

## Contributions cap flowchart

### Concessional contribution flowchart

<b>1</b>	Add up the client's concessional contributions for the current financial year	\$ _____ (2011/12)
<b>2</b>	Was the client aged 50 or more at any time in the current financial year? <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> </div>	
<b>3</b>	<b>No</b> – client's available cap is \$25k minus contributions from Step 1	<b>Yes</b> – client's available cap is \$50k minus contributions from Step 1

### Non-concessional contribution flowchart

<b>4</b>	Add up the client's non-concessional contributions for the current financial year	\$ _____ (2011/12)
<b>5</b>	Add up the client's non-concessional contributions in each of the previous two financial years	\$ _____ (2010/11) \$ _____ (2009/10)
<p><i>(don't forget to include excess concessional contributions that also count towards the non-concessional cap)</i></p> <p>Did the client's contributions (in step 5) exceed the annual \$150k cap in either year?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> </div>		
<b>6</b>	<p><b>No</b> – you do not have to worry about previous years' contributions when determining the client's available non-concessional contribution cap.</p> <p>Was the client aged 64 or less on 1 July of the current financial year?</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">↓</div> <div style="text-align: center;">↓</div> </div>	<p><b>Yes</b> – continue adding up the client's non-concessional contributions for previous years</p> <p style="text-align: right;">\$ _____ (2008/09)</p> <p style="text-align: right;">\$ _____ (2007/08)</p> <p>Input the contributions from Steps 4, 5 &amp; 6 into the <a href="#">OnePath Contributions Cap Calculator</a> to determine the client's available cap</p>
<b>7</b>	<p><b>No</b> – client's available cap is \$150k minus contributions from Step 4</p> <p><b>Yes</b> – client's available cap is \$450k minus contributions from Step 4</p>	

## Concessional contribution tips

- Check the **timing** of contributions – prior year contributions received after 30 June count in the year of receipt.
- Check that the **deduction for personal contributions** has been allowed by the ATO?
  - Was a valid notice of deductibility lodged in the appropriate timeframe?
  - Has the client met the 10% test?
  - Did the deduction avoid creating or increasing a tax loss for the client?

## Non-concessional contribution tips

- Look back** – check the client's contribution history as far as necessary until two years have elapsed where the client has not exceeded the annual \$150k (indexed) non-concessional contribution cap. For some clients, you may need to look back as far as 1 July 2007.
- Check if **other contributions** have counted towards the client's NCC cap:
  - **Excess CGT or concessional contributions** from previous or the current years?
  - Personal deductible contributions if the **deduction was disallowed** by the ATO?
  - Contributions to **other super funds**?

## Rely on accurate data

- Do not rely on the client** for information – they can't always be expected to know what counts towards their caps. Where possible, obtain contribution information **in writing** from super funds.
- Ensure you check contributions with **all super funds** for which the client is a member. Rollover information can help you identify previous funds.

## Tools

- Maintain **accurate records** of client contributions in Xplan at Client Focus > Key Details > Super > Contributions.
- Have your client bring in their latest **super statement** every review so you can keep Xplan records up to date.
- When your client wants to make a contribution:
  1. Run the '**Contribution Register**' Xport report to determine historical contribution information.
  2. Use the [Contributions Cap Flowchart](#) and the [OnePath Contributions Cap Calculator](#) to determine your client's **available caps**.