

How you can help reduce your accounting fees?

Provide all the relevant information.

Refer to checklist below for assistance.

2009 Self Managed Superannuation Fund Tax Return Checklist

All Self Managed Super Funds **require Annual Auditing.**

Please prepare your documentation as soon as possible to send to this office.

The checklist below is information required to complete this year's taxation.

All bank accounts require a "Bank Confirmation" as at the 30 June 2009 for auditing purposes (your bank will charge a fee).

Bank Reconciliation

- Copies of bank statements for the period 30 June 2008 - 30 June 2009 for all bank accounts. (Copy of bank statement dated 30 June 2009 if bank account is on Banklink.
- Details of all bank statement transactions, or information regarding deposits and expenses (please provide cheque butts and cash book details for the period. (If not on Banklink)

Interest

- Details of interest on any income-generating investments including fixed securities and fixed term deposit accounts.

Dividends / Distribution Statements

- Copies of all dividend / Distribution remittance advices for dividends /distributions received / re-invested.

Investments:

- A copy of a holding statement as at 30 June 2009

Capital Gains

- Copies of all **buy/sell** statements of shares, managed funds.
- Full information on rental property and any other income-generating assets.
- Copies (where applicable) of settlement statements for both purchase and sale, legal fees, agent's fees, stamp duty paid, etc.

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Rental Properties / Land/Building Investments / Other investments other than Shares and Managed Funds.

- Independent valuations for all property are **required every 3 years as part of the SIS Act.**
- Please provide the last valuation of the investment (if the investment has not been valued within 3 years please organise valuation **post haste** and forward full details.

Other Assets

- Details of storage and insurance values.

Foreign Income

- Details of any foreign income received (including foreign tax credits).

Partnership/Trust Income from Managed Funds

- Copies of the Annual Taxation Statement for all Managed Funds (May not be available until August/September).
- Copies of all monthly and quarterly distribution statements for distributions received and reinvested.

Employer/Employee Contributions

- Details of all contributions, including employer and employee undeducted and government co contributions that have been included for the year.
- Employer Statements of contributions made during the year.

Deductions

- Details of all expenses, including insurance premiums, accounting fees, and any other relevant expenditure.
- Copies of any insurance policies held in the super fund.

Please contact Sue or Margaret if you require further assistance with the above checklist.

Please contact Sue or Anna to make an appointment to see Margaret or post the above information to PO Box 500 Toowong 4066.