



R Accountants

Business Advisors & Registered Tax Agent



Professional Certifications & Membership

- Registered Tax Agent (RTA)
- Institute of Public Accountants - IPA Australia (IPA)
- Fellow of the National Tax & Accountants Association (FNTAA)
- Member of SMSF Association of Australia (SMSF)
- My Public Accountant (MPA)
- Registered ASIC Agent (ASIC)
- QROPS Pension Specialist
- RG 146 Super and SMSF Specialist
- Member Institute of Financial Accountants (IFA)

SMSF Accounting & Audit Package

R ACCOUNTANTS
www.raccountants.com.au

20 Alec Crescent
Fawkner, Melbourne,
VICTORIA 3060

Phone: 0402 554 261
E-mail: rosebook@gmail.com

Self-Managed Superannuation Funds

My business partner is a chartered Accountant and I specialise in SMSF Account preparation and Financials. We can offer a limited or a full range of services to your clients, we brand the finished product with your firm's logo and present to you as a PDF file. We can invoice the client directly or your firm - you can then add an 'administration' cost to our invoice and then charge you clients accordingly.

The software we use is BGL Simple Fund and you will receive Financial Statements, Minutes, Tax Return and an Independent Audit. If required, we can also convert clients records from any tax return preparation software into our BGL software. We work with accounting firms all over Australia and the process is relatively simple; once the information is available it is scanned and emailed across to our office. Generally, within 3-4 days you will receive an email containing the completed file in PDF format.

Require a new company to start your business? We can set up and register your company from the start and look after all the statutory registrations on your behalf.

We pride our self in fast and accurate turn around with minimal work required from your office other than collating the initial information and emailing this to our office for processing.

Our Fee Schedule for your perusal:

Financial Statement Preparation

\$950 includes Tax Return

includes up to 10 transactions per month, add \$10 per transaction thereafter; add \$300 if fund is in pension mode and actuaries' certificate is required, pension mode and no actuaries certificate required add \$150

Tax Return Preparation

\$150

Tax Lodgment Fees

- Audit \$450
- Setup SMSF (individual trustee(s)) \$900
Includes lodgments of ABN and TFN application
\$900
- Add corporate trustee Corporate secretarial services are available for \$165 per annual if required

Limited Recourse Borrowing Setup

\$2700

Plus \$150 administration fee

**REGISTERED
PUBLIC ACCOUNTANT**

Aejaz Nadeem
Director

ATO Registered Tax Agent
RG146 Super and RG146 SMSF Specialist
MPA IPA FNTAA IFA RTA REG ASIC Agent
QROPS UK Pension Specialist
SMSF Association Member

R Accountants and Business Advisors

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CHARTERED
ACCOUNTANT

Michael Jensen
Partner
SMSF Registered Auditor

Michael Jensen & Associates

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Email: michael@mjaa.com.au
Website: www.mjaa.com.au

Office: 2 Montgomery Street, Richmond Victoria 3121
Postal: PO Box 387, East Melbourne Victoria 8002

Superannuation Fund Tax Return - Checklist

Name of Taxpayer: _____

Address: _____

Preferred Contact No: _____

Information	Information Provided	Not Applicable
BANK STATEMENTS		
Bank statements for the Financial Year	☐	☐
Details of all deposits and withdrawals	☐	☐
Cheque book butts and deposit books	☐	☐
INVESTMENTS		
Details of rent, leasing or hiring income	☐	☐
Maturity notices for term deposits	☐	☐
Distribution statement from trusts	☐	☐
Dividend statements	☐	☐
Statements of returns of capital (from shares)	☐	☐
Contract notes and settlement statements for any shares purchased	☐	☐
Sell notes and settlement statements for shares sold (include original contract notes, if possible)	☐	☐
Confirmation of units purchased in managed funds	☐	☐
Sell notes for units in managed funds sold (include original purchase notes if possible)	☐	☐
Managed funds distribution statements, annual tax statements and capital gains statements	☐	☐
Any off-market transfer forms for any in specie contributions	☐	☐
Confirmation of purchase in forestry managed investment schemes	☐	☐

Information	Information Provided	Not Applicable
Annual tax statements for investments in forestry managed investment schemes	☐	☐
Any investments acquired from members or their associates during the income year	☐	☐
Any investments in related parties, including any outstanding distributions to be received	☐	☐
Any other investment assets purchased and sold	☐	☐
Annual tax statements for investments in forestry managed investment schemes	☐	☐
Any investments acquired from members or their associates during the income year	☐	☐
Any investments in related parties, including any outstanding distributions to be received	☐	☐
Any other investment assets purchased and sold		
CONTRIBUTIONS RECEIVED		
Records of all employer contributions (including salary-sacrifice contributions)	☐	☐
Records of any after-tax contributions (e.g. personal contributions)	☐	☐
Records of any contributions where no tax file number (TFN) was quoted	☐	☐
Written notices from members stating intention to claim deductions for their personal contributions	☐	☐
ROLL - OVERS		
Details of inward roll-overs	☐	☐
Details of outward roll-overs	☐	☐
INSURANCE POLICIES		
Copies of annual life insurance policy provided for members	☐	☐
Copies of death or disability policy provided for members	☐	☐
BENEFITS PAID		
Copies of any lump sum benefits paid to members	☐	☐
Details of pensions paid to members, including copies of PAYG summaries, if applicable	☐	☐

Information	Information Provided	Not Applicable
COMMON DEDUCTIONS		
Death or disability premiums	☐	☐
Actuarial costs, accountancy fees and audit fees	☐	☐
Investment expenses, including nature of the expenses	☐	☐
Management and administrative expenses, including nature of the expenses	☐	☐
OTHER INFORMATION		
Details of any derivatives and instalment warrants entered into	☐	☐
Auditor's report for the previous financial year	☐	☐
Copies of Instalment Activity Statements and/or Business Activity Statements lodged for the income year	☐	☐
Copies of minutes of meetings	☐	☐
Copies of trustee declarations for any new trustees, or directors of corporate trustees	☐	☐
Copy of investment strategy	☐	☐
Record of all members as at 30 June	☐	☐
Details of any mergers with other superannuation funds	☐	☐
If you have any doubt about any income or expenses you have received or incurred, bring the documents in with you	☐	☐
Any other information that you think is relevant	☐	☐

LEGAL DISCLAIMER

R Accountants & Business Services Advisors

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Rose Business Services

Information provided on this website is general in nature and does not constitute financial advice.

General Advice Disclaimer - *This website contains general advice only. You need to consider with your financial planner, your investment objectives, financial situation and your particular needs prior to making an investment decision. Rose Business Services and its Authorised Representatives do not accept any liability for any errors or omissions of information supplied on this website.*