



NEW SOUTH WALES

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VICTORIA

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QUEENSLAND

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2016 Checklist

Self-Managed Super Fund Tax Return

Paperwork to Bring In

- Backup of Computer Bookkeeping File (e.g. Cashflow Manager, QuickBooks, MYOB etc.) with Username & Password
- Manual Cash Book (i.e. Money Column or Ledger Book)
- Super Fund Bank Account Statements (including Share Trading Account)
- Super Fund Bank Account Cheque and Deposit Books
- Stockbroker Transaction Listings and Valuation Reports
- Share Purchase and Sale Contract Notes, along with Share Registry Holding Statements
- Receipts for ALL Transactions
- Copies of Business Activity Statements (BAS's) and / or Instalment Activity Statements (IAS's)
- Copy of Pension or Lump Sum PAYG Withholding Payment Summaries and Statement issued by the Fund.
- Creditors (Payables) at 30 June 2016
- Investment Trust Distributions Declared, but not yet received at 30th June 2016
- Details of Investments purchased and / or disposed during 2016 Financial Year, including:
 - Date of Acquisition & Disposal
 - Consideration Paid & Received
- Share Buy Backs, Takeovers, Rights Offers and Share Placement Documentation
- Superannuation Rollover Payment Summaries
- Trustees Minutes of Meetings, Investment Strategy, Financial Planners Statement of Advice
- Income Protection, Life, TPD, Trauma Insurance Renewal Notices
- Bare Trust Loan Statements

Income

- Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account etc.)
- Dividends received on Shares and Managed Fund Statements
- Rental Income
- Government Co-Contributions
- Insurance Recoveries, Compensation Payments
- Foreign Income & Foreign Tax Credits
- Superannuation Contributions (Deducted and / or Undeducted), (Concessional and / or Non-Concessional)

Expenses

Accounting Fees, ASIC Annual Return Fee for Trustee Company, ATO Administration Levy, Audit Fees, Bank Fees and Charges, Bookkeeping Fees, Brokerage on Sales and Purchases, Commissions Paid, Computer Software (Share Trading Packages etc.), Computer Supplies / Hardware, Financial Planning Fees & Commissions, Members Life and / or Income Protection Insurance Policy, Investment Expenses, Interest Expense, Internet, Legal Fees, Management Fees, Postage, Printing & Stationery, Rental Property Expenses (see detailed rental property checklist), Seminars & Conferences, Subscriptions, SuperStream ESA Fees, Super Fund Trust Deed Update Expenses, Surcharge Tax Payments.

Nick Stanton
B.BUS(Acc.), FCPA, CTA, JP
Managing Director



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