



2021 Checklist for Self Managed Superannuation Funds

Item Required	Yes	No
1.0 Bank Accounts		
1.1 Bank Statements for the period 1 July 2020 – 30 June 2021	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Details and documentation of all transactions, including expenses	<input type="checkbox"/>	<input type="checkbox"/>
2.0 Shares		
2.1 Contract notes for purchases and sales, or broker transaction listing	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Share application forms and confirmation of allocations	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Holding Statements	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Documentation of rights, bonus issue, returns of capital, restructures & take overs	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Off-market transfer forms	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Broker year end investment summary	<input type="checkbox"/>	<input type="checkbox"/>
3.0 Trusts		
3.1 Purchase and sale documentation	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Distribution Notices	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Year end tax statement	<input type="checkbox"/>	<input type="checkbox"/>

Item Required

Yes

No

4.0 Term Deposits/Debentures

4.1 Renewal notices

4.2 Interest Statements

5.0 Managed Portfolios

5.1 Annual Statement

5.2 Year end tax statement

5.3 Cash account transaction listing

6.0 Property -- New Purchase

6.1 Purchase documentation

6.2 Statement of adjustments

6.3 Certificate of title

6.4 Listing of depreciable fixtures and fittings

6.5 Listing of deductible constructions costs

6.6 Lease agreement

7.0 Property -- Sale

7.1 Sale Contract

7.2 Statement of Adjustments

7.3 Agent statement of deposit

Item Required	Yes	No
8.0 Property -- Current Year		
8.1 Rental Income Statements	<input type="checkbox"/>	<input type="checkbox"/>
8.2 Property Expense Documentation	<input type="checkbox"/>	<input type="checkbox"/>
8.3 Valuation by agent or trustees at year end	<input type="checkbox"/>	<input type="checkbox"/>
8.4 Loan statements - if applicable	<input type="checkbox"/>	<input type="checkbox"/>
9.0 Unlisted Trusts and Companies - Related		
9.1 Financial Statements, income tax return	<input type="checkbox"/>	<input type="checkbox"/>
9.2 Valuation by trustees at year end	<input type="checkbox"/>	<input type="checkbox"/>
10.0 Unlisted Trusts and Companies -- Unrelated		
10.1 Distribution, dividend statements	<input type="checkbox"/>	<input type="checkbox"/>
10.2 Valuation by trust and company or trustees at year end	<input type="checkbox"/>	<input type="checkbox"/>
11.0 Collectibles		
11.1 Purchase documentation	<input type="checkbox"/>	<input type="checkbox"/>
11.2 Lease agreement	<input type="checkbox"/>	<input type="checkbox"/>
11.3 Insurance details and invoice	<input type="checkbox"/>	<input type="checkbox"/>
11.4 Valuation by dealer or trustees at year end	<input type="checkbox"/>	<input type="checkbox"/>

Item Required	Yes	No
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12.0 Contributions

12.1 Break up of personal contributions between members	<input type="checkbox"/>	<input type="checkbox"/>
12.2 Break up of employer contributions between members	<input type="checkbox"/>	<input type="checkbox"/>
12.3 Break up of government co-contributions between members	<input type="checkbox"/>	<input type="checkbox"/>
12.4 Non Concessional contributions per member	<input type="checkbox"/>	<input type="checkbox"/>

13.0 ETP Rollovers/Transfers In

13.1 Copies of ETP rollover statements	<input type="checkbox"/>	<input type="checkbox"/>
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14.0 Benefit Payments

14.1 Detail payments made to members including pension payments	<input type="checkbox"/>	<input type="checkbox"/>
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15.0 Other Records

15.1 Life Insurance Policy Renewal notice	<input type="checkbox"/>	<input type="checkbox"/>
15.2 Detail of any other expenses paid by the trustees and members on behalf of the fund	<input type="checkbox"/>	<input type="checkbox"/>

16.0 Financial Institution Details For Super Payments & Tax

Refunds

16.1 Please indicate which bank account you wish your 2021 tax refund or payment, if applicable, to be deposited into or paid from:

Account Name:

BSB:

Account Number:

Item Required

Yes

No

17.0 Electronic Service Address

17.1 If applicable, Alexander Spencer will have established an ESA for your fund. This ESA is AUSPOSTSMSF. If you have registered your fund with another fund overriding the above ESA, please provide the electronic service address alias below:

18.0 Additional Information

18.1 If there is any other information that you consider relevant, or you have particular concerns or queries, please provide us with details in the space below:

Remember: the sole purpose of a superannuation fund is to provide benefits to its members upon their retirement, or their dependents in the case of the member's death

Questions?

Please do not hesitate to contact us with any queries you may have.

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