

PDH ACCOUNTING SERVICES PTY LIMITED



2017 YEAR END CHECKLIST

Self Managed Superannuation Funds

This is a general checklist. If an item does not apply to you, please tick N/A.
If you are not sure about anything please give us a call.

Attached	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Copy of all bank statements from 1/7/16 to 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Bank Reconciliation as at 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Backup file of accounting software to 30/06/17 e.g. MYOB/QuickBooks (note: this can be emailed) or online access
<input type="checkbox"/>	<input type="checkbox"/>	Loan statements for the period 1/7/16 to 30/06/17
<input type="checkbox"/>	<input type="checkbox"/>	Details of any superannuation fund expenses paid personally and not included in your accounting software, e.g. paid by cash or credit card
<input type="checkbox"/>	<input type="checkbox"/>	Any changes to your real estate, including purchase or sale contracts
<input type="checkbox"/>	<input type="checkbox"/>	Copies of yearly summary or monthly agent statements for any rental properties
<input type="checkbox"/>	<input type="checkbox"/>	Statements showing all interest received and dividends earned
<input type="checkbox"/>	<input type="checkbox"/>	Details of the purchase and/or sale of any shares, including contract notes
<input type="checkbox"/>	<input type="checkbox"/>	Details about superannuation contributions
<input type="checkbox"/>	<input type="checkbox"/>	Copies of invoices for all payments made
<input type="checkbox"/>	<input type="checkbox"/>	Copies of insurance policy documents for real estate and other investments

If you have any additional information please forward it with the above