

Self-Managed Super Fund Audit Request



Name of Fund: Marilyn Naylor Superannuation Fund

Fund ABN: 65306979414

Accountant / Administrator: Sue Lawson

Email: sue@cleave.com.au

Phone: (07) 3359 3311

Address: PO Box 165, Virginia QLD 4014

Audit Period: Financial Year Ended 30 June 2019

Are all members either directors of the Trustee Company or trustees of the fund?

Yes / No

Have there been any known breaches of the SIS Act during the audit period?

Yes / No

Notes: _____

Does the fund have any "in house"/related party assets?

Yes / No

If yes are the assets pre-99?

Yes / No

Notes: _____

Financial Audit

	YES	NO	N/A	Notes	S/R
Current Year Fund Financial Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	
Current Year Fund General Ledger Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	
Current Year Fund Income Tax Return	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Member Information Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	
Fund Trial Balance & Working Papers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	
Bank Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Invoices / Receipts evidencing payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Fund Share Dividend Statements (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Fund Share Buy / Sell Contracts (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Fund Term Deposit Statements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Fund Managed Fund Statements (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Fund Rental Statements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Title Deed for Property	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Contribution Confirmations / s290-170 letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	
Work Test Declaration (if over 65)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Valuations from Independent parties (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Unit Trust Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Life Insurance policy documents (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Collectables / Artwork documents & Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	

Compliance Audit

Fund Trust Deed & Amendments (if not previously provided)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data File	
Fund Investment Strategy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data File	
Fund Minutes of Meetings of Trustees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	Y
ASIC Statement of corporate trustee (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
Bare Trust Documentation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	

Pension / Benefits YES / NO - N/A

Copy of request from member to receive benefits/pension	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Data File	
Projected Pension Calculation – 2020 year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements pff	
Actuarial Certificate (if required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data File	
PAYG Summary /ETP Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Data File	

Signed Documents (Returned to Auditor)

Auditor Engagement Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	Y
Trustee Representation Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Financial Statements.pdf	Y
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		