



BRISBANE

Level 3, 10 Market Street, Brisbane, QLD 4000

G.P.O. Box 529, Brisbane, QLD 4001

Ph (07) 3236 2726 | Fax (07) 3236 1106

TOOWOOMBA

Unit 3, 1-3 Annand Street Toowoomba QLD 4350

P.O. Box 3068 Toowoomba QLD 4350

Ph (07) 4639 3332 | Fax (07) 3236 1106

---

---

# CHECKLIST

## Self-managed Super Fund Tax Return

---

### 1. PAPERWORK TO BRING IN

---

---

- Backup of Computer Bookkeeping File (e.g. Xero, Cashflow Manager, Quickbooks, MYOB etc) with Username & Password
- Manual Cash Book (i.e. Money Column or Ledger Book)
- ALL 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 20XX
- Investment Trust Distributions Declared, but not yet received at 30 June 20XX
- Details of ALL Investments purchased and / or disposed during 20XX 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

## 2. 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 NonConcessional)

## 3. EXPENSES

---

<ul style="list-style-type: none"><li>• Accounting Fees</li></ul>	<ul style="list-style-type: none"><li>• ASIC Annual Return Fee for Trustee Company</li></ul>	<ul style="list-style-type: none"><li>• Audit Fees</li></ul>	<ul style="list-style-type: none"><li>• Financial Planning Fees &amp; Commissions</li></ul>	<ul style="list-style-type: none"><li>• Bank Fees and Charges</li></ul>
<ul style="list-style-type: none"><li>• Brokerage on Sales and Purchases</li></ul>	<ul style="list-style-type: none"><li>• Commissions Paid</li></ul>	<ul style="list-style-type: none"><li>• Computer Software (Share Trading Packages etc.)</li></ul>	<ul style="list-style-type: none"><li>• Management Fees</li></ul>	<ul style="list-style-type: none"><li>• Members Life and / or Income Protection Insurance Policy</li></ul>
<ul style="list-style-type: none"><li>• Investment Expenses</li></ul>	<ul style="list-style-type: none"><li>• Interest Expense</li></ul>	<ul style="list-style-type: none"><li>• Internet</li></ul>	<ul style="list-style-type: none"><li>• Legal Fees</li></ul>	<ul style="list-style-type: none"><li>• Postage</li></ul>
<ul style="list-style-type: none"><li>• Printing &amp; Stationery</li></ul>	<ul style="list-style-type: none"><li>• Rental Property Expenses (see detailed rental property checklist)</li></ul>	<ul style="list-style-type: none"><li>• Seminars &amp; Conferences</li></ul>	<ul style="list-style-type: none"><li>• Subscriptions</li></ul>	<ul style="list-style-type: none"><li>• Super Fund Trust Deed Update Expenses,</li></ul>
<ul style="list-style-type: none"><li>• Surcharge Tax Payments</li></ul>	<ul style="list-style-type: none"><li>• ATO Administration Levy</li></ul>	<ul style="list-style-type: none"><li>• Computer Supplies / Hardware</li></ul>	<ul style="list-style-type: none"><li>• SuperStream ESA Fees</li></ul>	<ul style="list-style-type: none"><li>• Bookkeeping Fees</li></ul>

