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	☐	☐	☐
Copy of prior year tax return	☐	☐	☐
Copy of Fund's executed Deed(s) incl any amendments	☐	☐	☐
Copy of ATO approved "Trustee Declaration" for each trustee	☐	☐	☐

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 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 or August or September of this year.	☐	☐	☐
Please provide any documentation relating to any purchase, sale or redemption of units.	☐	☐	☐

4. Property	Yes	No	N/A
Please provide any documentation regarding the purchase or disposal of any rental properties.	☐	☐	☐
5. Foreign Income			
Please provide any documentation regarding any foreign source assessable income.	☐	☐	☐
6. PAYG Tax Instalments			
Please provide all documents relating to the lodgement of the four Instalment Activity Statements (IAS's) for the year.	☐	☐	☐
Operating Statement Items			
7. Interest Income	**Yes**	**No**	**N/A**
The interest received from the bank accounts will be provided in 1 above.	☐	☐	☐
8. Dividend Income	**Yes**	**No**	**N/A**
All dividend statements received throughout the year will be provided in 1 above. Dividend reinvestment plans (DRP's) will be provided in 2 above.	☐	☐	☐
9. Unit Trust Distributions	**Yes**	**No**	**N/A**
In addition to all of the distribution statements as requested above, we require the Annual Tax Statements for the year ended 30 June.	☐	☐	☐
10. Employer/Member Contributions	**Yes**	**No**	**N/A**
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.	☐	☐	☐
11. Pensions Paid	**Yes**	**No**	**N/A**
Please provide a breakdown of pension payments made during the year, and confirm the date on which these payments were made, and to whom.	☐	☐	☐
12. Expenses	**Yes**	**No**	**N/A**
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.	☐	☐	☐
Audit Requirements			
13. Investment Strategy	**Yes**	**No**	**N/A**
Please provide a copy of the Fund's most recent Investment Strategy. The super laws require that you as trustee must formulate and regularly review your fund's investment strategy.	☐	☐	☐

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.