AS PARTNERS
Certified Practising Accountants

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Certified Practising Accountants

2016 Checklist for Self Managed Superannuation Funds

ITEM REQUIRED		Attached YES	NO	N/A
1.0	**Bank Accounts**			
1.1	Bank Statements for the period 1 July 2015 – 30 June 2016	☐	☐	☐
1.2	Details and documentation of all transactions, including expenses	☐	☐	☐
2.0	**Shares**			
2.1	Contract notes for purchases and sales, or broker transaction listing	☐	☐	☐
2.2	Share application forms and confirmation of allocations	☐	☐	☐
2.3	Holding Statements	☐	☐	☐
2.4	Dividend Statements	☐	☐	☐
2.5	Documentation of rights, bonus issue, returns of capital, restructures & take overs	☐	☐	☐
2.6	Off–market transfer forms	☐	☐	☐
2.7	Broker year end investment summary	☐	☐	☐
3.0	**Trusts**			
3.1	Purchase and sale documentation	☐	☐	☐
3.2	Distribution Notices	☐	☐	☐
3.3	Year end tax statement	☐	☐	☐
4.0	**Term Deposits/Debentures**			
4.1	Renewal notices	☐	☐	☐
4.2	Interest Statements	☐	☐	☐
5.0	**Managed Portfolios**			
5.1	Annual Statement	☐	☐	☐
5.2	Year end tax statement	☐	☐	☐
5.3	Cash account transaction listing	☐	☐	☐
6.0	**Property - new purchase**			
6.1	Purchase documentation	☐	☐	☐
6.2	Certificate of title	☐	☐	☐
6.3	Listing of depreciable fixtures and fittings	☐	☐	☐
6.4	Listing of deductible constructions costs	☐	☐	☐
6.5	Lease agreement	☐	☐	☐

ITEM REQUIRED		Attached YES	NO	N/A
7.0	**Property - current year**			
7.1	Rental Income Statements	☐	☐	☐
7.2	Property Expense documentation	☐	☐	☐
7.3	Valuation by agent or trustees at year end	☐	☐	☐
8.0	**Instalment Warrants/Loans**			
8.1	Loan agreement	☐	☐	☐
8.2	Interest statements	☐	☐	☐
9.0	**Unlisted Trusts and Companies - related**			
9.1	Financial Statements, income tax return	☐	☐	☐
9.2	Valuation by trustees at year end	☐	☐	☐
10.0	**Unlisted Trusts and Companies - unrelated**			
10.1	Distribution, dividend statements	☐	☐	☐
10.2	Valuation by trust and company or trustees at year end	☐	☐	☐
11.0	**Collectibles**			
11.1	Purchase documentation	☐	☐	☐
11.2	Lease agreement	☐	☐	☐
11.3	Insurance detail and invoice	☐	☐	☐
11.4	Valuation by dealer or trustees at year end	☐	☐	☐
12.0	**Contributions**			
12.1	Break up of personal contributions between members	☐	☐	☐
12.2	Break up of employer contributions between members	☐	☐	☐
12.3	Break up of government co−contributions between members	☐	☐	☐
13.0	**ETP Rollovers/Transfers in**			
13.1	Copies of ETP rollover statements	☐	☐	☐
14.0	**Benefit payments**			
14.1	Detail payments made to members	☐	☐	☐
15.0	**Other Records**			
15.1	Life Insurance Policy Renewal notice	☐	☐	☐
15.2	Detail of any other expenses paid by the trustees and members on behalf of the fund	☐	☐	☐
16.0	**Financial Institution details for super payments and tax refunds**			

16.1 Please indicate which bank account you wish your 2016 tax refund or payment, if applicable, to be deposited into or paid from:

name: bsb: acc no:

ITEM REQUIRED	Attached YES NO N/A

17.0 Financial Institution details for tax refunds only

17.1 Please indicate which bank account you wish your 2016 tax refund, if applicable, to be deposited into:

name: bsb: acc no:

18.0 Electronic Service Address

18.1 If applicable, AS Partners will have established an ESA for your fund.

This ESA is AUSPOSTSMSF

If you have registered your fund with another fund overriding the above ESA, please provide the electronic service address alias below:

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19.0 Additional Information

19.1 If there is any other information that you consider relevant, or you have particular concerns or queries, please provide us with details in the space below. ☐ ☐ ☐

Remember: the sole purpose of a superannuation fund is to provide benefits to its members upon their retirement, or their dependents in the case of the member's death