

Pre-Audit Checklist

Fund Name: _____
Year Ended: 30 June

Information Requirements

Tick as
Required

Preliminary

1. Fund summary
2. Trust deed
3. Signed engagement letter and pre-audit representation letter
4. Minutes of trustee meetings
5. Financial report, general ledger and journal entries (plus prior year financial report, including signed audit report)
6. Members' statements
7. Investment strategy
8. New trustee declaration, if any
9. Any correspondence from the ATO regarding non-compliance

Cash at Bank / Cash on Deposit

1. Bank statements

Shares in Listed Companies / Trusts *

1. Dividend notices and trust distributions (pre and post year end)
2. Market value calculations
3. Where a custodian service is used, a copy of the Type 2 audit report

Shares in Unlisted Companies / Trusts *

1. Financial statements
2. Evidence of ownership
3. Market value calculations

Property *

1. Title documents
2. Documentation to support value
3. Lease agreement, including details on leasee
4. Evidence of rental being at market rates
5. Insurance policy

Other Assets * (eg: artwork, jewellery, wine, sundry debtors, loans)

1. Documentation to support ownership
2. Documentation to support value
3. Lease / loan agreements, including details on leasee / recipient
4. Evidence of rental / interest being at market rates
5. Details of asset location
6. Insurance policy

Tax

1. Annual return
2. Calculation work papers
3. Payment documentation
4. Actuarial certificate
5. Surcharge notices

Other Liabilities

1. Supporting documentation
2. Member benefit calculations

Income & Expenditure

1. Confirmation from employer sponsor re: contributions
2. External supporting documentation for other income and expenses

* Acquisition and disposal documentation required.