

All information below should be for the period 1 July 2023 – 30 June 2024

## **Bank Details**

- Bank Statements
- Details of deposits and withdrawals from the bank accounts – it may be easier to write these details next to the relevant transactions on the bank statements.

## **Fixed Interest**

- Term deposit statements.

## **Shares**

- Contract notes for shares purchased and sold during the financial year.
- Broker / CHESS Sponsored portfolio valuation reports for year ended 30 June.

## **Managed Investments/Unit Trusts**

- Details of units purchased and sold during the financial year.
- Annual tax statements/guides for the financial year.

## **Property**

- Offer and acceptance/contract for any properties purchased or sold during the year and Certificate of Title if available.
- Settlement statement.
- Summary of income and expenses relating to the property (ie, council rates, management fees etc).
- Is the property currently leased? If so, please provide copy of current lease agreement.
- Market valuation for the property including rental valuation.

## **Artwork/Collectibles**

- Details of any artwork/collectibles purchased and sold during the year.
- Are artwork/collectibles insured? If so, please provide copy of insurance policy.
- Confirmation if the artwork/collectibles is leased, and if so, copy of lease agreement.
- Market valuation for artwork/collectibles.

## **Income and Expenses**

- Details of dividends received during the financial year.
- Details of interest received during the financial year.
- Details of any distributions received (e.g. trust, partnership) during the financial year.
- Details of any other distributions received (e.g. trust, partnership) during the financial year.

## Insurance

Details of insurance policies owned by the Fund for its members.

## Benefit Payment/Pensions

Summary of payments made to members during the financial year.

## GST

Copies of your Activity Statements for the financial year if we do not prepare them for you.

## Cryptocurrency

Details of any Cryptocurrency dealings during the year including but not limited to buy & sells, staking, mining, DeFi, NFTs and 30 June balances.

## CONTACT US

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