





| ITEM REQUIRED   | Attached                 |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | Yes                      | No                       | N/A                      |
| <b>4.0 Investments</b>  |                          |                          |                          |
| <b>4.1 Cash</b>   |                          |                          |                          |
| Bank statements for the period 1 July 2020 – 31 July 2021<br>For any withdrawals / deposits, please include a description of the nature of withdrawal or deposit      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Statements for the period 1 July 2020 – 30 June 2021 in a CSV (Comma Delimited) file (all non-Macquarie Accounts), or an Excel file if CSV file is not available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.2 Term Deposits</b>  |                          |                          |                          |
| Transaction statements for the period 1 July 2020 – 30 June 2021  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Investment and maturity advices for any interest bearing investments (including the first advice following 30 June 2021)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.3 Listed Shares</b>  |                          |                          |                          |
| Buy/Sell contracts or Broker Buy/Sell Transaction statements for the year both in PDF and CSV formats.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dividend statements or Broker dividend summary statements for the year  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of all Issuer Sponsored / Chess Holding Statements received or a Broker portfolio valuation report for the financial year                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Documentation in relation to any mergers, demergers, takeovers, bonus issues, capital returns etc.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.4 Collectibles / Precious Metals</b>   |                          |                          |                          |
| Invoices for all purchases or sales, storage fees or insurance  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual Valuation / Holding Report at 30 June 2021   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.5 Managed Funds</b>  |                          |                          |                          |
| Distribution statements for the period from 1 July 2020 – 30 June 2021  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Annual tax statements for the financial year  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interim transaction reports and end of year annual statements   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.6 Wraps / Portfolio Services / Investment Manager Funds</b>  |                          |                          |                          |
| Copies of all investment manager year-end and interim reports for the financial year including annual tax reports   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ITEM REQUIRED   | Attached                 |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
|   | Yes                      | No                       | N/A                      |
| <b>4.7 Property</b>   |                          |                          |                          |
| Details of all rental income received including invoice or property manager statements for the period 1 July 2020 – 30 June 2021  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of rates notices, invoices for repairs and maintenance, insurance, land tax and all other expenses relating to property  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Current signed Lease Agreement or Rental Agreement  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>If property was purchased during the year provide copies of the following:</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Signed Contract of Sale</li> <li>• Settlement documentation including the statement of adjustments from your conveyancer/lawyer</li> <li>• Loan settlement statements received from the lender or lenders Lawyers including details of stamp duty and land transfer fees and other costs.</li> <li>• Invoices for any expenses relating to purchase</li> <li>• Depreciation / Capital allowances schedule (if applicable)</li> </ul> |                          |                          |                          |
| <b>4.8 Private Companies / Unit Trusts</b>  |                          |                          |                          |
| Please provide a copy of unit trust/company annual accounts and tax return if another accountant prepares these.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unit certificates, purchase statements and unit valuation at 30 June 2021   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4.9 Limited Recourse Loans</b>   |                          |                          |                          |
| Copies of loan statements for the period from 1 July 2020 to 30 June 2021 in relation to limited recourse loans.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of current signed loan agreements / contracts (new loans)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| ITEM REQUIRED | Attached |    |     |
|---------------|----------|----|-----|
|               | Yes      | No | N/A |

**5.0 Other Documents**

- 5.1 Activity Statements**  
Copies of BAS/IAS statements prepared for the financial Year
- 5.2 GST Reconciliation**  
Please provide a copy of the GST reconciliation if the fund is GST registered
- 5.3 Minutes and Investment Strategy**  
Copies of minutes of any trustee meetings held.
- 5.4 Members/Trustee/Directors of Trustee Company**  
Please advise us of any changes to members, trustees, or directors of the trustee company during the financial year     
Copy of the current ASIC annual company review statement
- 5.5 Subsequent Year End Events**  
Provide details of any material events, which have occurred since 1<sup>st</sup> July 2021 that may affect the Superannuation Fund

**6.0 Notes**

Please provide any other details below you feel may be relevant

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Please provide copies of the attached electronically and email to [2021@redwoodadvisory.com.au](mailto:2021@redwoodadvisory.com.au) by 31 August 2021. Let's avoid the last minute rush. Remember all first year returns are due by 28 February 2022.

No original documentation should be provided to Redwood Advisory.



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