

Fund Name: _____ Superannuation Fund

SELF MANAGED SUPERANNUATION FINANCIAL STATEMENTS CHECKLIST

The following checklist will assist you in collating information to be forwarded to our office.

Please tick the box and attach the relevant documents.

SOURCE DOCUMENTS

If you have a **computerised** accounting system please provide the following items for the year ended 30 June 2019:

- Backup of program either on USB, CD or email back-up (please circle)
- Program used e.g.: MYOB, Xero, QuickBooks, Reckon: _____
- Version used: _____
- Password (if applicable): _____

If you use a **manual** system please provide the following item for the year end 30 June 2019.

- Manual Cashbook
- Bank Deposit and Cheque Books
- Banklink user

BANK/LOAN STATEMENTS

Please also provide the following statements for the period 1 July 2018 to 30 June 2019

- Bank Statements for all accounts; including term deposits

INCOME

Please provide the following statements for the period 1 July 2018 to 30 June 2019

- | | |
|--|---|
| <input type="checkbox"/> Dividend notices | <input type="checkbox"/> Trust statements |
| <input type="checkbox"/> Rental income details | <input type="checkbox"/> ETP Rollovers/transfers in |
| <input type="checkbox"/> Contributions details | <input type="checkbox"/> Any other income |

EXPENSES

Please provide the following statements for the period 1 July 2018 to 30 June 2019

- | | |
|---|--|
| <input type="checkbox"/> Life insurance notices | <input type="checkbox"/> Interest on borrowed monies |
| <input type="checkbox"/> Rates, Land Taxes & insurance premiums | <input type="checkbox"/> Repairs and Maintenance |
| <input type="checkbox"/> Pensions paid | <input type="checkbox"/> Legal fees |

ASSETS

Please provide details of any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Property/asset valuations | <input type="checkbox"/> Chess holding statements |
| <input type="checkbox"/> Managed fund/trust investment statements | <input type="checkbox"/> Capital expenses |
| <input type="checkbox"/> Sundry debtors | <input type="checkbox"/> Asset cost bases |
- Financial statements for unlisted share holdings
 - Details of assets (land, property, plant, equipment & machinery) bought or sold during the year include type, date and consideration
 - If your property valuation is 3 years or older, please provide and up to date valuation

LIABILITIES

Please provide details of any of the following:

- Limited recourse loan documentation
- Loans
- Sundry creditors

OTHER

Please provide details of any of the following:

- ATO Activity statements
- GST Reconciliation
- Copies of minutes
- Historical contributions history
- Historical contribution/pension cap breaches
- Electronic Service Address