

ITEM REQUIRED		Attached		
		Yes	No	N/A
4.0	Investments			
4.1	Cash			
	Bank statements for the period 1 July 2022 – 31 July 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	For any withdrawals / deposits, please include a description of the nature of withdrawal or deposit			
	Bank Statements for the period 1 July 2022 – 30 June 2023 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"/>
4.2	Term Deposits			
	Transaction statements for the period 1 July 2022 – 30 June 2023	<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 2023)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Listed Shares			
	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"/>
4.4	Collectibles / Precious Metals			
	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 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Managed Funds			
	Distribution statements for the period from 1 July 2022 – 30 June 2023	<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"/>
4.6	Wraps / Portfolio Services / Investment Manager Funds			
	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"/>

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		Yes	No	N/A
4.7	Property			
	Details of all rental income received including invoice or property manager statements for the period 1 July 2022 – 30 June 2023	<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"> Signed Contract of Sale Settlement documentation including the statement of adjustments from your conveyancer/lawyer Loan settlement statements received from the lender or lenders Lawyers including details of stamp duty and land transfer fees and other costs. Invoices for any expenses relating to purchase Depreciation / Capital allowances schedule (if applicable) 			
4.8	Private Companies / Unit Trusts			
	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 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9	Limited Recourse Loans			
	Copies of loan statements for the period from 1 July 2022 to 30 June 2023 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"/>

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	Yes	No	N/A

5.0 Other Documents

5.1 Activity Statements

Copies of BAS/IAS statements prepared for the financial Year

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5.2 GST Reconciliation

Please provide a copy of the GST reconciliation if the fund is GST registered

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5.3 Minutes and Investment Strategy

Copies of minutes of any trustee meetings held.

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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

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Copy of the current ASIC annual company review statement

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5.5 Subsequent Year End Events

Provide details of any material events, which have occurred since 1st July 2023 that may affect the Superannuation Fund

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6.0 Notes

Please provide any other details below you feel may be relevant

Please provide copies of the attached electronically and email to 2023@redwoodadvisory.com.au by 31 August 2023. Let's avoid the last minute rush. Remember all first year returns are due by 28 February 2024.

No original documentation should be provided to Redwood Advisory.



Redwood Advisory Pty Ltd
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