

Accountant / Trustees Audit Document Checklist

Name of the SMSF

Year of the Audit

Permanent documents
that should be on file
(S17A)

- Minutes
- Trustee Declaration from the ATO (after 1 July 2007 – S104A)
- Trust Deed
- Consent to act as Trustees and Member Applications
- Investment Strategy

The basic format is to have Financial Statements, a Tax Return, supporting documentation and then the Permanent documents for your SMSF. The preference is if you email this to Superannuation Warehouse.

Divide your audit file in sections and add relevant documents in this file. See below for the detail that should be in each section.

Registered Auditor information to be recorded on page 6 of the SMSF Tax Return

Registered Auditor 1

- Auditor name: Mr. Johann Heinrich Preller
- Audit number: 100 113 497
- Contact number: 03 9583 9813
- Postal address: PO Box 450 Mentone VIC 3194

Registered Auditor 2

- Auditor name: Ms. Zhengzheng Chen
- Audit number: 100 300 445
- Contact number: 03 9583 9813
- Postal address: PO Box 450 Mentone VIC 3194

Registered Auditor 3

- Auditor name: Ms. Jie Shao
- Audit number: 100 302 841
- Contact number: 03 9583 9813
- Postal address: PO Box 450 Mentone VIC 3194

Main components of the Audit File

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Copy of signed Audit Engagement Letter by the Trustees | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Trustee Representation Letter | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Financial Statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Supporting documents for all items in the Financial Statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tax Return completed (see auditor details above) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proof of Trustees (individual – document signed by Trustees accepting to act as Trustees or Company Trustee confirmation of Directors) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of all signed permanent files | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of all ATO documents including COVID-19 Determination Reports | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 1: Other Permanent Files

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Copy of signed Pension Documentations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Bare Trust if there is a LRBA in the Fund | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Actuarial Certificate (if Fund is partially in Accumulation and Pension phase) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Life Insurance Statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Corporate Trustee Annual Statement - ASIC | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proof of payment made for ASIC annual fee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 2: Previous year's financial records

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Copy of signed Prior year Management Letter | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Prior year Financial Statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Prior year Tax Return | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Prior year Audit Report | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 3: Financial Statements

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Financial Statements (see format to be used in our free downloads section) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Income Tax Return | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ATO Portal Reports | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Investment Summary Report | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Members Statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Notes to Financial Statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Statement of Taxable Income / Income Tax Provision | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 4: Client Contact Details

Primary contact (documents and queries will be forwarded to this person)

| | |
|----------------|----------------------|
| Name | <input type="text"/> |
| Contact Number | <input type="text"/> |
| E-mail | <input type="text"/> |
| Postal Address | <input type="text"/> |
| Member 1 | <input type="text"/> |
| Member 2 | <input type="text"/> |
| Member 3 | <input type="text"/> |
| Member 4 | <input type="text"/> |

SECTION 5: Fund Administration (If **YES** to any of the following questions, please provide us with the copies of relevant documents)

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Change of Trustee (signed) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Members added / resigned (signed) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Latest version of Trust Deed (signed) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Amended Investment Strategy (signed) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Change in tax status i.e.: Member moved from accumulation to pension phase | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ATO correspondence received relating to any significant events | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Latest Binding Death Benefit Nominations on file | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Prior year Audit Management Letter points addressed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is the Corporate Trustee a sole purpose SMSF Trustee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Minutes in place or drafted for actions taken during income year (S35B) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Other matters or significance / relevance:

SECTION 6: Fund Administration (New engagements and first time audit to Superannuation Warehouse). Please attach the following documentations

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Copy of signed Fund Trust Deed | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Member applications and Trustee consents | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed ATO Trustee Declarations (appointments after 1 July 2007) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed latest Investment Strategy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Prior year's Financial Statements including notes to the Financials | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Any ATO correspondence received relating to any significant events | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Latest Binding Death Benefit Nominations on files | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| General authority (should external verifications required for bank, employer or insurance company) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Prior period Audit Management Letter points addressed (if applicable) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Prior year Audit Report | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Engagement Letter and Audit Representation Letter | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Financial Statements (including notes), Member Statements, Trial Balance, General Ledger for current year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Latest ASIC Annual Return attached (Corporate entities only) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proof of payment made for ASIC annual fee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is Corporate Trustee a sole purpose SMSF Trustee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Minutes in place or drafted for actions taken during income year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of signed Bare Trust if there is a LRBA in the Fund | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 7: SIS Act 1993 and SIS Act 1994 Compliance

SISA & SISR combined with GS009 compliance requirements are noted in the Audit Plan which is a separate document.

SECTION 8: Client Supporting Documentation Checklist (Only complete this section if electronic uploaded files are not received)

Cash at Bank / Cash on Deposit

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| Bank statements for full year (also post year end to September is recommended) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bank statements which show full details such as account name, closing balances as at 30 June | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bank confirmation recommended for balances > 10% of asset value and/or where originals not received | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Share in Listed and Unlisted Companies / Trusts

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Dividend notices and trust distributions/annual tax statements | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| SRN/HIN details (including holding name and postcode) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Acquisition and disposal documentation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Financials and Tax Return for Unlisted Unit Trust | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Share holding statement / Portfolio statement | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

WRAP Investments

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| Annual Tax Statements and transaction reports | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Annual portfolio / holding statement | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Controls audit report to meet the requirements of GS007 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Related Party Investments

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Financial statements (property in related entities—also complete the Property section) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Evidence of ownership | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Market value calculations / Trustee valuation calculations | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Investment Property

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| Copy of property Title Deeds documents e.g. title search | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Documentation to support value of the property | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Copy of most recent lease agreements, including details on lessee | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Evidence of rental being at market rates | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Insurance policy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Acquisition and disposal documentation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bare Trust Documentations (if SMSF has borrowings) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Other Assets (e.g.: artwork, jewellery, wine, sundry debtors, loans)

| | Yes | No | N/A |
|---|-----------------------|-----------------------|-----------------------|
| Acquisition documentation to support ownership, and disposal documentation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Documentation to support value | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lease / loan agreements, including details on lessee / recipient | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Evidence of rental / interest being at market rates | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Details of asset location and insurance policy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Confirmation asset not for private use and/or enjoyment by Members or related parties | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Other Liabilities

| | Yes | No | N/A |
|--------------------------|-----------------------|-----------------------|-----------------------|
| Supporting documentation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Member benefit calculate | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Income & Expenditure

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Contributions - confirmation from employer for concessional contributions, work test confirmation for Member who is over 65 and wants to make contributions. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Insurance – copy of policy confirming ownership, life insured, cover type and premiums | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pension / benefit payments – condition of release (under 65), PAYG summary (under 60) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Other income and expenses documentation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pension Minute for Fund with balance over \$1.6m | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| CGT relief calculation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Tax

| | Yes | No | N/A |
|--|-----------------------|-----------------------|-----------------------|
| Annual return completed for the current year | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tax losses, both Revenue and Capital, carried over from previous year tax return to the current year correctly | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Income tax calculation / work papers | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Payment documentation - including PAYG and Supervisory Levy | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Actuarial certificate, if applicable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SECTION 9: Declaration

To my best knowledge and belief all documents supplied, whether they are photocopies or electronic, are a true representation of the original documentation.

Prepared by

Name

Signed

Date

Reviewed by

Name

Signed

Date

Audit notes: