

**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):