

+ Super Fund Documents Checklist

Annual Records

This checklist is designed to cover the documentation and information we need in order to complete your tax return and financial accounts and will assist you in gathering and providing everything to us.

ACCOUNTING RECORDS

- Copy of the accounting file reconciled to 30 June (if used)
- Copy of excel spreadsheets to 30 June (if used)
- Receipts for all expenses paid

BANK STATEMENTS AND TERM DEPOSITS

- Copies of all bank statements for the financial year 1 July to 30 June
- Copies of Term Deposit Statements
- CSV file of all bank accounts for the financial year 1 July to 30 June

INSURANCE POLICIES

- Full copies of any death / disability insurance policies, showing the policy owner and premiums paid by the fund on behalf of members

HAVE YOU CONTRIBUTED FUNDS OR SHARES TO YOUR SUPER FUND THIS YEAR? IF YES, PLEASE PROVIDE:

- ETP Rollover Statements for any rollovers into the fund during the year including details of the tax free and taxable components and the preservation status of the amount rolled in
- ATO co-contribution payment advices (if we don't have there on file)
- If you have transferred any shares into your super fund, supporting evidence of the shares being transferred, and the current market value of the shares at the date
- Signed release authorities (if any) relating to excess contributions tax assessments where paid by the SMSF

DO YOU HAVE RENTAL PROPERTIES IN YOUR SUPER FUND? IF YES, PLEASE PROVIDE:

- Any valuations obtained and/or evidence supporting year end valuation
- Current written lease agreement for related party tenants if this has changed in the current financial year
- Insurance policy(s) covering the property
- Invoices for any capital improvements and / or rental expenses incurred during the year
- Real estate rental summary for the year, detailing tenant(s) and rent received
- Current land title search or most recent council rates notice

DO YOU BORROW FUNDS IN YOUR SUPER FUND? IF YES, PLEASE PROVIDE:

- Loan statements for the financial year 1 July to 30 June
- Loan documents and evidence relating to market value interest rate calculations for any related party lending

DO YOU HAVE SHARES IN YOUR SUPER FUND? IF YES, PLEASE PROVIDE:

- Dividend statements
For shares in listed companies:
 - + Details of the fund's HIN's / SRN's, holding name and postcode
 - + Purchase and sale contracts for the year
- For shares in unlisted companies:
 - + Copies of share certificates
 - + Supporting evidence of the current share price at 30 June
 - + Current financial statements of the company
 - + Additional details of the origin / history of the investment, including whether it is a related party investment

DO YOU HAVE LISTED UNIT TRUSTS & MANAGED FUNDS IN YOUR SUPER FUND? IF YES, PLEASE PROVIDE:

- Annual Tax (Distribution) statements
- Wrap account annual reports and / or unit holding certificates / statements, detailing movement during the year (purchase, sales, reinvestments) and holding / value at 30 June
- For Wrap reports, please include a copy of the audit report for the wrap account

DO YOU HAVE PRIVATE UNIT TRUSTS IN YOUR SUPER FUND? IF YES, PLEASE PROVIDE:

- Copy of unit trust financial statements and tax return for the financial year
- Full history of the super fund's investments in the trust, including commencement date of the trust and accurate records of all subsequent investments
- Copies of unit certificates
- In relation to any property investments held by the trust – written lease agreement, details of most recent revaluation (including valuation reports) and current land title search or most current council rate notice

DO YOU HOLD OTHER INVESTMENTS SUCH AS ARTWORK, WINE OR COLLECTIBLES IN YOUR SUPER FUND? IF YES, PLEASE PROVIDE:

- Copy of original purchase invoice for any items purchased in the financial year
- Current insurance policy
- Written lease agreement (only if this is applicable and if there has been any changes in the financial year)
- Any valuations / market valuations obtained and / or evidence supporting current valuation
- Details of storage arrangements (only if this has changed in the financial year)

REVIEW YOUR INVESTMENT STRATEGY:

- You complete your investment strategy yourself using our template below
- The wealth division of Kelly + Partners can complete the investment strategy on your behalf if you would like to look at actual strategy of the fund, contact us to find out more

ADDITIONAL INFORMATION

While we have tried to list everything, if there is anything else that you think we may require relating to the activities of your fund during the year, please forward that to us as well.

Investment Strategy Template

Instructions and Notes

This page provides background and instructions and does not form part of the Investment Strategy document and should be removed from the final printed document.

Recent changes to Superannuation regulations (effective for years commencing 1 July 2012) broadly require SMSF trustees to:

1. Consider insurance for members as part of the fund's investment strategy;
2. Regularly review their investment strategy;
3. Keep money and assets of the fund separate from those held by a trustee; and
4. Value assets at market value for reporting purposes – for FY2012/13 and future years.

This Investment Strategy template may assist in meeting the first two of these requirements. It is however only a template which Trustees will need to customise to their specific requirements and circumstances. Points which require customisation by Trustees are indicated by underlined blank spaces or [square brackets]. Wherever there are square brackets please select the appropriate choice or insert your own words. There is no prescribed layout for the Investment Strategy so please insert or delete words as appropriate for your funds specific circumstances

The legislation does not prescribe what time period constitutes “regularly” reviewing an Investment Strategy. General consensus is that anything less than an annual review would probably not be regarded as regular – accordingly we would expect this document to be reviewed, updated if necessary, signed and filed on an annual basis.

As noted above, Trustees are required to consider “whether the trustees of the fund should hold a contract of insurance that provides insurance cover for one or more members of the fund”. This does not mean insurance is compulsory for members but it does mean Trustees need to be able to demonstrate their consideration of the requirement for insurance. Whilst the legislation does not specify how this is done most commentators recommend including a comment in either the

Investment Strategy or the fund's annual minutes. Whilst there is some debate in legal circles as to whether Trustees should explain their decisions regarding insurance (some legal commentators argue explaining why insurance was not put in place may create an avenue for future litigation), we expect most Trustees will provide some basis for their decision. Note: a fund may elect to have insurance for one member but not for others.

Disclaimers: This is a template only and needs to be tailored for Trustees individual circumstances. This template does not take into account the circumstances of individual trustees and does not represent any form of financial or legal advice. Please obtain advice from a qualified financial advisor if you require assistance in regard to asset allocation and/or product selection for your SMSF.

Superannuation Fund

BACKGROUND:

The investment strategy outlined below represents an expansion and clarification of the Investment

Strategy agreed at the formation of _____ Superannuation Fund. This Investment

Strategy replaces the Investment Strategy document dated _____

OBJECTIVES:

The objective of the fund is to:

- + Provide superannuation benefits to members and their dependants to meet their retirement needs.
- + Ensure that appropriate mixes of investments are held by the fund to support these needs
- + Ensure the fund has sufficient liquidity at all times to meet all commitments
- + Maximise the tax effectiveness of fund investments thereby delivering the best long term after tax return for members.

The Investment objective of the trustees is to aim to achieve real medium to longer-term growth. In recognition of the _____ year investment time frame of members the fund will have a [low/high] proportion of growth assets in the portfolio.

INVESTMENT CHOICE:

The Trustees have determined the fund's investment may include but not be limited to all or one of the following:

- + Direct equities, stocks and derivatives and including the participation in dividend reinvestment program, right issues and the like, including the use of geared instalment warrants:
- + Property trusts and associated investments:
- + Managed investments and associated products:
- + Direct residential, industrial commercial property investment [including geared property investments purchased using allowable limited recourse borrowing arrangements]:
- + Bank and other financial institution securities including Term Deposits, Debentures, Secured and Unsecured Notes and Bonds:
- + [If you have collectables or other non-standard assets, particularly where they comprise a material portion of the funds asset allocation, these should be specifically included in the list of assets]
- + Any other investment that the trustees may feel prudent to achieve the objective of the fund.

The Trustee may from time to time decide to seek professional advice from Accountants, Solicitors or Financial Planners in the formulation or implementation of this or any future investment strategy.

In formulating this strategy the trustees have taken into consideration relevant features of the various investments in accordance with both the fund's objectives and appropriate legislation.

While drafting this investment strategy, the trustees have taken into account all of the circumstances of the fund, including:

- + the risks involved in making each investment;
- + the likely return from making each investment;
- + the range and diversity of investments;
- + any risks coming from limited diversification;
- + the liquidity of the fund's investments;
- + the ages and preferences of its members;
- + expected cash flow requirements; and
- + the ability of the fund to meet its existing and prospective liabilities such as paying benefits to its members.

POLICIES:

The policies adopted by the Trustees in order to achieve these objectives are:

- + Regular monitoring of the performance of the fund's investment, to oversee the overall investment mix and the expected cash flow requirements of the fund.
- + Balancing the fund's investment portfolio due to changes in market conditions, by further sale and purchase of investments.

The Trustees aim will always be to ensure that they follow the investment strategy, however, the Trustees will at all times reserve the right to change the investment mix depending on the market situation and opportunities available to strengthen its Objectives.

A copy of the Investment Strategy of the fund will be available to members of the fund on request.

RISK PROFILE AND RISK TOLERANCE:

The Fund has a [short/medium/long] time horizon. Further [the members are prepared to endure a reasonable level of volatility of returns in expectation of long term growth/the Members wish to have a conservative asset allocation thereby limiting volatility of returns]. [The members have existing equity and property investments outside superannuation and are familiar with the variability of both returns and capital values which are associated with such investments.]

Members understand

- + the trade-off between investment risk and long term capital and income growth and have indicated [capital preservation & stability/growth] is a priority
- + Investment risk is borne by the members, as fluctuation in investment returns will affect the level of the members benefits on withdrawal

[If the fund has geared investments eg. Property purchased using limited recourse borrowing arrangements, then the increased risk associated with borrowing needs to be specifically recognised and noted eg. The members have indicated they understand and are prepared to accept the increased volatility of returns associated with borrowing to invest, including the risk of loss, including the risk of total loss of invested assets where such assets are subject to limited recourse borrowing arrangements]

INSURANCE:

The Trustees have considered whether the Fund should hold a contract of insurance for its members and concluded that: [select relevant options from below or add as appropriate]

- + [Additional insurance is not appropriate as the members have [pre-existing medical conditions/ are at an age] such that insurance is not available on a cost effective basis
- + Additional insurance is not deemed appropriate as the members have significant assets inside and outside superannuation with no significant outstanding liabilities
- + The fund already has insurance for its members which is considered appropriate

- + The members have appropriate insurance outside the fund via an [industry fund/retail superannuation fund/ insurance policy directly held by the member]
- + The Trustees recognise the need for additional insurance and will take the following actions [describe planned actions and timeframes]

LIQUIDITY:

The Members of the _____ Superannuation Fund are aged [&] and have [no/significant] assets outside of superannuation. At the present time neither expect to access their superannuation prior to age [65]. Accordingly there is no anticipated benefit payment in the next [__] years. Cash in excess of anticipated liquidity requirement will be invested in accordance with the Fund's investment strategy.

ASSET ALLOCATION:

The targeted asset allocation will recognise the need to have a diversified asset mix, however, given the [short/ medium/long] term investment horizon of the members (of up to [____] years until life expectancy) and the [lack of/ significant] assets outside of superannuation, the allocation will have a [strong growth/capital preservation] asset bias and be focused on [maximising capital growth/preserving capital/ensuring capital stability].

[The Trustees recognise the higher risk in investing predominantly in growth assets and the volatility associated with shares and property. The volatility will be compensated by the prospect of achieving higher return and growth in the longer term. The shares are invested in different industries and sectors, which will spread risk to a satisfactory level]

The final targeted asset allocation will be in the following ranges:

Growth Assets	Range	12 month target
Australian equities	%	%
International equities	%	%
Direct property	%	%
Defensive assets		
Australian Fixed interest	%	%
International Fixed interest	%	%
Australian cash and fixed interest	%	%
		100%

All Trustees/Directors of the Trustee Company to sign:

..... / /

Signature of Trustee/Director of the Trustee Company Date

..... / /

Signature of Trustee/Director of the Trustee Company Date

..... / /

Signature of Trustee/Director of the Trustee Company Date

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