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2018 SMSF Financials and Tax Return

Year End Questionnaire

Insight Business Partners Pty Ltd
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Superannuation Fund Name(s):

*separate with commas

Please take the time to complete this checklist as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements
- Ensure we can complete your Financial Statements in timely manner.

Please complete the Authorisation below as this authorises us to contact necessary organisations, (eg. your bank or insurance company) to obtain information that is required to complete your Financial Statements or Tax Returns.

Authorisation

I/We authorise Insight Business Partners Pty Ltd to complete the compilation of Financial Statements and Tax Return for the 2018 financial year.

I/We authorise Insight Business Partners Pty Ltd to obtain whatever information is required from third parties to complete the preparation of the Financial Statements and Tax Return.

Client Signature:

Date:

Please provide the following information where applicable

1. First Time Financial Statements & Tax Return	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your Super Fund's last Financial Statements and Tax Return, Audit Report, Original Trust Deed and any Amendments/Variations.			

2. Bank Statements, Invoices and Sale Purchase Documents	Yes	No	N/A
Please provide the following information: • All bank statements from 01/07/2017 to 30/06/2018 If you have not yet signed up for our **Data Feeds***, but you have Internet Banking access, please also download and provide us a Transaction List from 01/07/17 to 30/06/18 **in a CSV file** format. *Although you may have signed and returned the Third Party Authority forms, they only provide data from the date of signing. Historical transactions (from 01/07/2017 to 30/06/2018) can be provided in CSV file format.			
• Invoices for all expenses paid during 2017/18			
• All share sale/purchase documents If you use a specific broker and have not yet signed up for our **Data Feeds** please ask us for your funds specific email address to which you or your broker can directly email us with your investment buy/sell contracts in electronic form.			

3. Shares and Dividends	Yes	No	N/A
Please provide the following information: • Share portfolio valuation or online share registry statements (Computershare) as at 30 June 2018			
• All dividend statements or online share registry statements			

4. Trusts	Yes	No	N/A
Please provide the following information: • 30 June 2018 unit holding balance and unit value			
• All trust distribution statements (including annual tax statements)			

5. Property	Yes	No	N/A
• Property valuation or appraisal as close to 30 June 2018 as possible. Real estate agent, internet valuations or other similar references are acceptable.			
• Please advise if you believe there was no material change in the property value.			

6. Insurance	Yes	No	N/A
Please provide the annual statements/schedules for all Life Insurance Policies held in the fund.			

7. Rental Investments	Yes	No	N/A
• All rental statements from 01/07/2017 to 30/06/2018 including annual summary.			
• Invoices for income & expenses not included on the rental statements			
• Current lease agreement for the lease of each, if any, property owned by super fund.			

8. Purchase/Sale of Investment Property	Yes	No	N/A
If a property has been purchased or sold during the 2017/2018 year, we will need the following: • Offer and Acceptance			
• Settlement statement			
• If the purchase is with the Limited Recourse Borrowing Agreement, please provide: - Loan Agreement complete with Borrowing Costs			
- Bare Trust Deed			

9. Other Information
If you have your own investment advisor, please ask him/her for the electronic data that is uploadable into the Class Super program (i.e BT wrap/Macquarie Wrap/Praemium etc). We are more than happy to assist your advisor.

SuperStream

SuperStream is a government reform aimed at improving the efficiency of the superannuation system. Under SuperStream, employers must make super contributions on behalf of their employees by submitting data and payments electronically in accordance with the SuperStream standard. All superannuation funds, including SMSF's must receive contributions electronically in accordance with this standard.

What do SMSF Trustees need to do to meet SuperStream obligations?

You will need to provide the employer with the following information:

1) Self Managed Super Fund name
2) ABN
3) BSB and Account Number
4) **Electronic Service Address**

Electronic Service Address can be obtained via one of the SMSF Messaging Service providers registered with the Australian Taxation Office SuperStream website.

Please check with your employer first if they already have one of the service providers engaged to obtain Electronic Service Address for your fund.

Alternatively, please advise if you would like us to obtain the Electronic Service Address for your fund. We recommend using the Class Super which we can register on your behalf.

Data Feed

In early June 2018, we sent you Third Party Authority forms which grant our SMSF software supplier, Class Super, access to provide us with the same information as your bank statement, and investment related information from relevant Stockbrokers and/or Investment Wrap Managers, in an electronic format.

One limitation is that we will only receive data from the Banks from the day the signed form is returned to the Bank. We cannot obtain historical information. Historical information can be provided in a CSV file as previously explained.

Please be advised that not all institutions are supporting data feed service availability to our software supplier. Therefore, we will be in touch with you upon receiving relevant financial year information, to outline what we require as a substitute. For instance, a bank CSV file. This scenario is also applicable to you if you haven't signed and returned the Third Party Authority form(s) previously sent to you.

What you need to do?

- If you have not already done so, please sign and date your completed Third Party Authority forms previously sent to you for signature
- Mail the signed forms back to us for processing

Update of Address Details

To ensure that our records are up to date, please provide us with any UPDATE of the following details:

Person to Contact with Queries:	
Physical Address:	
Postal Address:	
Primary Email:	
Home Phone:	
Work Phone:	
Mobile Phone:	

SUBMIT