



Self Managed Super Fund checklist of records required for the period 1 July 2020 to 30 June 2021

BANK ACCOUNTS/TERM DEPOSITS

- Bank & loan statements for all accounts from 1 July 2020 to 30 June 2021
- Detailed list of what each transaction is for

PAYMENTS & DEPOSITS

- Invoices & documents required for all payments & deposits made during the year

SHARES & MANAGED FUNDS

- Copies of all dividend & distribution payment advices
- Buy & sell contract notes for share transactions
- Managed Fund 2021 Annual Tax Statements
- Confirmation of portfolio holding at 30 June 2021 (for eg a portfolio valuation printout or share registry download)

REAL ESTATE

- Real Estate monthly statements including invoices for expenses paid
- Real Estate property appraisal at 30 June 2021 (eg comparative market analysis report)
- Copy of signed lease covering the full period 1 July 2020 to 30 June 2021
- Lease to be reviewed to ensure the terms are being enforced
- Rent review/increase may be required – check lease
- Market rent to be charged for related party tenants – written evidence of market research to be provided
- Copy of all invoices for expenses paid including rates, water, insurance, repairs etc



- Buy/sell contracts (signed) and settlement statement for property purchase/sale if contract is dated between 1 July 2020 and 30 June 2021
- Quantity Surveyor Report (to claim depreciation) on new property purchases

LIFE INSURANCE

- Premium renewal notice including fund policy owner, person insured, type of insurance, sum insured & premium paid

INVESTMENT STRATEGY

- Review current investment strategy, document changes, sign and supply a copy. If no changes are required, please supply a minute to confirm.
- More information can be found at:-
<https://www.ato.gov.au/super/self-managed-super-funds/investing/your-investment-strategy/>

SUPERANNUATION

- Statements for any other Super Funds you hold at 30 June 2021

OTHER INVESTMENTS

- Copies of all documents issued in relation to the investment during the year

COLLECTABLES

- Insurance documents showing the policy owner, details of item insured, amount of cover and premium paid
- Valuation at 30 June 2021 from a suitable qualified person
- Signed statutory declaration confirming where the items are stored securely