KENNEDY & Co
Chartered Accountants

Self Managed Superfund Questionnaire- 2011

I/We hereby instruct you to prepare our Taxation Returns for the financial year ended 30 June 2010.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information.

You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain such information as you require to enable you to carry out the above assignment.

To ensure that our records are up to date, please assist us by confirming and/or completing the following:

Superfund Name: ____________________

Address: ____________________

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Telephone: ____________________ Email: ____________________

Fund ABN: ____________________ Fund TFN: ____________________

Signature: ____________________ Date: ____________________

1.	Computerised Records	Yes	No
1.1	Do you record your superfund activities electronically? Please supply a copy of spreadsheet / transaction listing	☐	☐
2.	**Bank Accounts**	**Yes**	**No**
2.1	Please provide copies of bank statements from 1 July 2009 to 30 June 2010.	☐	☐
2.2	Cheque payment details, and/or cheque books & receipt details and/or deposit books.	☐	☐
2.3	Please provide details or description of all entries on the bank statements not covered by cheque payment or receipt details above.	☐	☐
3.	**Contributions and Rollovers:**	**Yes**	**No**
3.1	Employer contributions including evidence from the employer's records if available.	☐	☐
3.2	List of member contributions	☐	☐
3.3	Evidence of other contributions such as Government Co-contributions, spouse or child contributions if applicable.	☐	☐
3.4	Roll-overs received by the fund.	☐	☐
3.5	Roll-over notification forms and Lump Sum Rollover Statements.	☐	☐

3.6	Schedules of Benefits transferred.	☐	☐
4.	**Benefits**	**Yes**	**No**
4.1	Have any benefits been paid from the fund by way of pensions or other benefits?	☐	☐
5.	**Expenses**	**Yes**	**No**
5.1	Insurance premium notices/invoices if applicable.	☐	☐
5.2	Audit and accounting invoices. (if not Kennedy & Co)	☐	☐
5.3	Investment advisers' fees or commissions.	☐	☐
6.	**Term Deposits**	**Yes**	**No**
6.1	All bank statements or passbooks.	☐	☐
6.2	Annual or periodic interest statements.	☐	☐
7.	**Shares, Units and Managed Funds**	**Yes**	**No**
7.1	Dividend advice statements.	☐	☐
7.2	Trust and managed funds distribution advice notices. This includes distributions for the year ended 30 June 2010, which were received after that date.	☐	☐
7.3	Trust and managed fund annual tax statements.	☐	☐
7.4	All buy/sell contracts.	☐	☐
7.5	All CHESS statements.	☐	☐
7.6	For all shares sold, the original purchase contract(s) and documentation for all returns of capital and dividends reinvested since the initial purchase.	☐	☐
7.7	For all units sold, the original purchase contract(s) and documentation for all returns of capital or tax deferred distributions since the original purchase.	☐	☐
7.8	Market value of all shares and units at 30 June 2010.	☐	☐
8.	**Property**	**Yes**	**No**
8.1	Rental Statements from real estate agents.	☐	☐
8.2	Invoices for all expenses, including rates, strata levies, insurance premiums and repairs.	☐	☐
8.3	Details of all property improvements during the year	☐	☐
8.4	If the Fund has purchased or sold property during the year, please forward to us a copy of the purchase/sale contract and settlement statement.	☐	☐
8.5	If any depreciable items are included, we will require the breakup of the purchase/sale price that has been allocated to each of them in the contract. Depreciable items include floor coverings, light fittings, hot water systems, etc. in rental properties.	☐	☐

9.	Related Unit Trusts	Yes	No
9.1	Profit and Loss, Balance Sheet and any other financial statement, and income tax return for the year ended 30 June 2010.	☐	☐
9.2	The information listed above for all investments held by the related trust.	☐	☐
10.	**Other items**	**Yes**	**No**
10.1	The following documents for all real estate, whether owned directly or through an interposed unit trust, if not previously provided:		
10.2	Title deed.	☐	☐
10.3	Purchase contract and settlement statement.	☐	☐
10.4	Current lease.	☐	☐
10.5	Most recent market valuation.	☐	☐
10.6	Capital gains tax cost base information for current investments held.	☐	☐
11.	**Other Information**		

If there is any other information that you consider relevant, or you have particular concern/queries, please provide us with details in the space below. Attach information if applicable.

12.	Completion of Accounts
12.1	Please indicate when you require the accounts to be completed: