

PREPARATION CHECKLIST

Self Managed Superannuation Funds Financial Accounts & Audit

To assist us in preparing your 2024 financial statements and other reports please use this checklist when you compile your information and return it along with your information. Completing the checklist can take some time and effort, however your efforts will enable us to process your work more efficiently. This can lead to both time and cost savings as we will not need to come back to you with further requests for information, thus delaying the processing of your return.

Please ensure you complete ALL relevant questions and provide additional information as required. Please provide all documents in a PDF format wherever possible so that we can forward them to the auditor readily.

After the receipt of the audit finalisation report, we will forward them to you for electronic signature unless you specifically request paper copies.

For more information on how to sign your financial statements and annual return documents for your self-managed superannuation funds please click on the link provided: Financial Statements: <https://support.mpwealthportal.com/hc/en-au/articles/10010105287567-How-do-I-sign-a-document>

Have your contact details changed?

New Contact Telephone Number:

New Email Address:

If we are preparing your return for the first time	Yes	No	N/A
<i>Please supply the following information</i>			
Copies of your last financial statements			
A copy of your last income tax return			
Copies of any other relevant correspondence with the ATO (e.g. objections, penalties, final notice to lodge etc)			
A copy of your last year's audit report			
A copy of the current trust deed			

Bank Statements	Yes	No	N/A
All bank statements covering the period of the relevant financial year for all bank accounts, term deposits & debenture notes			
Bank Statements for the month of July, post the relevant financial year, and cheque and deposit details			

Please ensure you supply ALL documentation required if any items above are relevant to you

Income	Yes	No	N/A
Details of <i>all</i> contributions made to the fund between 1 st July 2023 & 30 th June 2024			
Copies of all ETP rollover statements for all transfers into the fund			
Copies of any Term deposit maturity or roll over statements including any interest summaries and renewal notices received after 30 June 2023 and for the renewal notice which shows the account balance as at 30 June 2024			
Copies of all company dividend statements			
Copies of all trust or managed funds distribution statements including the annual taxation statement			
Details of any rental income received including agent statements if applicable			

Expenses	Yes	No	N/A
Copies of all invoices for expenses paid			
Copies of any life insurance policy renewal notices (theses must name your super fund as the owner of the policy)			
Details of any rental property expenses such as rates notices, insurance & repairs & maintenance			
Copies of any financial advisor or portfolio management fee invoices			

Investments	Yes	No	N/A
Copies of all share, trust and managed fund purchase or sale contracts including any rights issues or share purchase plans			
Copies of any property purchase or sale contracts along with the settlement documents even if they have not settled before 30 June 2024			
Copies of any documents in relation to any share mergers, takeovers, bonus issues and capital returns			
Copies of all monthly or interim transaction reports along with the end of financial year statement			
Copies of the financial accounts and tax return (if available) for any unlisted companies or trusts			

Please ensure you supply ALL documentation required if any items above are relevant to you

Other Documents	Yes	No	N/A
Updated Deeds			
Bare Trust			

Other Documents	Yes	No	N/A
Provide details of any material events, which have occurred since 30 June 2024 that may affect the superannuation fund			

Have any of the members of your fund commenced taking a pension during the financial year?	
Member name	Date commenced

Additional Information
If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details and attach information if applicable:

Please ensure you supply ALL documentation required if any items above are relevant to you