

PREPARATION CHECKLIST

Self Managed Superannuation Fund Financial Accounts & Audit Checklist

To assist us in preparing your financial statements, please use this checklist when you compile your information and return this along with your paperwork. Completing the checklist can take some time and effort however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.

PLEASE ENSURE YOU COMPLETE ALL RELEVANT QUESTIONS AND PROVIDE ADDITIONAL INFORMATION AS REQUIRED

Your Details	
Fund Name	
Trustee's Name	
Phone	
Email	

Have any of the members of your fund commenced taking a pension during the financial year?			
Member Name		Date Commenced	
Member Name		Date Commenced	

Bank Statements	Yes	No	N/A
<i>Please Tick and provide additional paperwork as required</i>			
All bank statements covering the period of the relevant financial year for all bank accounts, term deposits & debenture notes			
Bank Statements for the month of July, post the relevant financial year, and cheque and deposit details			

Income	Yes	No	N/A

PLEASE ENSURE YOU SUPPLY ALL DOCUMENTATION REQUIRED IF ANY ITEMS ABOVE ARE RELEVANT TO YOU

Details of all contributions made to the fund between 1st July & 30th June of the relevant financial year			
A letter from your employer confirming the amount of contributions made by them between 1st July & 30th June of the relevant financial year			
Copies of all ETP rollover statements for all transfers into the fund			
Copies of any Term deposit maturity or roll over statements including any interest summaries			
Copies of all company dividend statements			
Copies of all trust or managed funds distribution statements including the annual taxation statement			
Details of any rental income received including agent statements if applicable			

Expenses	Yes	No	N/A
Copies of all invoices for all expenses over			
Copies of any life insurance policy renewal notices (theses must name your super fund as the owner of the policy)			
Details of any rental property expenses such as rates notices, insurance & repairs & maintenance			
Copies of any financial advisor or portfolio management fee invoices			

Investments	Yes	No	N/A
Copies of all share, trust and managed fund purchase or sale contracts including any rights issues or share purchase plans			
Copies of any property purchase or sale contracts along with the settlement documents even if they have not settled before 30 June			
Copies of any documents in relation to any share mergers, takeovers, bonus issues and capital returns			
Copies of all monthly or interim transaction reports along with the end of financial year statement			
A copy of your most recent property or collectables (e.g. artwork, sculptures etc) valuations (a new one will be required if they have not been valued with in the last 3 years or there has been a material change in market value)			
Copies of the financial accounts and tax return (if available) for any unlisted companies or trusts			
Copies of invoices for any additional assets acquired during the year			

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Other Documents	Yes	No	N/A
Copies of any BAS/IAS prepared for the financial year			
Copies of the minutes for any trustee meetings held during the year			
Copy of any document appointing an investment advisor			
A copy of any amendments to the fund's trust deed if undertaken during the financial year			
Details of any changes to members, trustees, or directors of the trustee company during the financial year			
Provide details of any material events, which have occurred since 30 June (year end) that may affect the superannuation fund			

If we are preparing your return for the first time, Please supply the following information

• Copies of your last financial statements	
• A copy of your last income tax return	
• Copies of any other relevant correspondence with the ATO	

Additional Information

If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details and attach information if applicable:

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