

SELF-MANAGED SUPERANNUATION FUND YEAR END ADMINISTRATION CHECKLIST FOR THE YEAR ENDED 30 JUNE 2023

1.0 Contributions

Please complete the following table and include contributions deposited to your Fund bank account and all non-cash contributions (i.e. off market transfer of shares) during the period 1 July 2022 to 30 June 2023

Alternatively mark these clearly on the bank statement

TYPE:

- E: Employer contributions
- PD: Personal contributions Tax Deduction claimed in Personal Tax Return
- P: Personal contributions No Tax Deduction claimed in Personal Tax
- **C:** Co-contributions received from the government
- **S:** Spouse contributions

DATE	MEMBER NAME	TYPE (See codes above)	CONTRIBUTION AMOUNT

ITEM REQUIRED		Attached		ed
¦ 		Yes	No	N/A
2.0	Rollovers Completed 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 2022 to 30 June 2023 (or note them clearly on the bank statement.)

DATE	MEMBER NAME	TYPE (Pension/Lump Sum)	AMOUNT

ITEM REG	QUIRED	At	tach	ed i
! 		Yes	No	N/A
4.0	Investments			
4.1	Cash Bank statements for the period 1 July 2022 – 31 July 2023 For any withdrawals / deposits, please include a description of the nature of withdrawal or deposit			
	Bank Statements for the period 1 July 2022 – 30 June 2023 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 2022 – 30 June 2023			
	Investment and maturity advices for any interest bearing investments (including the first advice following 30 June 2023)			
4.3	Listed Shares Buy/Sell contracts or Broker Buy/Sell Transaction statements for the year both in PDF and CSV formats.			
	Dividend statements or Broker dividend summary statements for the year			
	Copies of all Issuer Sponsored / Chess Holding Statements received or a Broker portfolio valuation report for the financial year			
	Documentation in relation to any mergers, demergers, takeovers, bonus issues, capital returns etc.			
4.4	Collectibles / Precious Metals		_	
	Invoices for all purchases or sales, storage fees or insurance Annual Valuation / Holding Report at 30 June 2023			
4.5	Managed Funds Distribution statements for the period from 1 July 2022 – 30 June 2023			
	Annual tax statements for the financial year			
	Interim transaction reports and end of year annual statements			
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			

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ITEM R	EQUIRED	Attached Yes No N/A
4.7	Property Details of all rental income received including invoice or property manager statements for the period 1 July 2022 – 30 June 2023	
	Copies of rates notices, invoices for repairs and maintenance, insurance, land tax and all other expenses relating to property	
	Current signed Lease Agreement or Rental Agreement	
	If property was purchased during the year provide copies of the following:	
	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	
4.0	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 2023	
4.9	Limited Recourse Loans	
	Copies of loan statements for the period from 1 July 2022 to 30 June 2023 in relation to limited recourse loans.	
	Copies of current signed loan agreements / contracts (new loans)	

ITEM REQUIRED		At	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 Events				
	Provide details of any material events, which have occurred since 1 st July 2023 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 <u>2023@redwoodadvisory.com.au</u> by 31 August 2023. Let's avoid the last minute rush. Remember all first year returns are due by 28 February 2024.

No original documentation should be provided to Redwood Advisory.



Redwood Advisory Pty Ltd ABN 29 161 553 591 304 Middleborough Road Blackburn VIC 3130