

## SMSF Year End Checklist

**Fund Name:** \_\_\_\_\_

### If we are preparing your accounts for the first time

Please provide:	Yes	No	N/A
Copy of prior year financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of prior year tax return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Statement of Financial Position Items

#### 1. Cash balances Yes No N/A

All bank accounts – Bank statements for entire period (1 July to 30 June) including notations for deposits and withdrawals.

Please provide details of ALL transactions on the bank statements by providing copies of relevant documentation associated with each transaction.

*The most cost efficient methodology would be to sort the relevant documentation (in order) as each transaction appears on the bank statements and place behind each separate bank statement.*

Please also provide deposit and cheque books.

#### 2. Listed Share Holdings Yes No N/A

All cash transactions for Purchase and Sale contracts would be provided in 1 above. Where there have been purchases and sales other than for cash e.g. in-specie contributions, DRP's, etc., please provide the relevant documentation for the period 1 July to 30 June.

Any share holding statements (CHESS/Issuer Sponsored) that can verify your holdings as at 30 June.

Any share buy back schemes participated in throughout the year, and also any documents relating to Bonus issues, or Rights issues.

#### 3. Unit Trusts and Managed Funds Yes No N/A

Please provide all distribution statements or a statement of transactions for the year, including the 30 June which may be paid in July, August or September of this year.

Please provide any documentation relating to any purchase, sale or redemption of units.

#### 4. PAYG Tax Instalments Yes No N/A

Please provide all documents relating to the lodgement of the four Instalment Activity Statements (IAS's) for the year.

