



- 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 Early Access to your Super – COVID 19**  
ATO approved Early Release of Superannuation Letter ☐ ☐ ☐
- 3.4 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 2019 to 30 June 2020 (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 2019 – 31 July 2020 ☐ ☐ ☐  
For any withdrawals / deposits, please include a description of the nature of withdrawal or deposit  
Bank Statements for the period 1 July 2019 – 30 June 2020 in a CSV (Comma Delimited) file (all non-Macquarie Accounts), or an Excel file if CSV file is not available ☐ ☐ ☐

<b>4.2</b>	<b>Term Deposits</b>			
	Transaction statements for the period 1 July 2019 – 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Investment and maturity advices for any interest bearing investments (including the first advice following 30 June 2020)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3</b>	<b>Listed Shares</b>			
	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"/>
<b>4.4</b>	<b>Collectibles / Precious Metals</b>			
	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 2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.5</b>	<b>Managed Funds</b>			
	Distribution statements for the period from 1 July 2019 – 30 June 2020	<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"/>
<b>4.6</b>	<b>Wraps / Portfolio Services / Investment Manager Funds</b>			
	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"/>
<b>4.7</b>	<b>Property</b>			
	Details of all rental income received including invoice or property manager statements for the period 1 July 2019 – 30 June 2020	<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.

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Unit certificates, purchase statements and unit valuation at 30 June 2020

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**4.9 Limited Recourse Loans**

Copies of loan statements for the period from 1 July 2019 to 30 June 2020 in relation to limited recourse loans.

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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

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Copy of the current ASIC annual company review statement

☐ ☐ ☐**5.5 Subsequent Year End Events**Provide details of any material events, which have occurred since 1<sup>st</sup> July 2020 that may affect the Superannuation Fund☐ ☐ ☐**6.0 Notes**

Please provide any other details below you feel may be relevant

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Please provide copies of the attached electronically and email to [2020@redwoodadvisory.com.au](mailto:2020@redwoodadvisory.com.au) by 31 August 2020. Let's avoid the last minute rush. Remember all first year returns are due by 28 February 2021.

No original documentation should be provided to Redwood Advisory.

**Chartered  
Accountant**

Redwood Advisory Pty Ltd  
ABN 29 161 553 591  
304 MiddleboBlackburn VIC 3130