WALSHS

Superannuation Fund Documents Checklist

Year ended 30 June 2021

- ☐ **Bank statements – 1/7/20-30/6/21** - Required by the auditor even if there is a data-feed operating.
  Please write next to each transaction the details if not already in the bank description.
- ☐ **Investment managers transaction statements & tax reports for the year**
- ☐ **Investment summary confirming investments portfolio as at 30/6/21**
  Chess statements with transactions 2020/2021
  From a 3rd party eg Link, Computershare, Etrade, Commsec, Stockbroker etc
- ☐ **Term Deposit statements**
- ☐ **Investment Purchases or Sales 1/7/20 – 30/6/21**
  Contract notes for new shares or units, Documents for Mergers etc
- ☐ **Investment income – Dividends "paid" 1/7/20-30/6/21** - Received in cash or reinvested
- ☐ **Investment income – Trust distributions for year "relating" to 30/6/21**
  (Note – may be received in July – September after year ended 30/6/21)
  Received in cash or reinvested
  Quarterly distribution statements and Annual taxation summaries
- ☐ **Investment income from private companies or trusts**
  Copy of tax return of entity and confirmation Market value of investment
- ☐ **ETP Rollovers from other fund** - Include ETP Rollover forms
- ☐ **Life Insurance** - Premiums notices and policy details – must show death benefit for members
- ☐ **Investment property purchases or sold during year**
  Settlement statement/contract and purchase documents, stamp duty, legals
  Depreciation report if applicable
- ☐ **Rental Property**
  Market valuation of property 30/6/21, Lease agreements,
  Monthly/annual rental summary plus all invoices for rental expenses
- ☐ **Artwork or other collectibles** - Include valuation 30/6/21, Insurance, storage invoices
- ☐ **Contributions** - Concessional or non-concessional made to any other fund
- ☐ **Loans** – Details and documents regarding any loans
- ☐ **Sundry Income/ Expenses**

WALSHS PRACTICE UNIT TRUST
Chartered Accountants
Taxation and Business Strategists

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