All Accounting & Taxation Services

Woy Woy
ABN 44 129 156 132
3/81 Blackwall Rd Woy Woy
PO Box 23 Woy Woy NSW 2256

P 02 4341 6919
E info@allacats.com.au
W www.allacats.com.au

Erina
ABN 72 149 859 085
9A Erina Plaza, 210 Central Coast Hwy
PO Box 3073 Erina NSW 2250

P 02 4365 4991
E info.te@allacats.com.au
W www.allacats.com.au

SUPERANNUATION FUND ACCOUNT PREPARATION CHECKLIST

INFORMATION REQUIRED FOR COMPLETING SUPERANNUATION FINANCIAL ACCOUNTS AND TAX RETURNS

If you have a Self-Managed Superannuation Fund (SMSF) we will need all of your source documents relating to transactions for the financial year. This includes the following:

- All manual bank statements (**AND a CSV file for all transactions for the financial year from your internet banking if we have not set up bank data feeds previously**) for all bank accounts;
- Any Term Deposit statements for the financial year;
- For listed investments (shares or units listed on the Australian Stock Exchange):
  - All dividend statements with a *paid* date in the financial year being completed;
  - All purchase and sale contracts;
  - If it is a *stapled security* (investment that has a trust component) we will also require the annual taxation statement (usually received in August);
- For any managed funds or unit trusts:
  - All distribution statements for the financial year (usually Sept, Dec, Mar and June);
  - Annual Taxation Statement, AMIT Statement or AMMA Statement;
  - Any purchase or sale notices for the financial year;
  - Any Capital Gains Tax Statements for the financial year ;
- For any unlisted shares or units, a copy of their financial statement that shows a market value as at 30 June and copies of documents showing any relevant dividends received;
- Details of any rental property/s activity (see rental property checklist) plus a copy of your most recent valuation obtained;
- Details of any other assets bought or sold during the year, including income received;
- Any other stock broker or online broker transaction statements or summaries you may have, including a printout of your holdings as at 30 June (number of shares held and market value);
- Cheque books, deposit books OR details of any payments made or income received (dates, amounts and type of expense/income);
- Copies of your Business Activity Statements (BAS's) (if applicable);
- Details of the type and amount of any superannuation contributions made;
- A document from your insurer for any policies owned by the fund, detailing the owner, the type of policy, which member it is for and the premium for each type of cover (if applicable);
- Details of any pensions paid and copies of any income stream summaries (if applicable);
- Your signed and dated trust deed, investment strategy and any other minutes or resolutions made.

***Please note that the list is a summary only and other information may be required.**
As superannuation funds have special requirements and require an independent audit, please do not hesitate to contact our office if you have any questions about what documents are needed.