

Beaconsfield

Shop 1, 6-10 Old Princes Highway
Beaconsfield VIC 3807
P: (03) 9707 0555 F: (03) 9707 0666
E: beaconsfield@insightaccounting.com.au



Cranbourne

Shop 5, Cnr High & Sladen Streets
Cranbourne VIC 3977
P: (03) 5995 2700 F: (03) 5995 2710
E: cranbourne@insightaccounting.com.au

2011 Self Managed Superannuation Fund Tax Return Checklist

Paperwork to Bring In

- Backup of Computer Bookkeeping File (e.g. Cashflow Manager, Quickbooks, MYOB etc) with Username & Password
- Manual Cash Book (i.e. Money Column or Ledger Book)
- 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 2011
- Investment Trust Distributions Declared, but not yet received at 30th June 2011
- Details of Investments purchased and / or disposed during 2011 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

- 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 Non-Concessional)

Expenses

Accounting Fees, ASIC Annual Return Fee for Trustee Company, ATO Administration Levy, Audit Fees, Bank Fees and Charges, Bookkeeping Fees, Brokerage on Sales and Purchases, Commissions Paid, Computer Software (Share Trading Packages etc.), Computer Supplies / Hardware, Financial Planning Fees & Commissions, Members Life and / or Income Protection Insurance Policy, Investment Expenses, Interest Expense, Internet, Legal Fees, Management Fees, Postage, Printing & Stationery, Rental Property Expenses (see detailed rental property checklist), Seminars & Conferences, Subscriptions, Super Fund Trust Deed, Update Expenses, Surcharge Tax Payments

Please Note: To ensure you obtain the maximum deductions you are entitled to, and in consideration of the penalty provisions, full details of any claim should be provided and supporting documentation made available to our accountants, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable and supporting estimates.

Our Vision Is Your Success

www.insightaccounting.com.au