

## Superannuation Fund Checklist

Client Name: \_\_\_\_\_

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

Contact No: \_\_\_\_\_

Information	Information provided	Not applicable
<p><b>Bank statements</b></p> <p>Bank statements to 30 June (SF360 - (1) Details of all deposits and withdrawals</p>		
<p><b>Contributions received</b></p> <p>Records of all employer contributions (including salary-sacrifice contributions)</p> <p>Records of any after-tax contributions (eg personal contributions)</p>		
<p><b>Investments</b></p> <p><b>– Shares/ Managed Funds</b></p> <p>Dividend statements</p> <p>Managed funds distribution statements, annual tax statements and capital gains statements</p> <p>Contract notes for any Shares purchased/sold</p> <p><b>- Property</b></p> <p>Details of rent, leasing or hiring income. If the property is managed through an agent, please include the Agents Annual Statement. If you manage the property yourself ensure all rent payments are clearly marked on the bank statements or include details of rent collected for the year.</p> <p>Provide copies of the contract and expenses paid when the property was purchased e.g. purchase contract, settlement statement, legal fees and quantity surveyor report if one has been done. If borrowing involved include any documents for financing the property.</p> <p>Details of Rental property expenses include invoices for rates, insurance, body corporate, repairs &amp; maintenance and any other expenses paid.</p> <p>If borrowing involved include any loan account statements for the full year inclusive of 1 July and 30 June.</p> <p>Provision of current market valuation from licensed valuer or real estate agent</p>		

<p><b>- Term Deposits</b></p> <p>Confirmations of Deposit on initial investment</p> <p>Maturity notices for term deposits including interest received.</p> <p><b>- Other Assets</b></p> <p>Certificates/proof of ownership of Asset</p> <p>If Collectable (coins/stamps etc) proof of offsite storage, copy of insurance and provision of current market valuation from appropriate person</p> <p>Details of income earned from the asset</p>		
<p><b>Fund Expenses</b></p> <p>Include the invoice for last year's tax return preparation and audit</p> <p>Life insurance policies please include the full policy statements detailing the type of cover held for each member and the current premiums being paid.</p> <p>Management and administrative expenses, including nature of the expenses eg. Payment of ASIC annual fees</p>		
<p><b>Administration</b></p> <p>Please provide a copy of any correspondence that Australian Taxation Office (ATO) have sent this year.</p> <p>If you have transferred your balance from an old Super Fund, please provide a copy of the Rollover Benefits Statement.</p> <p>If you would like your refund to be deposited electronically in to the Funds bank account, please specify the account details including account name, BSB and account number.</p>		
<p><b>Rollovers</b></p> <p>Details of inward rollovers</p> <p>Details of outward rollovers</p>		
<p><b>Insurance policies</b></p> <p>Copies of annual life insurance policy provided for members</p> <p>Copies of death or disability policy provided for members</p>		

<p><b>Benefits paid</b></p> <p>Details of any lump sum benefits paid to members</p> <p>Details of any pensions paid to members, including copies of PAYG summaries if applicable</p>		
<p><b>Common deductions</b></p> <p>Death or disability premiums</p> <p>Actuarial costs, accountancy fees and audit fees</p> <p>Investment expenses, including nature of the expenses</p>		
<p><b>Other information</b></p> <p>Details of any derivatives and instalment warrants entered into</p> <p>Auditor's report for the previous financial year</p> <p>Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year</p> <p>Copies of minutes of meetings</p> <p>Copies of trustee declarations for any new trustees, or directors of corporate trustees</p> <p>Copy of investment strategy</p> <p>Record of all members as at 30 June</p> <p>If you have any doubts about any income or expenses you have received or incurred, bring the documents in with you</p> <p>Any other information that you think is relevant</p>		