

CLIENT CHECKLIST 2018

Ringrose Button Chartered Accountants

Attached is a list of all the documents and information required for the preparation of your Financial Statements and Income Tax Returns for the year ended 30 June 2018. Please attach this checklist to the package of information forward or delivered to us. Please mark the information included box where items have been included.

Superannuation Fund Tax Checklist

Bank Statements

Please provide a copy of all bank statements for all bank accounts held by the superannuation fund for the period 1 July 2017 to 30 June 2018, including:

- Cheque Accounts
- Term Deposits
- Loan Accounts

Please provide a description of all income and expenses on all bank statements (ie Accountants Fees)

Investments

Shares

- All Dividend Statements for dividends paid during the period 1 July 2017 to 30 June 2018
- For Shares Sold:
 - Share Sale confirmation certificates
 - Share purchase certificates
- For all shares purchased during the year, the purchase confirmation statement
- Portfolio Listing showing the number of all shares held as at 30 June 2018
- Company statement documents detailing any capital returns, group restructures or group demergers that occurred during the year

Managed Trusts and Unit Trusts

- Full Annual Tax Statement for each Managed Trust held
- Distribution statements for any Unit Trust Distribution
- For any managed trust, or unit trusts purchased during the year, the purchase confirmation statement
- Investment Statement showing the balance of the investment held as at 30 June 2018

Other Income

- All Rollover Statements for amounts deposited from other superannuation funds

Other Expenses

- Copies of all invoices paid by the superannuation fund for the year
- Copies of life insurance policies (if policy is paid by the fund)
- List of invoices paid from your personal or business bank accounts, which are related to the superannuation fund (I.e Income Tax Instalments paid from the Business Account)

Rental Property

- Current Independent valuation (from a real estate agent or other agent) for all Land and/or Buildings held as at 30 June 2018

Income

- Gross Rent received between 1 July 2017 and 30 June 2018
If rented through an Agent, provide a copy of the Annual Rental Summary from the Real Estate Agent.
If privately rented, provide details of how many weeks the property was rented, and the rent that was charged each week
- Details of any Insurance proceeds received for the rental property

Expenses

Invoices for the following expenses:

- Council Rates, Body Corporate fees
- Insurance
- Pest Control
- Repairs and Maintenance, Gardening, Cleaning
- New assets purchased or installed
- Copy of all rental loan statements from 1 July 2017 to 30 June 2018

Purchased/Sold Rental Property

- Copy of Contract and Settlement statement for purchase or sale of rental property
- Details of expenses associated with purchase or sale (including commission, legal fees, stamp duty)

If in doubt whether you should include any income or expenses you have, please attached the documents.