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**CHECKLIST – Self Managed Super Fund**

The following checklist is a guide to help you provide all the documents necessary for us to complete your Fund’s  ​(Which Year)\_\_\_\_\_\_\_ \_\_\_\_Financial Statements and Annual Return

|  |  |
| --- | --- |
| Superfund Name: | Membership Name: |
| Address: | |
| Contact Details: | Email: |
| Information Belongs to: | |

**Bank/Cash Accounts:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Bank statements for the full financial year | | |  | ​​ **Choose an Item** |
| 2 | Term deposit notices for the full financial year including annual statement | | |  | ​​ **Choose an Item** |
| Any Comments | | ​​☐​ | ​​Click or tap here to enter text.​ | | |

**Shares:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 | Report showing total shares owned by the Fund at | | |  | ​​ **Choose an Item** |
| 4 | Buy/Sell contracts for shares purchased or sold during the year | | |  | ​​ **Choose an Item** |
| 5 | Dividend statements | | |  | ​​ **Choose an Item** |
| 6 | Current Chess Holding statements | | |  | ​​ **Choose an Item** |
| 7 | For unlisted unit trusts copies of 2016 financial statements & 2016 tax return | | |  | ​​ **Choose an Item** |
| Any Comments | | ​​☐​ | ​​Click or tap here to enter text.​ | | |

**Trusts/Managed Funds:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8 | Transaction statements (usually quarterly) | | | | ​​ **Choose an Item** |
| 9 | Annual taxation statements | | | | ​​ **Choose an Item** |
| 10 | For unlisted unit trusts copies of financial statements & -/-/-/-\_f.y. tax return | | |  |  |
| Any Comments | | ​​☐​ | ​​Click or tap here to enter text.​ | | |

**Properties:**

|  |  |  |  |
| --- | --- | --- | --- |
| 11 | Current lease agreement | y | ​​ **Choose an Item** |
| 12. | Real estate agent’s monthly and or annual statements | y | ​​ **Choose an Item** |
| 13. | Insurance policy documents | y | ​​ **Choose an Item** |
| 14. | Current market valuation |  | ​​ **Choose an Item** |

**Other:**

|  |  |  |  |
| --- | --- | --- | --- |
| 15. | -Cashbooks/Spreadsheets/Data File |  | ​​ **Choose an Item** |
| 16. | Loan agreements |  | ​​ **Choose an Item** |
| 17. | Debenture statements (DOH/Momentum/Hastings Capital etc.) |  | ​​ **Choose an Item** |
| 18. | Contribution reconciliations |  | ​​ **Choose an Item** |
| 19. | Pension reconciliations |  |  |
| 20. | Current investment strategy |  |  |
| 21. | Life insurance policy documents |  |  |

 Signed:  
  
  
Dated (DD/MM/YYYY):