1 July, 2018

Your Self-Managed Superannuation Fund
Financial Year End 30 June 2018

Welcome to the New Financial Year!

With that in mind, it is time to organise end of year records so that we can complete your 2018 Financial Statements and Taxation Returns.

Enclosed is your year-end questionnaire. It is important that your records are complete and that any supporting documentation is included before forwarding to us. Providing complete information helps us to expedite the completion of the financial statements and income tax return in a timely manner. We also attach a checklist that you can tick off when enclosing the relevant information.

We look forward to working with you in 2018-2019.

Should you have any queries in respect of the above, please do not hesitate to contact Michael Walsh or myself.

Kind Regards
Walshs Practice

Janine Lawson
Superannuation Specialist

WALSHS

Walshs Practice Unit Trust
Chartered Accountants
Taxation and Business Strategists
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Superannuation Fund Documents Checklist
Year ended 30 June 2018

All documents can be emailed as we do not require originals

☐ **Bank statements – 1/7/17-30/6/18(Filed in date order)**
These are required by the auditor even if on Banklink.
It is useful to write next to each transaction the details if not already in the bank description.
If a multiple transaction – provide breakdown of withdrawal or deposit.
It is important to advise us ASAP of any new bank accounts opened during the year.

☐ **Investment managers transaction statements & tax reports for the year**

☐ **Investment summary confirming investments portfolio as at 30/6/18**
Chess statements with transactions 2017/2018
From a 3rd party e.g. Link, Computershare, Etrade, CommSec, Stockbroker etc.
If no summary, a print out of each investment showing shareholding/unitholding 30/06/17

☐ **Term Deposit statements (filed in date order)**

☐ **Investment purchases 1/7/17 – 30/6/18 (Alphabetical order)**
Contract notes for new shares or units
Documents for Mergers etc.

☐ **Investment sales 1/7/17-30/6/18 (Alphabetical order)**
Contract notes

☐ **Investment income – Dividends "paid" 1/7/17-30/6/18 (Alphabetical order)**
Received in cash or reinvested

☐ **Investment income – Trust distributions for year "relating" to 30/6/18 (Alphabetical order)**
(Note – may be received in July – September after year ended 30/6/18)
Received in cash or reinvested
Quarterly distribution statements
Annual taxation summaries

☐ **Investment income from private companies or trusts**
Copy of tax return of entity
Confirmation Market value of investment

☐ **ETP Rollovers from other fund**
Include ETP Rollover forms

☐ **Life Insurance**
Premiums notices and policy details – must show death benefit for members

☐ **Investment property purchases or sold during year**
Settlement statement/contract and purchase documents, stamp duty, legals
Depreciation report if applicable

☐ **Rental Property**
Market valuation of property 30/6/18
Lease agreements
Monthly rental summary or annual rental summary
All related invoices for expenses

☐ **Artwork or other collectibles**
Include valuation 30/6/18
Insurance, storage invoices

☐ **Contributions**
Concessional or non-concessional made to any other fund

☐ **Loans**
Details/documents regarding any loans

☐ **Sundry Income/expenses**
Anything not included above

If any of the documents listed below have been updated since last year please provide a copy of the new or amended documents

- ☐ Permanent records
- ☐ The Fund's trust deed
- ☐ ATO notice of complying superannuation fund status
- ☐ Consents to appointment by the Trustees or Directors of the Trustee Company
- ☐ Written declarations by the Trustees or Directors of the Trustee Company that they are not disqualified persons.
- ☐ Application for membership by each new member.

If we are preparing your return for the first time please provide a copy of the above documents and the documents listed below

- ☐ Enduring powers of attorney currently in force in relation to any members.
- ☐ Binding death benefit nominations made by any members.
- ☐ All minutes.
- ☐ The Fund's current investment strategy.
- ☐ Any actuarial certificates currently in force.
- ☐ Product disclosure statements given to members.

The following documents for all real estate, whether owned directly or through an interposed unit trust:

- ☐ Title deed
- ☐ Purchase contract and settlement statement
- ☐ Current lease
- ☐ Most recent market valuation
- ☐ Last year's records.
- ☐ Copies of the Fund's last Financial Statements.
- ☐ A copy of the last income tax return, notice of assessment (if received) and PAYG instalment notices.
- ☐ Copy of the previous year's Audit Report.
- ☐ Copy of the previous year's Audit Management Letter.
- ☐ Capital gains tax cost base information for current investments held.