

# Self-Managed Super Fund Audit Request

# CLEAVE

accounting

Name of Fund: Kilby Retirement Fund  
Fund ABN: 19 694 454 291

Accountant / Administrator: **Andrew Young**

Email: **andrew@cleave.com.au**

Phone: **(07) 3359 3311**

Address: **PO Box 432, BANYO QLD 4014**

Audit Period: **Financial Year Ended 30 June 2018**

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

Current Year Fund Financial Statements  
Current Year Fund General Ledger Report  
Current Year Fund Income Tax Return  
Member Information Statements  
Fund Trial Balance & Working Papers  
Bank Statements  
Invoices / Receipts evidencing payments  
Fund Share Dividend Statements (if applicable)  
Fund Share Buy / Sell Contracts (if applicable)  
Fund Term Deposit Statements (if applicable)  
Fund Managed Fund Statements (if applicable)  
Fund Rental Statements (if applicable)  
Title Deed for Property  
Contribution Confirmations / s290-170 letter  
Work Test Declaration (if over 65)  
Valuations from Independent parties (if applicable)  
Unit Trust Financial Statements  
Life Insurance policy documents (if applicable)  
Collectables / Artwork documents & Insurance  
Other:

| YES                                 | NO                       | N/A                                 | Notes                             | S/R |
|-------------------------------------|--------------------------|-------------------------------------|-----------------------------------|-----|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | SF360                             |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | SF360                             |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File                         |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | SF360                             |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | SF360                             |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File <i>Macq</i>             |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File                         |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File                         |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File                         |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File <i>LLC &amp; Macq.</i>  |     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Data File                         |     |
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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | SF360                             |     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Data File                         |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File <i>Midney</i>           |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File <i>Midney Rocks Tr.</i> |     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Data File                         |     |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Data File                         |     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File <i>Spec. minutes</i>    |     |

## Compliance Audit

Fund Trust Deed & Amendments (if not previously provided)  
Fund Investment Strategy  
Fund Minutes of Meetings of Trustees  
ASIC Statement of corporate trustee (if applicable)  
Bare Trust Documentation (if applicable)

|                                     |                          |                                     |           |   |
|-------------------------------------|--------------------------|-------------------------------------|-----------|---|
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |           |   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |           |   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            | SF360     | Y |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Data File |   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |           |   |

Pension / Benefits YES / NO *N/A*

Copy of request from member to receive benefits/pension

Annual Pension Letter – 2018 year

Actuarial Certificate (if required)

PAYG Summary /ETP Summary

|                                     |                                     |                          |           |  |
|-------------------------------------|-------------------------------------|--------------------------|-----------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data File |  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data File |  |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Data File |  |

Signed Documents (Returned to Auditor)

Auditor Engagement Letter

Trustee Representation Letter

Other:

|                                     |                          |                          |           |   |
|-------------------------------------|--------------------------|--------------------------|-----------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SF360     | Y |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Data File | Y |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |           |   |