

2010 Self Managed Super Fund Tax Return & Audit Checklist

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Paperwork to bring in	Income	Expenses
<ul style="list-style-type: none"> ▪ Printouts from Computer Bookkeeping File ▪ Manual Cash Book (Money Column or Ledger Book) ▪ ALL Super Fund Bank Account Statements including Cash Management Account, Share Trading Account ▪ Super Fund Bank Account Cheque & Deposit Books ▪ Stockbroker Transaction Listings and Valuation Reports ▪ Share Purchases & Sale Contract Notes & 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 (Group Certificates) Issued by the Fund ▪ Investment Trust Distributions Declared but not yet received at 30th June 2010 ▪ Creditors (Accounts Payable) at 30th June 2010 ▪ Details of ALL Investments purchased and/or disposed of during this Income Year, including <ul style="list-style-type: none"> - Date of Acquisition & Disposal - Consideration Paid & Received ▪ Share Buy Backs, Takeovers, Rights Offers and Share Placement Paperwork ▪ Super Rollover Payment Summaries ▪ Trustees Minutes of Meetings, Investment Strategy, Financial Planners Statement of Advice 	<ul style="list-style-type: none"> ▪ Interest Received (Term Deposit, Cash Management Trust, Bonus Saver Account, etc) ▪ Dividends received on Shares and Managed Fund Statements ▪ Rental Income ▪ Governments Co Contributions ▪ Asset and / or Share Sale Proceeds and Dates ▪ Insurance Recoveries, Compensation Payments ▪ Foreign Income & Foreign Tax Credits ▪ Superannuation Contributions (Deducted and / or Undeducted) (Concessional and / or Non-Concessional) <div style="text-align: center; margin-top: 20px;"> $\frac{C}{S B} A$ </div>	<p>Accounting Fees, ASIC Annual Return</p> <p>Fee for Trustee Company, ATO Admin Levy, Audit Fees, Bank Fees,</p> <p>Bookkeeping Fees, Brokerage,</p> <p>Commission Paid, Computer Software (Share Trading Packages etc), Computer Supplies/Hardware, Financial Planning Fees & Commissions, Members Life and / or Income Protection Insurance Policy,</p> <p>Investment Expenses, Interest Expense, Internet, Legal Fees, Management Fees, Postage, Printing & Stationery, Rental Property Expenses (see detailed rental checklist), Seminars & Conferences, Subscriptions, Super Fund Trust Deed Update Expenses, Surcharge Tax Payments</p>

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, including receipts, tax invoices, dockets, logbooks, diary notations or reasonable and supporting estimates.