Superannuation Warehouse

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Name of the SMSF _____

Year of annual return _____

Please take the time to complete this checklist as it is a very important part of completing your work efficiently. It helps you:

- Identify and provide the information we need to prepare your SMSF Financial Statements
- Minimise the queries from us during the preparation of your Financial Statements

Please send us the relevant documents for all the investments in your SMSF

Bank Accounts

	Yes	No	N/A
Please provide all bank statements in excel format with explanations for all transactions from 1 July to 30 June	○	○	○
Please send us the PDF / scanned copy of the Bank Statements from 1 July to 30 June to confirm ownership by the SMSF and closing balance for audit file completeness	○	○	○
If there are Term Deposits, please send us all Term Deposit statements from 1 July to 30 June	○	○	○

Rollover Statement

	Yes	No	N/A
Please provide us with the Rollover Benefit Statement if there is transfer-in from another super fund. We require the SuperStream Report as well.	○	○	○

Listed Shares & Listed Unit Trust Investments

	Yes	No	N/A
Transaction summary statement for the period from 1 July to 30 June	○	○	○
Financial Year summary statement as at 30 June to confirm units held and market value as at 30 June	○	○	○
Dividend or distribution statements during the year	○	○	○
Annual Tax Statement for Listed Unit Trust for the current financial year	○	○	○

Unlisted Shares and Unlisted Unit Trusts

	Yes	No	N/A
Unit or Share Certificate to confirm the units held and market value as at 30 June	○	○	○
Market value as at 30 June	○	○	○
Signed Financial Reports and Tax Return for Unlisted Unit Trust for the current financial year	○	○	○

Private company

	Yes	No	N/A
Share certificate confirm the units held by the Fund and market value as at 30 June	○	○	○
Extract of ASIC Certificate showing Directors and Shareholders to confirm the SMSF does not have a control and voting right over the entity	○	○	○
If there is dividend income, we need the dividend statement to record the franked / un franked components	○	○	○

Managed Investments

	Yes	No	N/A
Annual Tax / Distribution statements for the year	○	○	○
Financial Year Summary Statement from 1 July to 30 June	○	○	○

Property

	Yes	No	N/A
Depreciation schedule if applicable	○	○	○
Rental statements showing the relevant Income and Expenses	○	○	○
Loan Agreement , loan statements / loan repayment schedule if applicable	○	○	○
Title Deed for the property	○	○	○
Property settlement statement / Statement of Adjustment	○	○	○
Property revaluation (can be a Trustee revaluation)	○	○	○
Signed lease agreement (no related party for residential property)	○	○	○
Property insurance policy for the period from 1 July to 30 June	○	○	○
Tax invoices/ payment receipts for all expenses paid by the SMSF	○	○	○
Executed Contract of Sale to confirm the ownership by the SMSF	○	○	○
Executed Declaration of Custody Trust if the Fund purchased a property with loans	○	○	○

Precious Metals, Art Works and other Collectible Assets

	Yes	No	N/A
Purchase and sale contracts in the name of the SMSF	○	○	○
Year-end holding statements to confirm the value as at 30 June	○	○	○
Details of where the asset is held and confirmation it is not used by the Members or a related party	○	○	○
Insurance policy statement for all collectable and personal use assets from date of purchase	○	○	○
Summary of all bullions noting type and quantity of all bullion as at 30 June	○	○	○
A dated photo of all bullion held by the Fund to confirm the existence of all these assets	○	○	○

Crypto Currency Investment

	Yes	No	N/A
Holding summary statement as at 30 June to confirm all bitcoin held and market value as at 30 June	○	○	○
Summary Statement for bitcoin trading account from 1 July to 30 June	○	○	○
Summary Statement for cash account from 1 July to 30 June	○	○	○

Life Insurance

	Yes	No	N/A
Insurance Policy Statements showing the insurance payments and the name of the SMSF	○	○	○

Please provide the copies of the relevant minutes, if the Fund has following activities:

☐ Change in tax status i.e.: Member moved from accumulation to pension phase

☐ Change of Trustee or Member

Important note

☐ We will send all the Financial Reports via Echosign for digital signature. This eliminates the need for printing and scanning signed pages back to us. An email will be sent to you to notify once the reports are sent. Please look out for the email from Echosign.

☐ As per the section 35B of the SIS acts, the accounts and the financial statements must be signed by at least two Trustees. Please remember to provide us with at least two email addresses of the Trustees. We will send out the Echosign emails to those Trustees for digital signatures.

☐ Superannuation Warehouse operates as an accounting firm and is not licensed to give financial advice. Therefore, we don't provide any financial advice.

Declaration

☐ I acknowledge and understand my responsibilities for:
- Reliability, accuracy and completeness of the accounting records/financial information
- Disclosure to Superannuation Warehouse of all material and relevant information

☐ As Trustee of the Fund, I understand my obligations under self assessment to keep full and proper records for minimum 5 years

As Trustee of the Fund, I confirm the information supplied is complete in order to start the accounting process.

Prepared by

Name _____

Date _____