Superannuation Fund Documents Checklist
Year ended 30 June 2019

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, and reduces compliance costs.
All documents can be emailed as we do not require originals.

- ☐ **Bank statements – 1/7/18-30/6/19 (Filed in date order)**
  These are required by the auditor even if on BGL bank data feed.
  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**

- ☐ **External Superannuation Fund – Annual Statement 30/06/2019**
  If you hold an external superfund such as QSuper, please provide the annual statement for this.

- ☐ **Investment summary confirming investments portfolio as at 30/6/19**
  Chess statements with transactions 2018/2019
  From a 3rd party e.g. Link, Computershare, Etrade, CommSec, Stockbroker etc.
  If no summary, a print out of each investment showing shareholding/unitholding 30/06/19

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

- ☐ **Investment purchases 1/7/18 – 30/6/19**
  Contract notes for new shares or units
  Documents for Mergers etc.

- ☐ **Investment sales 1/7/18-30/6/19**
  Contract notes

- ☐ **Investment income – Dividends "paid" 1/7/18-30/6/19**
  Received in cash or reinvested

- ☐ **Investment income – Trust distributions for year "relating" to 30/6/19**
  (Note – may be received in July – September after year ended 30/6/19)
  Received in cash or reinvested
  Quarterly distribution statements
  Annual taxation summaries

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WALSHS

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Year ended 30 June 2019

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

- ☐ **ETP Rollovers from other super fund/s**
  Include ETP Rollover forms

- ☐ **Life Insurance**
  Premiums notices and policy details – must show value of policy

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

- ☐ **Rental Property**
  Market valuation of property 30/6/19
  Lease agreements
  Monthly rental summary or annual rental summary
  All related invoices for expenses

- ☐ **Artwork or other collectibles**
  Include valuation 30/6/19
  Insurance, storage invoices

- ☐ **Contributions**
  Concessional or non-concessional made to any external superfund

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

- ☐ **Sundry Income/expenses**
  Anything not included above, if unsure please include and we can determine this.

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