

## Superannuation Fund Checklist

To assist with the completion of the Financial Statements and SMSF Annual Return for the year ended 30 June 20\_\_\_\_ please find below a list of items we will require.

Completeness of the information requested will greatly assist in the progress of our services.

Fund Name: \_\_\_\_\_

Date: \_\_\_\_\_

Bank statements for all bank accounts held in the name of the Fund from 1 July 20\_\_\_\_ to 31 July 20\_\_\_\_;

Interest statements for all fixed interest securities held in the name of the Fund during the year ended 30 June 20\_\_\_\_;

Dividend statements for all shares held in the name of the Fund during the year ended 30 June 20\_\_\_\_;

Distribution statements for all trusts (whether listed or not) and all managed investments held in the name of the Fund during the year ended 30 June 20\_\_\_\_ and the first distribution statement for the next financial year;

Annual tax statements for all trusts (whether listed or not), all managed investments and all fixed interest securities held in the name of the Fund during the year ended 30 June 20\_\_\_\_;

Portfolio investment valuation reports of all investments held in the name of the Fund showing number of holdings and values of investments as at 30 June 20\_\_\_\_;

Signed financial statements for all unlisted investments, to enable the current year market valuations to be performed;

Rental property statements (annual and monthly reports) for all rental properties held in the name of the Fund during the year ended 30 June 20\_\_\_\_, together with a copy of the Lease Agreements;

Current market appraisal for any commercial property held in the Fund as at 30 June 20\_\_\_\_;

Confirmation that the residential and commercial properties are adequately insured, and the insurance is in the name of the Fund or the Fund is noted as an interested party;

Current rent appraisal and lease for any commercial property leased to a related party during the financial year ended 30 June 20\_\_\_\_;

Buy and/or sell contracts for all investments transacted by the Fund during the year ended 30 June 20\_\_\_\_;

Life insurance documents and/or tax invoices showing the Fund as the owner and beneficiary of the life insurance policies taken out; as well as the level of cover, type of cover and premiums paid during the year ended 30 June 20\_\_\_\_;

Details of all contributions (whether employer or member) paid to the Fund by each member during the year ended 30 June 20\_\_\_\_;

Details of all lump sum payments paid to the members of the Fund during the year ended 30 June 20\_\_\_\_;

- Details of all benefits and/or pensions paid to the members of the Fund who are in pension phase during the year ended 30 June 20\_\_\_\_;
- Details of all expenses paid on behalf of the Fund for which no reimbursement has been provided by the Fund during the year ended 30 June 20\_\_\_\_;
- Copies of all other invoices or receipts for expenses paid by the Fund during the year ended 30 June 20\_\_\_\_;
- Any other information which you believe may be relevant in assisting us to prepare the financial statements and SMSF Annual Return.

To assist with keeping our database up to date, please confirm the following:

Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile number: \_\_\_\_\_

Home number: \_\_\_\_\_

Work number: \_\_\_\_\_

Email address: \_\_\_\_\_