





ITEM REQUIRED	Attached		
	Yes	No	N/A
<b>4.0 Investments</b>			
<b>4.1 Cash</b>			
Bank statements for the period 1 July 2024 – 31 July 2025	<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 2024 – 30 June 2025 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 2024 – 30 June 2025	<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 2025)	<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 2025	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.5 Managed Funds</b>			
Distribution statements for the period from 1 July 2024 – 30 June 2025	<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"/>

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	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 2024 – 30 June 2025	<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"/>
Property Valuations (any official or professional valuation documents, including rates notice with council valuation or real estate appraisals)	<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 2025	<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 2024 to 30 June 2025 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"/>
<b>4.10 Crypto</b>			
Trading and Transactions history from 1 July 2024 to 30 June 2025 If available, please provide CSV file for all transactions/all send and receive transactions/for all buys and sells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of Financial Year Report with Crypto valuation and holding at 30 June 2025	<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 2025 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 [2025@redwoodadvisory.com.au](mailto:2025@redwoodadvisory.com.au) by 31 August 2025. Let's avoid the last minute rush. Remember all first year returns are due by 28 February 2026.

No original documentation should be provided to Redwood Advisory.