ACCOUNTING SUPERANNUATION TAXATION AUDITING BUSINESS SERVICES

THOMASGLC

PRINCIPALS Christine Andrews CPA Glenn McEwen CA Lucas Quinlan CA

2014 Superannuation Fund Tax Return Checklist

Name of Superannuation Fund: ____________________

Address: ____________________

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Preferred Contact Person: ____________________

Preferred Contact No: ____________________

Information	Information Provided	Not Applicable
Bank Statements		
Bank statements for the period 1 July 2013 to 30 September 2014	☐	☐
Details of all deposits and withdrawals	☐	☐
Cheque book butts and deposit books	☐	☐
Investments		
Copies of any off-market transfer forms for in-specie contributions	☐	☐
Copies of confirmation of units purchased in managed funds	☐	☐
Copies of contract notes and settlement statements for any shares purchased	☐	☐
Copies of distribution statements from trusts	☐	☐
Copies of maturity notices for term deposits	☐	☐
Copies of sell notes and settlement statements for shares sold (include original purchase notes if possible)	☐	☐
Copies of sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Details of any investments acquired from members or their associates during the income year	☐	☐
Details of any other investment asset purchased and/or sold	☐	☐
Details of investment in related parties, including any outstanding distributions to be received	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Dividend statements	☐	☐
Statements of return of capital (from shares)	☐	☐
Rental property income and expenses. Please complete the Rental Property Questionnaire and Worksheet available from our office or website	☐	☐
Copy of any valuations obtained on rental properties	☐	☐

Any other income	☐	☐
Summary or listing of shares/units showing number of shares/units held and value @ 30/6/14 (either from broker, Computershare/Link Market Services etc.)	☐	☐
Contributions Received		
Records of all employer contributions (including salary sacrifice contributions)	☐	☐
Records of all Member Contributions	☐	☐
Records of any contributions where no TFN was quoted	☐	☐
Written notices from members stating intention to claim deductions for their personal contributions	☐	☐
Acknowledgement notices by trustee to members confirming receipt of notices for personal contributions	☐	☐
Rollovers		
Details of amounts transferred from other funds	☐	☐
Signed Rollover forms (for both transfers in and transfers out)	☐	☐
Insurance Policies		
Copies of annual life insurance statements provided for members	☐	☐
Benefits Paid		
Details of any lump sum benefits paid to members	☐	☐
Details of pensions paid to members, including copies of PAYG summaries, if applicable	☐	☐
Other Information		
Auditor's report for the previous financial year and record of audit fees (if other than Thomas GLC used)	☐	☐
Ensure you have provided us with a copy of the Superannuation Trust Deed	☐	☐
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	☐	☐
Copies of minutes of meetings	☐	☐
Copies of trustee declarations for any new trustees, or directors of corporate trustees	☐	☐
Copy of up to date investment strategy	☐	☐
Record of all members as at 30 June 2014	☐	☐
If you have any doubt about any income or expenses you've received or incurred, bring the documents in with you	☐	☐
Any other information that you think is relevant	☐	☐

PREFFERED BANK ACCOUNT FOR ELECTRONIC TRANSFER OF TAX REFUNDS:

Account Name: ______________________________

BSB: ______________________________

Account Number: ______________________________