



Super Fund Documents Checklist

Annual Records

This checklist is designed to cover the documentation and information we need in order to complete your tax return and financial accounts and will assist you in gathering and providing everything to us.

Accounting Records

- Copy of the MYOB file reconciled to 30 June (if used)
- Copy of excel spreadsheets to 30 June (if used)
- receipts for all expenses paid

Bank Statements and Term Deposits

- Copies of all bank statements for the financial year 1 July to 30 June
- Copies of Term Deposit Statements for the financial year 1 July to 30 June
- CSV file of all bank accounts for the financial year 1 July to 30 June

Insurance Policies

- Full copies of any death / disability insurance policies, showing the policy owner and premiums paid by the fund on behalf of members

Have you contributed funds or shares to your Super Fund this year? If yes, please provide:

- ETP Rollover Statements for any rollovers into the fund during the year including details of the tax free and taxable components and the preservation status of the amount rolled in
- ATO co-contributions payment advices (if we don't have these on file)
- If you have transferred any shares into your super fund, supporting evidence of the shares being transferred, and the current market value of the shares at the date
- Signed release authorities (if any) relating to excess contributions tax assessments where paid by the SMSF

Do you have rental properties in your Super Fund? If yes, please provide:

- Any valuations obtained and/or evidence supporting year end valuation
- Current written lease agreement for related party tenants if this has changed in the current financial year
- Insurance policy(s) covering the property
- Invoices for any capital improvements and / or rental expenses incurred during the year
- Real estate rental summary for the year, detailing tenant(s) and rent received
- Current land title search or most recent council rates notice

Do you borrow funds in your Super Fund? If yes, please provide:

- Loan statements for the financial year 1 July to 30 June
- Loan documents and evidence relating to market value interest rate calculations for

any related party lending

Do you have shares in your super fund? If yes, please provide:

- Dividend statements
- For shares in listed companies:
 - Details of the fund's HIN's / SRN's, holding name and post code
 - Purchase and sale contracts for the year
- For shares in unlisted companies:
 - Copies of share certificates
 - Supporting evidence of the current share price at 30 June
 - Current financial statements of the company
 - Additional details of the origin / history of the investment, including whether it is a related party investment

Do you have Listed Unit Trusts & Managed Funds in your super fund? If yes, please provide:

- Annual Tax (Distribution) statements
- Wrap account annual reports and / or unit holding certificates / statements, detailing movement during the year (purchase, sales, reinvestments) and holding / value at 30 June
- For Wrap reports, please include a copy of the audit report for the wrap account

Do you have Private Unit Trusts in your super fund? If yes, please provide:

- Copy of unit trust financial statements and tax return for the financial year
- Full history of the super fund's investments in the trust, including commencement date of the trust and accurate records of all subsequent investments
- Copies of unit certificates
- In relation to any property investments held by the trust – written lease agreement, details of most recent revaluation (including valuation reports) and current land title search or most current council rate notice

Do you hold other investments such as Artwork, Wine or Collectibles in your Super Fund? If yes, please provide:

- Copy of original purchase invoice for any items purchased in the financial year
- Current insurance policy
- Written lease agreement (only if this is applicable and if there have been any changes in the financial year)
- Any valuations / market valuations obtained and / or evidence supporting current valuation
- Details of storage arrangements (only if this has changed in the financial year)

Additional Information

While we have tried to list everything, if there is anything else that you think we may require relating to the activities of your fund during the year, please forward that to us as well.