

SELF-MANAGED SUPERANNUATION FUND YEAR END INFORMATION CHECKLIST
YEAR END

INFORMATION REQUIRED	PROVIDED		
	Yes	No	N/A
Bank Statements			
Bank statements for the period of 1 July to 30 June of the relevant financial year (Including cheque and deposit details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank statement for the period of 1 July to 31 July of the following financial year (Audit requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income			
Contributions Please make the following notations on your bank statements or provide summary of contributions per member by type as follows: PD: Personal tax deductible contributions (concessional) P: Personal after tax contributions (non-concessional) E: Employer contributions C: Government co-contribution (attach ATO slip) S: Spouse contributions Roll Overs from another fund: copies of roll over statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest Received: Copies of annual statements/income slips (If different from bank account interest)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distributions: Copies of all distribution slips and annual statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Income: invoices or property manager statements (Lease Agreement for related party lease)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expenses			
General Expenses: Invoices for all "other" expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance: Copy of the insurance policy/renewal Copy of premium notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property Expenses: copies of rates notices, repairs and maintenance insurance, land tax and all other expenses relating to the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members payments: Pensions/lump sums: identify each payment in the bank statement by member's name and amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Investments

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|--|--------------------------|--------------------------|--------------------------|
| Contracts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Copies of all share/unit purchase and sale contracts | | | |
| Copies of any property contract and settlement statements
(if the investment was acquired in this financial year) | | | |
| Holding Statements: copy of holding statements or HIN/SRN
(for listed shares) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of holdings and confirmation of market value for all unlisted
investments (i.e. investment in private companies or unit trusts
if these are managed by another accountant) | | | |
| Fixed Interest: copies of investment and maturity advices (i.e. Term
Deposit statements) including the first advice following 30 June) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Managed Funds: Copies of the year end reports including summary of
holdings and market value of investment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Related Unit Trusts: copies of signed financial accounts and tax return
if another accountant prepares these. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Property Valuations: copies of valuations (especially if these have
been required in the previous year in our Action Required) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Capital Expenditure: copies of all invoices for capital acquisitions
(i.e. property improvements) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Borrowings: copies of loan agreement (if set up during this financial
year). Copies of loan statements to 30 June. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other Documents

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|--|--------------------------|--------------------------|--------------------------|
| GST Reconciliation: copy of reports and reconciliation if we do not
prepare the BAS | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Subsequent Year End Events: details of any material events which
have occurred since 30 June. that may affect the Fund | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Notes

Provide any other details below that you believe it is relevant for the preparation of the Superannuation Fund's reports.
