



Cotter Self Managed Super Funds

Super Fund Year End Requirements 2018 – Return Client

Information and the completed checklist can be provided to Cotter SMSF as follows:

1. **Email:** info@cottersmsf.com.au
2. **Post:** PO Box 4150, Springfield Central QLD 4300
3. **Uploaded:** We can now offer you a safe cloud-based “folder” that you can use to upload your documents and files to get your information to us rather than dealing with paper copies or emails if you prefer. Please let us know if you would like to utilise this service and we will set it up for you.

Please provide the originals of the following information where applicable.

	Matter	Y / N	Comment or N/A
1.	<ul style="list-style-type: none"> • Advise us when your Xero software has been processed to year end, or • If using MYOB user provide us with your year end MYOB backup or • Cashbook details; or • All bank statements identifying each transaction. 		
2.	<ul style="list-style-type: none"> • Supply the portfolio valuation @ 30/06/2018 if using a stock broker, E-Trade, CommSec or from your financial adviser; or • Detailed spreadsheet/other system print off in relation to the Funds investments showing the number of share/units at opening date at their cost, any new purchases/sales during the year, & market value at year end. (If maintained by you) 		
3.	Bank Statements for all accounts for the full year.		
4.	For shares - copies of any document which will provide your HIN number, together with buy contracts for new shares/sell contracts for shares sold, and market value at year end (if not a listed entity). Must be able to provide market value of all shares at 30 June.		
5.	If fund owns direct property: <ul style="list-style-type: none"> • Copy of Rates notice showing Lot and Plan numbers; • Market Valuation (eg Real Estate Agents or Trustee's Valuation) – this is required each 3 years or sooner if material changes in value occur ; • Purchase documents (if purchased during the year); • Copy of current Lease Agreement. • Copies of full year of loan statements where limited recourse borrowing arrangement in place 		
6.	If the Fund has investment/s in related unit trust/s, we require: <ul style="list-style-type: none"> • Financial Statements and supporting documentation (including Unit Certificates & Unit register). Further documentation will be requested once Trust has been reviewed. • Must obtain market valuation of the units held each year 		
7.	Copy of supporting documents for Investment Income, eg: <ul style="list-style-type: none"> • Dividends (Dividend Statements); • Managed Funds (Quarterly Distribution Statements & Annual Tax Statements & Audit Certificates); • Related Unit Trust (Copy of Tax Return); • Property (Rental Statements); • Term Deposits Statements and/or documentation • Rollovers (Copy of ETP Rollover Statements). 		



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8.	Contribution confirmations detailing member and employer contributions, eg employer ledger or letter from employer/member. (Refer to separate page below)		
	Matter	Y / N	Comment or N/A
9.	Were any "in-specie" contributions made during the year? (i.e contributions by way of assets rather than cash?)		
10.	Copy of supporting documents for expenses, eg: <ul style="list-style-type: none"> • Administration and Investment Fees; • Life Insurance (Copy of Policy Documents/Premium notices showing owner of policy); • Property (Repairs & Maintenance, Insurance, all other expenses); 		
11.	Individual Trustee - Are all Members Trustees? If Corporate Trustee - Are all Members Directors? (If Yes) • Please supply a copy of the latest ASIC Annual Statement of Corporate Trustee if Cotter Accountancy does not act as the Registered Office.		
12.	Copies of Minutes for the year – if applicable		
13.	Copy of Investment Strategy including insurance provisions		
14.	Is the Fund registered for GST?		
15.	Did the structure of the Fund alter during the year? New members/new trustee?		
16.	Does the Fund have existing <u>Binding</u> Death Benefit Nominations?		
If Fund Paying Pension or Benefits have been paid during Year			
17.	Copy of Payment Summaries (if completed by you); otherwise ensure any drawings made are clearly indicated in your transaction records.		
Details of any other information you feel is relevant:			

Declaration:

All documents supplied (photocopies or electronically) are trust representations of the original documents.

Signed:

Full Name of Signed Party:

Position:



Cotter Self Managed Super Funds

Name of Fund:

Income Year Ended: 30 June 2018

We, the Trustees of the above named Superannuation Fund hereby confirm that the following contributions were accepted on behalf of the Members.

Employer Contributions:

Member Name:	Employers Name, ABN & Address:	\$ Total Amount
1.		
2.		
3.		
4.		
Total Employer Contributions:		

Member Contributions:

Member Name:	\$ Member Contribution	\$ Tax Deduction to be Claimed
1.		
2.		
3.		
4.		
Total Member Contributions:		

NOTE:

Where the member is aged 65 or over as at the date of the above contribution being made the Trustee confirms that the member meets the “work test” and is eligible to make the contribution. The “work test” requires the member to work for at least 40 hours in 30 consecutive days within the financial year that the contribution is made. No 3 year “bring forward rule” is available for voluntary contributions when aged 65 or over.

We will require the member/s to sign off on a work test declaration if this is applicable.

Where member is over 74 no further voluntary contributions can be made to superannuation – only SGC.

Trustee (Signature)
Full name of Trustee:

Date