

Super Fund Accounting & Tax Kit

We will need the following supplied by you before the end of the financial tax year

Tax File Number/...../..... ABN:

Name of the Fund:

Address:

.....

Telephone: (H) (W) (M)

Email:

Attached

<ul style="list-style-type: none"> • An Investment Strategy <i>(this is usually created when the Fund becomes operational, but if you do not have one we can provide some examples, if necessary)</i> 	Yes/No
<ul style="list-style-type: none"> • Copies of Accounting records <i>We recommend you link your superfund to our banklink accounting system and we will draw up your accounts from here.</i> <i>Alternatively you may send us a MYOB, Quickbooks file that has been completely updated and reconciled with the years transactions.</i> <i>If you have not got any of the above in place please forward us all bank statements and other documents pertaining to the super account</i> 	Yes/No
<ul style="list-style-type: none"> • Confirmation of Investments <i>Bank statements, third-party confirmation of the investments, such as shares or managed funds held by the Fund</i> 	Yes/No
<ul style="list-style-type: none"> • Confirmation of Income <i>Interest advice, dividend advices, contributions letter from your employer/s, confirmation of sale of assets etc</i> 	Yes/No
<ul style="list-style-type: none"> • Superannuation Deed and Amendments <i>(if you have not already supplied this to us)</i> 	Yes/No
<ul style="list-style-type: none"> • Trustee Consent to Act as Trustee <i>(if you have not already supplied this to us)</i> 	Yes/No

<ul style="list-style-type: none"> • Audited figures from previous year, including the Audit Report <i>(if we do not have a copy already on file)</i> 	Yes/No
<ul style="list-style-type: none"> • Any relevant ETP statement/s <i>(where the fund receives a rollover)</i> 	Yes/No
<ul style="list-style-type: none"> • A copy of the last Annual Return <i>(only where the Trustee is a Company)</i> 	Yes/No

Our Fees

The cost of getting your Superannuation Fund income tax return completed varies greatly, as our fees are dependent upon the complexity of the work involved, and how well-kept your records are. Great records will allow us to keep our fees as low as possible, but please expect a minimum fee of \$900 for the accounting requirements for your Superannuation Fund.

There is also an **additional cost for the audit** of your Superannuation Fund, which will be \$600 and upwards, depending on the size and complexity of your fund.