

Self-Managed Superannuation Fund Checklist

Please collect your information and documents for the items below .

Check them off when you've found them – this will make your tax return appointment faster and easier.

GENERAL

- Last Year's Financial Report, Audit Report, Management Letter and Regulatory Return
- Copy of legal and statutory documents, Trust Deed, Investment Strategy, meeting minutes and declarations, etc
- Bank account details for direct tax refunds
- Accounting data file, ie. MYOB, Quickbooks, excel or manual cash books, if any

ASSETS & INVESTMENTS

- All original bank statements
- Investment register including details of all investments bought and sold during year (and a copy of all contracts and settlement sheets for property, or contract notes for shares and units)
- Copy of 30th June valuation for property, artwork or other superannuation assets

LIABILITIES

- Trade creditors at year end, if any
- Bank loan statements including interest paid
- Copies of all loan legal documents

INCOME

- Interest earned for the relevant year from the banks, building societies etc.
- Dividend statements
- Distribution statements, annual tax statements and capital gains tax statements
- Rental property income earned
- Details of any other income earned

CONTRIBUTIONS

- Contributions received by member and by type, ie. employer or personal
- Details of any fund expenses that may have been paid for by you personally
- Written notice from member stating their intention to claim a tax deduction, if relevant
- A copy of any Rollover notification for rollovers into the Fund

EXPENSES PAID

- Details of insurance premiums paid and a copy of the annual renewal notice
- Investment Expenses *For example: bank fees, financial advisors fees, investment borrowings etc.*
- Rental Property Expenses *For example: rates, body corp fees, agent fees, interest on loan, repairs and maintenance (inside and out), travel, water rates, depreciation schedule, etc.)*
- Cost of managing accounting, audit and taxation affairs
- Details of any other Fund expenses paid

BENEFITS PAID

- Details of any lump sum benefits paid to members
- Details of any pensions paid to members



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