
Workpapers - 2019 Financial Year

Jet Super Fund

Preparer: Glen Sigvart

Reviewer: Sam Greco

Lead Schedule

2019 Financial Year

Code	Workpaper	CY Balance	LY Balance	Change	Status
23800	Distributions Received	(\$2,067.00)	(\$656.00)	215.09%	Completed
23900	Dividends Received	(\$50,910.86)	(\$25,587.57)	98.97%	Completed
24200	Contributions	(\$31,505.67)	(\$31,427.53)	0.25%	Completed
24700	Changes in Market Values of Investments	(\$51,956.52)	\$14,614.54	(455.51)%	Completed
25000	Interest Received	(\$3,627.98)	(\$5,087.18)	(28.68)%	Completed
26500	Other Investment Income		(\$2.50)	100%	Completed
30100	Accountancy Fees	\$3,090.00	\$4,948.50	(37.56)%	Completed
30201	Administration Costs - Non-Deductible		\$39.00	100%	N/A - Not Applicable
30400	ATO Supervisory Levy	\$259.00	\$259.00	0%	Completed
30700	Auditor's Remuneration	\$473.00	\$440.00	7.5%	Completed
30800	ASIC Fees	\$40.00	\$48.00	(16.67)%	Completed
31500	Bank Charges	\$30.00		100%	Completed
33400	Depreciation	\$5.04	\$8.06	(37.47)%	Completed
41600	Pensions Paid	\$81,226.36	\$80,000.00	1.53%	Completed
48500	Income Tax Expense	(\$5,891.46)	(\$785.40)	650.12%	Completed
49000	Profit/Loss Allocation Account	\$60,836.09	(\$36,810.92)	(265.27)%	N/A - Not Applicable
50000	Members	(\$948,068.39)	(\$887,232.30)	6.86%	Completed

Code	Workpaper	CY Balance	LY Balance	Change	Status
60400	Bank Accounts	\$260,149.30	\$262,839.00	(1.02)%	Completed
61800	Distributions Receivable	\$1,431.00	\$656.00	118.14%	Completed
64100	Non-Deductible Preliminary Expenses	\$2,677.07	\$2,677.07	0%	N/A - Not Applicable
68000	Sundry Debtors	\$999.65		100%	Completed
76000	Other Assets		\$27,893.99	100%	N/A - Not Applicable
76550	Plant and Equipment (at written down value) - Unitised	\$8.39	\$13.43	(37.53)%	Completed
77600	Shares in Listed Companies (Australian)	\$675,411.52	\$588,617.41	14.75%	Completed
85000	Income Tax Payable /Refundable	\$7,391.46	\$4,535.40	62.97%	Completed
A	Financial Statements				Completed
B	Permanent Documents				Completed
C	Other Documents				Completed
D	Pension Documentation				Completed
E	Estate Planning				N/A - Not Applicable

23800 - Distributions Received

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
VCX.AX1	Vicinity Centres	(\$2,067.00)	(\$656.00)	215.09%

Supporting Documents

- distribution_reconciliation_report-wp-2019.pdf
- DIST VCX 040319.pdf VCX.AX1
- DIST VCX 280819.pdf VCX.AX1
- VCX Annual Tax Stmt 300619.pdf VCX.AX1
- Distribution Reconciliation Report Report
- Distribution Reconciliation Report Report

Standard Checklist

- Attach a copy of all Tax Statements.
- Attach a copy of Distribution Reconciliation Report
- Ensure all Distributions have been reviewed on [Distribution Tax Automation](#)

23900 - Dividends Received

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
AWC.AX	Alumina Limited	(\$7,827.28)	(\$3,441.48)	127.44%
BHP.AX	BHP Billiton Limited	(\$4,618.50)	(\$1,853.02)	149.24%
BLD.AX	Boral Limited.	(\$810.00)		100%
FMG.AX	Fortescue Metals Group Ltd	(\$5,731.38)	(\$618.09)	827.27%
NAB.AX	National Australia Bank Limited	(\$11,880.00)	(\$7,920.00)	50%
S32.AX	South32 Limited	(\$273.70)	(\$259.98)	5.28%
TLS.AX	Telstra Corporation Limited.	(\$2,850.00)	(\$3,975.00)	(28.3)%
WBC.AX	Westpac Banking Corporation	(\$16,920.00)	(\$7,520.00)	125%

Supporting Documents

- DIV AWC 140319.pdf [AWC . AX](#)
- DIV AWC 200918.pdf [AWC . AX](#)
- DIV BHP 250918.pdf [BHP . AX](#)
- DIV BHP 260319.pdf [BHP . AX](#)
- DIV BHP 300119.pdf [BHP . AX](#)
- DIV BLD 021018.pdf [BLD . AX](#)
- DIV BLD 150319.pdf [BLD . AX](#)
- DIV FMG 021018.pdf [FMG . AX](#)
- DIV FMG 140619.pdf [FMG . AX](#)
- DIV FMG 220319.pdf [FMG . AX](#)
- DIV NAB 050718.pdf [NAB . AX](#)
- DIV NAB 141218.pdf [NAB . AX](#)
- DIV S32 040419.pdf [S32 . AX](#)
- DIV S32_Payment_Advice_2018_10_11.pdf [S32 . AX](#)
- DIV TLS 290319.pdf [TLS . AX](#)
- DIV TLS 270918.pdf [TLS . AX](#)
- DIV WBC 040718.pdf [WBC . AX](#)
- DIV WBC 201218.pdf [WBC . AX](#)
- DIV WBC 240619.pdf [WBC . AX](#)
- Dividend Reconciliation Report [Report](#)
- Investment Income Comparison Report [Report](#)

Standard Checklist

- Attach copies of all dividend statements.
- Attach copy of Dividend Reconciliation Report
- Attach copy of Investment Income Comparison Report

24200 - Contributions

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
DEVCRA00002A	(Contributions) Devitt, Craig - Accumulation (Accumulation)	(\$31,505.67)	(\$31,427.53)	0.25%

Supporting Documents

- Concessional Contribs Rec 2018-19.pdf [DEVCRA00002A](#)
- contributions_breakdown_report-wp-2019.pdf [DEVCRA00002A](#)
- Contributions Breakdown Report [Report](#)

Standard Checklist

- Attach copies of S290-170 notices (if necessary)
- Attach copy of Contributions Breakdown Report
- Attach SuperStream Contribution Data Report
- Check Fund is registered for SuperStream (if necessary)
- Ensure all Contributions have been allocated from Bank Accounts
- Ensure Work Test is satisfied if members are over 65

24700 - Changes in Market Values of Investments

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
24700	Changes in Market Values of Investments	(\$51,956.52)	\$14,614.54	(455.51)%

Supporting Documents

- B VCX Contract 250219.pdf [24700](#)
- B Z1P Contract 250219.pdf [24700](#)
- B Z1P SPP 260419.pdf [24700](#)
- S 5000 AMP 040718.pdf [24700](#)
- S Silver 40Kgs 160818.pdf [24700](#)
- Market Movement [Report](#)
- Net Capital Gains Reconciliation [Report](#)
- Realised Capital Gain Report [Report](#)

Standard Checklist

- Attach copies of Source Documentation (Contract Notes, Broker Statements, Chess Statements, Contracts of Sale, Managed Fund Statements etc)
- Attach copy of Market Movement report
- Attach copy of Net Capital Gains Reconciliation
- Attach copy of Realised Capital Gain Report
- Ensure all Asset Disposals have been entered
- Ensure all Market Values have been entered for June 30
- Ensure all Tax Deferred Distributions have been entered

25000 - Interest Received

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
JETS0001_INTEREST: AU	Interest: Australian Taxation Office	(\$2.02)		100%
MBL121791651	Macquarie Cash Management Account # 184-446 121791651	(\$3,625.96)	(\$5,087.18)	(28.72)%

Supporting Documents

- ATO ICA Extract 2017-19.pdf [JETS0001_INTEREST:AU](#)
- ATO ITA Extract 2017-19.pdf [JETS0001_INTEREST:AU](#)
- BSTAT Macquaries CMA 2018-19.pdf [MBL121791651](#)
- Interest Reconciliation Report [Report](#)

Standard Checklist

- Attach Interest Reconciliation Report
- Ensure all interest has been recorded from Bank Statements
- Review Statements to ensure all TFN withheld has been input

26500 - Other Investment Income

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
NAB Business Cheque	NAB Business Cheque Account #082-837 398616349		(\$2.50)	100%

Supporting Documents

- NAB Account notes 2018 yr.pdf [NAB Business Cheque](#)

Standard Checklist

- Attach all source documentation

30100 - Accountancy Fees

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
30100	Accountancy Fees	\$3,090.00	\$4,948.50	(37.56)%

Supporting Documents

- Exp Accounting Admin re Sam G.pdf 30100
- Exp Accounting fees 070519 JETS0001.pdf 30100

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

30201 - Administration Costs - Non-Deductible

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status N/A - Not Applicable

Account Code	Description	CY Balance	LY Balance	Change
30201	Administration Costs - Non-Deductible		\$39.00	100%

Supporting Documents

No supporting documents

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

30400 - ATO Supervisory Levy

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
30400	ATO Supervisory Levy	\$259.00	\$259.00	0%

Supporting Documents

- ATO 2018 Levy JETS0001.pdf 30400
- ATO ITA Extract 2017-19.pdf 30400

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

30700 - Auditor's Remuneration

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
30700	Auditor's Remuneration	\$473.00	\$440.00	7.5%

Supporting Documents

- Exp Audit 2018 JETS0001 Audit Invoice INV-0679.pdf 30700

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

30800 - ASIC Fees

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
30800	ASIC Fees	\$40.00	\$48.00	(16.67)%

Supporting Documents

- Exp ASIC fee deregister TTE COY.pdf 30800

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

31500 - Bank Charges

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
31500	Bank Charges	\$30.00		100%

Supporting Documents

- BSTAT Macquaries CMA 2018-19.pdf 31500

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

Notes

Glen Sigvart

See 24/5/19 Cheque Book Fee

04/12/2019 02:19

33400 - Depreciation

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
JETS0001_ASUSLAPTOP	Asus Laptop	\$5.04	\$8.06	(37.47)%

Supporting Documents

- Depreciation Schedule Report [Report](#)

Standard Checklist

- Attach Depreciation Schedule

41600 - Pensions Paid

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
DEV CRA00001P	(Pensions Paid) Devitt, Craig - Pension (Pension)	\$81,076.36	\$79,785.00	1.62%
DEV CRA00003P	(Pensions Paid) Devitt, Craig - Pension (Transition to Retirement Pension 2)	\$150.00	\$215.00	(30.23)%

Supporting Documents

- GeneralLedger-Pensions Paid 2018-19.pdf [DEV CRA00001P](#)
- GeneralLedger-Pensions Paid 2018-19.pdf [DEV CRA00003P](#)
- Pension Summary Report [Report](#)

Standard Checklist

- Attach copy of Pension Summary Report
- Ensure Member(s) have been advised of pension for coming year
- Ensure Minimum Pension has been paid for each account

48500 - Income Tax Expense

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
48500	Income Tax Expense	(\$5,891.46)	(\$785.40)	650.12%

Supporting Documents

- OperatingStatementReport-01072018-30062019.pdf 48500
- StatementOfTaxableIncome-01072018-30062019.pdf 48500

49000 - Profit/Loss Allocation Account

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status N/A - Not Applicable

Account Code	Description	CY Balance	LY Balance	Change
49000	Profit/Loss Allocation Account	\$60,836.09	(\$36,810.92)	(265.27)%

Supporting Documents

No supporting documents

50000 - Members

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	Opening Balance	Contribution Income	Earnings	Member Payments	Tax & Fees	Closing Balance	Change
DEV CRA00001P	Devitt, Craig - Pension (Pension)	(\$829,451.22)		(\$115,814.26)	\$81,076.36	\$10,111.61	(\$854,077.51)	2.97%
DEV CRA00002A	Devitt, Craig - Accumulation (Accumulation)	(\$55,805.24)	(\$31,505.67)	(\$10,231.17)		\$5,619.13	(\$91,922.95)	64.72%
DEV CRA00003P	Devitt, Craig - Pension (Transition to Retirement Pension 2)	(\$1,975.84)		(\$265.25)	\$150.00	\$23.16	(\$2,067.93)	4.66%

Supporting Documents

- Members Statements [Report](#)
- Members Summary [Report](#)

Standard Checklist

- Attach copies of Members Statements

60400 - Bank Accounts

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
MBL121791651	Macquarie Cash Management Account # 184-446 121791651	\$260,149.30	\$262,839.00	(1.02)%

Supporting Documents

- BSTAT Macquaries CMA 2018-19.pdf [MBL121791651](#)
- Bank Statement Report [Report](#)

Standard Checklist

- Attach Copies of Bank Statements
- Attach copy of Bank Statement Report
- Ensure all Balances match Statement Balances at June 30
- Ensure all Transactions have been entered

61800 - Distributions Receivable

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
VCX.AX1	Vicinity Centres	\$1,431.00	\$656.00	118.14%

Supporting Documents

- investment_income_comparison_report-wp-2019.pdf
- DIST VCX 280819.pdf VCX.AX1
- DIST VCX 290818.pdf VCX.AX1
- VCX Annual Tax Stmt 300619.pdf VCX.AX1

Standard Checklist

- Review aging of amounts receivable and comment on any delay in payment.

64100 - Non-Deductible Preliminary Expenses

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status N/A - Not Applicable

Account Code	Description	CY Balance	LY Balance	Change
64100	Non-Deductible Preliminary Expenses	\$2,677.07	\$2,677.07	0%

Supporting Documents

No supporting documents

Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

Notes

Glen Sigvart

No movement prelim exp

04/12/2019 02:59

68000 - Sundry Debtors

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
68000	Sundry Debtors	\$999.65		100%

Supporting Documents

- ATO ICA Extract 2017-19.pdf 68000

Standard Checklist

- Match to Source Documentation

Notes

Glen Sigvart

Debtors is the Over payment of PAYG instalment due to 2018 part refund being transferred by ATO

04/12/2019 04:13

76000 - Other Assets

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status N/A - Not Applicable

Account Code	Description	CY Units	CY Balance	LY Units	LY Balance	Change
SILVER	Silver Bullion - 1Kg Bars	0.00		40.00	\$27,893.99	100%

Supporting Documents

- Minute - Silver Bullion 300618.pdf SILVER
- S Silver 40Kgs 160818.pdf SILVER
- Investment Movement Report Report

Standard Checklist

- Attach copies of Statements and Source Documentation
- Attach Investment Movement Report
- Ensure all Investments are valued correctly at June 30
- Ensure the investment is in accordance with the Fund's investment strategy
- Ensure the investment is in accordance with the SIS Act

76550 - Plant and Equipment (at written down value) - Unitised

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Units	CY Balance	LY Units	LY Balance	Change
JETS0001_ASUSLAPTOP	Asus Laptop	1.00	\$8.39	1.00	\$13.43	(37.53)%

Supporting Documents

- depreciation_schedule_report-wp-2019.pdf [JETS0001_ASUSLAPTOP](#)
- Investment Movement Report [Report](#)

Standard Checklist

- Attach Investment Movement Report
- Attach relevant Statements and Source Documentation
- Ensure all Investments are valued correctly at June 30
- Ensure the investment is in accordance with the fund's investment strategy
- Ensure the investment is in accordance with the SIS Act

77600 - Shares in Listed Companies (Australian)

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Units	CY Balance	LY Units	LY Balance	Change
AMP.AX	AMP Limited	0.00		5000.00	\$17,800.00	100%
AWC.AX	Alumina Limited	25000.00	\$58,250.00	25000.00	\$70,000.00	(16.79)%
BHP.AX	BHP Billiton Limited	1500.00	\$61,740.00	1500.00	\$50,865.00	21.38%
BLD.AX	Boral Limited.	3000.00	\$15,360.00	3000.00	\$19,590.00	(21.59)%
FMG.AX	Fortescue Metals Group Ltd	5619.00	\$50,683.38	5619.00	\$24,667.41	105.47%
NAB.AX	National Australia Bank Limited	6000.00	\$160,320.00	6000.00	\$164,460.00	(2.52)%
S32.AX	South32 Limited	1500.00	\$4,770.00	1500.00	\$5,415.00	(11.91)%
TLS.AX	Telstra Corporation Limited.	15000.00	\$57,750.00	15000.00	\$39,300.00	46.95%
VCX.AX1	Vicinity Centres	18000.00	\$44,100.00	8000.00	\$20,720.00	112.84%
WBC.AX	Westpac Banking Corporation	6000.00	\$170,160.00	6000.00	\$175,800.00	(3.21)%
Z1P.AX	Zip Co Limited.	15794.00	\$52,278.14			100%

Supporting Documents

- InvestmentSummaryNewReport-01072018-30062019.pdf
- S 5000 AMP 040718.pdf [AMP . AX](#)
- BAL 300619 AWC.pdf [AWC . AX](#)
- Share Price AWC 300619.pdf [AWC . AX](#)
- BAL 300619 BHP.pdf [BHP . AX](#)
- Share Price BHP 300619.pdf [BHP . AX](#)
- BAL 300619 BLD.pdf [BLD . AX](#)
- Share Price BLD 300619.pdf [BLD . AX](#)
- BAL 300619 FMG.pdf [FMG . AX](#)
- Share Price FMG 300619.pdf [FMG . AX](#)
- BAL 300619 NAB.pdf [NAB . AX](#)
- Share Price NAB 300619.pdf [NAB . AX](#)

- BAL 300619 S32.pdf S32.AX
- Share Price S32 300619.pdf S32.AX
- BAL 300619 TLS.pdf TLS.AX
- Share Price TLS 300619.pdf TLS.AX
- BAL 300619 VCX.pdf VCX.AX1
- Share Price VCX 300619.pdf VCX.AX1
- BAL 300619 WBC.pdf WBC.AX
- Share Price WBC 300619.pdf WBC.AX
- BAL 300619 Z1P.pdf Z1P.AX
- Share Price Z1P 300619.pdf Z1P.AX
- Balance Review Report Report
- Investment Movement Report Report

Standard Checklist

- Attach Balance Review Report
- Attach copies of HIN/SRN or Chess Statements, Broker Statements, Contract Notes Corporate Action documentation and any other relevant Source Documentation
- Attach Investment Movement Report
- Ensure all Investments are valued correctly at June 30
- Ensure the investment is in accordance with the Fund's investment strategy

Additional Checklist

- Attach Investment Summary Report - Units & Prices

85000 - Income Tax Payable/Refundable

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
85000	Income Tax Payable/Refundable	\$7,391.46	\$4,535.40	62.97%

Supporting Documents

- 2019 BGL360 Annual Return.pdf [85000](#)
- ATO GIC Report 2018-19.pdf [85000](#)
- ATO ICA Extract 2017-19.pdf [85000](#)
- ATO ITA Extract 2017-19.pdf [85000](#)
- ATO PAYG Income Tax Instalments 2019 Yr.pdf [85000](#)
- Exempt Pension Reconciliation [Report](#)
- Non Deductible Expense Reconciliation [Report](#)
- Statement of Taxable Income [Report](#)
- Tax Reconciliation Report [Report](#)

Standard Checklist

- Attach Actuarial Certificate (if applicable)
- Attach any other Tax reconciliations
- Attach copy of Exempt Pension Reconciliation (if applicable)
- Attach copy of Non Deductible Expense Reconciliation (if applicable)
- Attach copy of Statement of Taxable Income
- Attach copy of Tax Reconciliation Report
- Confirm Transactions in ATO Portal

A - Financial Statements

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Supporting Documents

- 2019 BGL360 Annual Return.pdf
- 2019 Handi Tax Annual Return.pdf
- Financial Statements-01072018-30062019.pdf

Standard Checklist

- Attach copy of Financial Statements
- Attach copy of SMSF Annual Return

B - Permanent Documents

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Supporting Documents

- 315149_Deed of Amendment Jet Super Fund.pdf
- Complying Ltr 2018-19 ABN_59834561029.pdf
- Fund Summary Report [Report](#)

Standard Checklist

- Attach latest copy of ASIC annual company statement (if corporate trustee)
- Ensure latest copies of ATO Trustee Declarations and ATO confirmation that the fund is a regulated fund is attached.
- Ensure latest copies of trustee consents, member consents and registers are attached
- Ensure latest copy of trust deed (including amendments) are attached

C - Other Documents

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Supporting Documents

- 2019 Signed Audit Engagement Ltr.pdf
- 2019 Signed Trustee Rep Ltr.pdf
- General Ledger.pdf
- Investment strategy 2019-2020 JETS0001.pdf

Standard Checklist

- Attach copy of any SOAs issued during the Financial Year
- Attach copy of Investment Strategy
- Attach signed Engagement Letter
- Attach signed Trustee Representation Letter
- Attach Trustee Minutes prepared during the year

Additional Checklist

- Attach General Ledger

Notes

Glen Sigvart

Trustee Rep & Engltrs sent to client by Christina Investment strategy sent to trustee for completion - not yet returned 16 /12/2019

16/12/2019 02:25

D - Pension Documentation

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status Completed

Supporting Documents

- Pension Summary Report [Report](#)
- Transfer Balance Account Summary [Report](#)

Standard Checklist

- Attach Actuarial Certificate
- Attach documentation supporting any pensions commenced during the financial year
- Attach documentation supporting any pensions commuted during the financial year
- Ensure correct Transfer Balance Account Reports have been lodged with the ATO

E - Estate Planning

2019 Financial Year

Preparer Glen Sigvart

Reviewer Christina Subramaniam

Status N/A - Not Applicable

Supporting Documents

No supporting documents

Standard Checklist

- Attach Death Benefit Nominations (if applicable)
- Attach Life Insurance Policies (if applicable)
- Attach Reversionary Pension documentation (if applicable)
- Attach SMSF Will (if applicable)
- Review current Estate planning to ensure it matches wishes of members