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SELF MANAGED SUPER FUNDS

To enable BCH Accountants to complete the financial statements and taxation return for your superannuation fund, we require all relevant information.

1. All Bank Statements for each Self Managed Super Fund (SMSF) Bank Account
2. Self Managed Super Fund Cheque Book/s and Deposit Book/s
3. Documents for ETP Rollovers into Self Managed Super Fund, (usually during first year)
4. Superannuation Contributions made into your Self Managed Super Fund during the year
5. Information for all investments during the financial year including:
 - Dividend Statements and Share Holding Statements
 - Buy & Sell Contract Notes
 - Any new Floats of Companies
 - Any additional Share Purchase Plan, Rights Issue or Units purchased
 - Quarterly Distribution Statements from Fund Managers
 - Quarterly and Annual Tax Statements from Fund Managers
 - Share Broker annual trading summary sheet, if applicable
 - Portfolio valuation e.g. CommSec
6. Rental Property or Leased Land:
 - Settlement Statement and Copy of Certificate/s of Title, if purchased in the current financial year.
 - Lease Agreement
 - Details of Rent or Lease Payments received during the year
 - All expenses including:
 - Real Estate Agent Fees
 - Council Rates
 - Water Rates
 - Insurance
 - Legal Fees
 - Repairs & Maintenance expenses
 - Any other rental expenses
7. Copy of all invoices or expenses paid by your Self Managed Super Fund
8. Any other relevant information for your Self Managed Super Fund

If you require any assistance please do not hesitate to contact Rod Taylor or Rhonda Tursi on (03) 5381 1088