



*Friendly Service from
Professionals who care*

TAX RETURN REQUIREMENTS – SELF-MANAGED SUPER FUNDS

All new Self Managed Superannuation Funds will be required to supply the following for the first year, including copy of the trust deed, Applications for membership, Trustees declarations, Investment strategy, company register for Trustee Company (if applicable).

For preparation of financial statements in readiness for audit by a qualified Independent Auditor

1. Cashbook or computer software disc / USB back-up (if applicable)
 2. Receipt Books, deposit and cheque books
 3. Bank statements (include all bank accounts held by the fund)
 4. All paid Invoices for expenses paid by the Super fund
 5. Records of all contributions including Government co-contributions
 6. Full records of all investments held including:
 - Cash at bank
 - copies of all bank statements from 1 July to 30 June
 - copies of term deposit records for all fixed term deposits
 - Shares
 - copies of all dividend statements received during the year
 - copies of all sales or purchase contracts for the year
 - copies of any merger or acquisition statements if applicable
 - copies of holding statements showing shares held at 30 June
 - Managed Funds
 - copies of quarterly / 6 monthly or annual distributions statements
 - copies of Annual tax Statement for the year
 - Investment property
 - copies of all real estate rental statements
 - copies of receipts for all expenses claimed during the year
 - Investments other
 - copies of all sale and purchase contracts for the year
 - copies of any income derived by these investments
 - proof of ownership of these investments as at 30 June
 7. Record of pensions paid (if in pension phase)
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