accounts (including Term Deposit) from 1 July to 30 June - excel version not acceptable

- Shares/Managed Fund Statement for All Shares Accounts (including Managed Fund) from 1 July to 30 June

- Property Related Statements from 1 July to 30 June

  o Rental Statement

- - - If not leased through an agent, provide evidence to support the rent at market rates.

    - If property is residential/holiday unit, provide confirmation not leased/occupied by members

  - Copy of council rate notice or property title search

  - Property market valuation trustee declaration or market appraisal letter

  - Declaration - Property not leased to related party for residential properties

- Notice of intent to claim form signed (If there's personal deductible contribution)

- Pension Docs (If there's pension account commenced in the year)

- Current Actuarial Certificate

- Insurance Statement confirming owner, life insured, cover and premiums

- Rollover Statement