

Super Fund Checklist

INCOME

Documents
Filed

Contributions	For each contribution include the member and whether it's a concessional, non-concessional or employer contributions or government co-contribution.	
Trust Distributions	For any managed investments held include a copy of the Annual Taxation Statement for the next year ended (generally issued Jul-Sept).	
Dividends	Provide all dividend statements received for the year. Any misplaced statements can be printed from the share registry.	
Rental 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.	

EXPENSE

Documents
Filed

Accounting & Audit	Include the invoice of last year's tax return preparation and audit.	
Life insurance policies	Please include the full policy statements detailing the type of cover held for each member and the current premiums being paid.	
Rental Property Expenses	Please include invoices for rated, insurance, body corporate, repairs & maintenance and any other expenses paid. Also include any loan account statements for the full year inclusive of 1 July and 30 June.	
Pensions/ Lump Sums	Please advise any amounts withdrawn for each member.	
Other Expenses	Include any other invoices for payments made during the year.	

ASSETS

Documents
Filed

Bank Statements	Please ensure you have statements for ALL bank accounts and term deposits for the FULL YEAR inclusive of 1 July 30 June. Include details of each transaction that is not easily identifiable.	
Property	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. Also include any documents for financing the property.	
	It's recommended a valuation be done at least every 3 Years or after a significant event has occurred e.g. extensions/renovations or flood damage. Please provide copies of any valuation at 30 June if possible.	
Shares	Provide copies of all Buy and Sell contracts as well as any documentation regarding takeovers/ mergers that may have occurred. Also include a portfolio balance and valuation at 30 June if possible.	
Managed Investments	Investment valuation at 30 June showing the number of units held and the total value of the units. This information will usually be on the June quarter statement.	
Other Assets	Include confirmation of any other assets purchased through the year e.g. gold bullion. Also include any income earned from these assets and valuations at 30 June if applicable.	

ADMINISTRATION

Documents
Field

ATO Correspondence	Please provide a copy of any correspondence that Australian Taxation office (ATO) have sent this year.	
Rollover Statements	If you have transferred your balance from an old Super Fund, please provide a copy of the Rollover Benefits Statement.	
Direct Deposit of Refund	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.	