

**Checklist for SMSF Financials and Tax Return**

Financial Year Ending 30<sup>th</sup> June \_\_\_\_\_

Client/Fund Name: \_\_\_\_\_

<b>PRIOR YEAR INFORMATION</b>	N/A	Tick
Signed Prior Year Financial Statements <small>Eg. Profit &amp; Loss, Balance Sheet, Member Balances</small>		
Signed Prior Year Audit Report		
<b>CURRENT YEAR INFORMATION</b>		
ALL Bank Statements (up to and including 30 June)		
Proof of Ownership and Current Value of Assets held in fund <small>Eg. Link/Share Registry Listings, Managed Fund Reports, Property and Asset Valuations, Non Listed Unit Trust Accounts, Actuarial Certificates</small>		
Asset Purchased or Sold during FY <small>Eg. Broker Reports, Contract Notes, Invoices, Purchase/Sale Contracts</small>		
Income Documents <small>Eg. Investment Property Rental Statements, Term Deposit Statements, Dividend Statements</small>		
Contributions received <small>Eg. Final payslips, ESA report, Rollover statements, Exit statements</small>		
Expense Documents: <small>Eg. Investment Property Expenses: Rates, Insurance, mortgage docs, agent report, repairs Eg. Fund Expenses: Accounting Fees, ASIC, Insurance Policies, etc.</small>		
ATO Docs or Letters <small>Eg. PAYGI, Co-Contribution Letters, compliant Notice</small>		
ASIC Company Statement		
Fund's Current Investment Strategy		
<b>COMPLIANCE DOCUMENTS</b> <small>(Not required if existing client)</small>		
SMSF Trust Deed or Trust Deed Amendment Documents (copy)		
SMSF Corporate Trustee Constitution (copy)		
Fund Member Application Forms (copy)		
Consent to Act as Trustees Document (copy)		
Trustee Declaration (NAT 71089)		

**Notes or Additional Information:**

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