

2.0 Rollovers

Complete Rollover Benefit Statements for each rollover that occurred during the financial year.

3.0 Expenses

3.1 General Expenses

Invoices for all expenses

3.2 Life Insurance

Insurance policy/renewal notice

Insurance SMSF statement of premiums paid for the financial year. Please include statement of advice (if provided)

3.3 Pensions/Lump Sums (if applicable)

Copies of PAYG payment summary – superannuation Income Stream (for members under 60 at the time of payment)

Copies of pension agreements, signed minutes for starting or commuting pensions

Please provide details of any personal withdrawals by a Member of the Fund during the period 1 July 2017 and 30 June 2018 (or note them clearly on the bank statement.)

DATE	MEMBER NAME	TYPE (Pension/Lump Sum)	AMOUNT

4.0 Investments

4.1 Cash

Bank statements for the period 1 July 2017 – 31 July 2018

For any withdrawals / deposits, please include a description of the nature of withdrawal or deposit

Bank Statements for the period 1 July 2017 – 30 June 2018 in a CSV (Comma Delimited) file (all non-Macquarie Accounts), or an Excel file if CSV file is not available

4.2 Term Deposits

Transaction statements for the period 1 July 2017 – 30 June 2018

Investment and maturity advices for any interest bearing investments (including the first advice following 30 June 2018)

4.3	Listed Shares			
	Buy/Sell contracts or Broker Buy/Sell Transaction statements for the year both in PDF and CSV formats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dividend statements or Broker dividend summary statements for the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Copies of all Issuer Sponsored / Chess Holding Statements received or a Broker portfolio valuation report for the financial year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Documentation in relation to any mergers, demergers, takeovers, bonus issues, capital returns etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Collectibles / Precious Metals			
	Invoices for all purchases or sales, storage fees or insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Annual Valuation / Holding Report at 30 June 2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Managed Funds			
	Distribution statements for the period from 1 July 2017 – 30 June 2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Annual tax statements for the financial year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Interim transaction reports and end of year annual statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Wraps / Portfolio Services / Investment Manager Funds			
	Copies of all investment manager year-end and interim reports for the financial year including annual tax reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Property			
	Details of all rental income received including invoice or property manager statements for the period 1 July 2017 – 30 June 2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Copies of rates notices, invoices for repairs and maintenance, insurance, land tax and all other expenses relating to property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Current signed Lease Agreement or Rental Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If property was purchased during the year provide copies of the following:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Signed Contract of Sale			
	• Settlement documentation including the statement of adjustments from your conveyancer/lawyer			
	• Loan settlement statements received from the lender or lenders Lawyers including details of stamp duty and land transfer fees and other costs.			
	• Invoices for any expenses relating to purchase			
	• Depreciation / Capital allowances schedule (if applicable)			

4.8 Private Companies / Unit Trusts

Please provide a copy of unit trust/company annual accounts and tax return if another accountant prepares these.

Unit certificates, purchase statements and unit valuation at 30 June 2018

4.9 Limited Recourse Loans

Copies of loan statements for the period from 1 July 2017 to 30 June 2018 in relation to limited recourse loans.

Copies of current signed loan agreements / contracts (new loans)

ITEM REQUIRED**Attached**
Yes No N/A**5.0 Other Documents****5.1 Activity Statements**

Copies of BAS/IAS statements prepared for the financial Year

 5.2 GST Reconciliation

Please provide a copy of the GST reconciliation if the fund is GST registered

 5.3 Minutes and Investment Strategy

Copies of minutes of any trustee meetings held.

 5.4 Members/Trustee/Directors of Trustee Company

Please advise us of any changes to members, trustees, or directors of the trustee company during the financial year

Copy of the current ASIC annual company review statement

 5.5 Subsequent Year End EventsProvide details of any material events, which have occurred since 1st July 2018 that may affect the Superannuation Fund **6.0 Notes**

Please provide any other details below you feel may be relevant

Please provide copies of the attached electronically and email to 2018@redwoodadvisory.com.au by 31 August 2018. Let's avoid the last minute rush. Remember all first year returns are due by 28 February 2019.

No original documentation should be provided to Redwood Advisory.

**Chartered
Accountant**Redwood Advisory Pty Ltd
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