

Source Documentation

Bank Account Statements
Share Buy & Sell Notices
Trust Distribution Notices
Dividend Notices
Fixed Interest Security Notices
Rental Property / Other Income Notices
Statutory Documents
Contributions & Rollovers
Benefit Payments
Investment Holding Statements
Property Documentation
Insurance

Bank Account Statements

From 1 July to 30 June

Share Buy / Sell Notices

To be compiled in order of

Share Buy Notices

- By company name (from A-Z), then
- By date purchased

Share Sell Notices

- By company name (from A-Z), then
- By date sold

Trust Distribution Notices

To be compiled in order of

- By Trust Name (from A-Z)
- Quarterly distribution notices (1st, 2nd, 3rd & 4th)
- Annual Tax Statements

Dividend Notices

To be compiled in order of

- By company name (from A-Z), then
- By date paid (1st dividend then 2nd)

Fixed Interest Security Notices

(e.g. term deposits, debentures, etc)

To be compiled in order of

- Financial Institution (from A-Z)
- Annual tax statement first
- Quarterly distribution notices (1st, 2nd, 3rd & 4th)

Rental Property / Other Income

To be compiled in order of

- Annual rental statement first, then
- Monthly rental notices (July to June), then
- Additional rental expenditure notices

Statutory Documents

- SMSF Trust Deed
- Trustee Consents & Resolutions
- Trustee Declarations
- SMSF Investment Strategy
- Death Benefit Nominations

Contributions & Rollovers

Summary of Contributions
Contribution Payment Advice Slips
Rollover Benefits Statements

Benefit Payments

Details of Lump Sum Payments

Details of Pension Commencements,
including:

- Commencement date
- Type of pension
- Tax free percentage

Pension Resolutions

Investments

Holding statements at 30 June
Broker Portfolio Valuation at 30 June

Property

Contract of Sale
Certificate of Title
Lease Agreement

Limited recourse borrowing arrangements:

Bare Trust Deed
Loan Agreement
Loan Statements
Bare Trust Agreement (if applicable)
Resolutions

Insurance