

SMSF Year End Checklist

Fund Name: _____

If we are preparing your accounts for the first time

Please provide:	Yes	No	N/A
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Copy of prior year financial statements

Copy of prior year tax return

Statement of Financial Position Items

1. Cash balances	Yes	No	N/A
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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
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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 shareholding 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
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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
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Please provide all documents relating to the lodgement of the four Instalment Activity Statements (IAS's) for the year.

Operating Statement Items

5. Interest Income	Yes	No	N/A
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The interest received from the bank accounts will be provided in 1 above.

6. Dividend Income	Yes	No	N/A
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All dividend statements received throughout the year will be provided in 1 above. Dividend reinvestment plans (DRP's) will be provided in 2 above.

7. Unit Trust Distributions	Yes	No	N/A
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In addition to all of the distribution statements as requested above, we require the Annual Tax Statements for the year ended 30 June.

8. Employer/Member Contributions	Yes	No	N/A
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Please provide a breakdown of contributions made for the year, and confirm the date on which these payments were made, the type of contribution (employer/salary sacrifice/member etc.) and by whom.

9. Pensions Paid	Yes	No	N/A
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Please provide a breakdown of pension payments made during the year, and confirm the date on which these payments were made, and to whom.

10. Expenses	Yes	No	N/A
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Please provide the documents/details of any expenses incurred by the Superannuation Fund throughout the year which have not already been provided in 1 above. Such expenses would be where another party has paid for an expense on behalf of the Fund.

Additional Notes:

If you have any queries or concerns, please do not hesitate to contact us on 02 6262 6655.

Thank you for taking the time to complete this questionnaire.