

# SimpleFund360

## Opening Balances Data Conversion Checklist

### 1. Financial Reports Checklist

Please ensure that the correct reports are provided in a **PDF format** by using this checklist which can also be attached to the fund uploaded in your conversion request.

**Fund Name:**

**Fund ABN:**

**Last Financial Year  
Finalised (30 June):**

**Before proceeding, please check that the Financial Statements are:**

- a) **Unrounded:** and
- b) **At a finalised year end (30 June).**

If any of the below reports on page 2 are unable to be provided, please download the following template which is available in a spreadsheet format in order to provide the required information:

[Entity Conversion Information Template](#)

**Please Note** - There are separate tabs for each of the following sections:

*Fund Details;*

*Member Details;*

*Listed Investments; and*

*Properties.*

| Report Name   | Information Required  |
|---|---|
| 1. Detailed Unrealised Capital Gains Report or Accrued Capital Gains Report (Supermate) | <b>Investment Parcel History for Investments currently on hand at 30 June</b> - Including Acquisition Dates, Units, Cost, Deferred Tax, etc. <b>Additionally, please ensure that the Market Value for each Investment at 30 June is provided.</b>   |
| 2. Statement of Financial Position or Balance Sheet                                     |   |
| 3. Members Statement  | <ol style="list-style-type: none"> <li>1. Member Names, Date of Birth, Address, Start Date;</li> <li>2. If applicable, Pension Types, Start Date and Condition of Release;</li> <li>3. Preservation Components - Preserved, Restricted Non-Preserved, Unrestricted Non-Preserved;</li> <li>4. Tax Components - Tax Free, Taxable</li> </ol> |
| 4. Operating Statement or Profit/ (Loss) Statement                                      |   |
| 5. Fund Details Report  | <ol style="list-style-type: none"> <li>1. Fund ABN, Date Formed;</li> <li>2. Physical Address, Postal Address;</li> <li>3. GST Registration &amp; Tax Effect Accounting Status</li> </ol>   |
| 6. SMSF Annual Return   |   |
| 7. Investment Summary Report  |   |
| 8. General Ledger   | Used for breakdown of investments (Eg Dividends)  |
| 9. Trial Balance  |   |

## 2. Extra Conversion Requirements

### 1 - Funds with Properties

For Funds with properties, please indicate how you would like the underlying assets (Eg Air Conditioner, Fridge, etc) to be treated in the conversion.

**Tip:** The following help article outlines how the two different options will appear on your Financial Reports: [How to record Depreciable Assets when entering in Opening Balances](#)

**Please Note:** Depreciation Schedules will need to be entered in by clients once the conversion has been completed.

If no option is selected, the underlying assets will be recorded under Fixtures & Fittings (Option 2).

Please select one (1) option only.

1. Record underlying assets as Cost Base Adjustments to the property;
2. Record underlying assets under Fixtures & Fittings;

### 2 - Funds with Managed Portfolios

For Funds with Managed Portfolios, please indicate how the Managed Portfolios should be recorded.

**Tip:** Consider how you will be processing the fund and whether you are looking to receive a data feed from our Supported Wraps & Platforms providers.

**Please Note:** If a data feed will be set up, each investment in the portfolio will be required to be separately recorded.

If no option is selected, each investment will be recorded separately (Option 2).

Please select one (1) option only.

1. Record as 1 unit; or
2. Record each investment separately - Ensure that the Detailed Unrealised Capital Gains Report issued by the provider is provided (Including Acquisition Dates, Units, Cost, Deferred Tax, Market Value).

### 3. Using the BGL Entity Setup Service

Once you have added a new fund to your Simple Fund 360 license, you will be prompted to initiate the Conversion Request.

This will allow you to upload the documents listed in the checklist above directly into Simple Fund 360. It will also automatically send a temporary 30-day invitation to your firm's Simple Fund 360 license to the Client Success Team.

If you do not currently have a ticket with the BGL Client Success Team or require further information on the BGL Entity Setup Service, please email [success@bglcorp.com.au](mailto:success@bglcorp.com.au).

### 4. Additional Notes