



Audit Requirements Outline

	Matter	Y/N	Comment / or N/A
1.	Copy of Prior Year Financial Statements and signed audit report (for first year audit)		
Financial Audit			
2.	Copy of current year Financial Statements and Notes to the Accounts		
3.	Copy of the Trial Balance and General Ledger If using BGL please supply a copy of the following reports: <ul style="list-style-type: none"> • Investments summary report • Investment Income Report • Investment Movement Report • Statement of taxable income 		
4.	Copy of Bank statements for the year and Bank Reconciliation at 30 June		
5.	Copy of work papers detailing for each asset - eg: <ul style="list-style-type: none"> • Holdings (eg Chess statement or Dividend statement with HIN number and address) • Market Value & Movement in Net Market Value 		
6.	If fund own direct property: <ul style="list-style-type: none"> • Folio number and volume number • copy of rates notice showing Lot and Plan • Market valuation (eg real estate agents or trustee's valuation) • Purchase documents (offer & acceptance if purchased during year) • Copy of lease agreement • Copy of re-valuation of property • Have all transaction been at "Arm's Length" from trustees? 		
7.	If fund has investment/s in related unit trust/s we require: Financial Statements and supporting documentation. (including Unit Certificates)		
8.	Copy of members statements and work papers for allocations (if allocations are manual)		
9.	Copy of supporting documents for Investment Income. e.g. <ul style="list-style-type: none"> • Dividends (Dividend Statements) • Managed Funds (Annual tax statement) • Related Unit Trust (Copy of Tax return) • Property (Rental statement) • Rollovers (copy of ETP Statements) 		
10.	Contribution confirmations detailing member and employer contributions. (e.g. employer ledger or letter from employer/member)		





Matter	Y/N	Comment / or N/A
11. Copy of supporting documents for expenses: e.g. <ul style="list-style-type: none"> Accounting and administration fees Insurance (copy of policy doc's) and invoices paid Property (rates notice, R & M, Ins, etc.) Income Tax Calculation and Tax Return 		
Compliance Audit		
12. Copy of Trust Deed and amendments and copy of Membership applications and consents of trustees (First Year or if Amended during year Only)		
13. List Members and DOB: 1 _____ / / 2 _____ / / 3 _____ / / 4 _____ / / Individual Trustee - are all members Trustees? If Corporate Trustee - are all members Directors? <ul style="list-style-type: none"> Please supply a copy of latest ASIC annual statement of corporate trustee. Are or were any members residing overseas?	 Y/N Y/N Y/N	 If yes – supply details
14. Are any of the members in an employee – employer relationship (who are not related)?		
15. Copy of Minutes for year		
16. Representation Letter		
17. Copy of Investment Strategy.		
If fund paying pension or benefits have been paid during year.		
18. Copy of pension request from member to the trustee and acceptance by trustee.		
19. Work papers calculating benefits.		
20. Copy of actuarial certificate (if Required)		
Details of any other information you feel is relevant:		
Declaration:		
All Documents supplied (photocopies or electronically) are true representations of the original documents.		
Signed By:	Position:	

