

## SMSF Audit Checklist

Name of Fund

ABN

No of members

Name of Trustee(s)

### LIST OF DOCUMENTS/PAPERS REQUIRED

SR. NO	Only for first year Audit Engagement	Yes	No	NA
1.	Copy of Current Trust Deed or any amendments during audit period			
2.	Prior Year Signed financial report			
3.	Prior year management letter & audit report (if applicable)			
4.	Copy of ATO correspondence or documents confirming that fund is a regulated fund			
5.	Details of all Trustees/Trustee Company Directors including DOB			
6.	Copy of Consent to act as Trustee			
7.	Copy of Fund member application form			
8.	ATO Trustee(s) declaration			
	<b>FINANCIAL RECORDS</b>			
	<b>General Documents</b>	Yes	No	NA
1.	Signed Financial statements for the year including detailed Balance Sheet, detailed Income Statement, member statement etc.			
2.	SMSF Annual Return and Income Tax Reconciliation			
3.	Copy of general ledger, trial balance, work papers and reconciliations including investment summary			
	<b>Cash and Cash Equivalents</b>	Yes	No	NA
1.	Bank Statements for the full financial year for all accounts held			
2.	If there is account receivable, subsequent bank statement confirming receivable received			
3.	Statement confirming details and movements of term deposit.			

	<b>Listed Shares / Units</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Holding Statements with HIN/SRN and postcode			
<b>2.</b>	Contract notes (buy/sell), off market transfer paperwork			
<b>3.</b>	Dividend / distribution statements			
<b>4.</b>	Brokers' statements showing all transactions for the year			
<b>5.</b>	Annual tax statements for distributions			
<b>6.</b>	Valuation Statements			
	<b>Unlisted Securities</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Unit or share certificates			
<b>2.</b>	Valuation certificate / statement of holding or last signed year-end financial statements for unlisted company or trust			
<b>3.</b>	Dividend / distribution statements			
	<b>Real Properties</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Certificate of Title			
<b>2.</b>	Copy of Purchase documents			
<b>3.</b>	Latest valuation of property			
<b>4.</b>	Declaration of trust where property is not held in the name of trustee(s) ATF SMSF			
<b>5.</b>	Copy of lease agreement			
<b>6.</b>	If purchased under LRBA, bare trust deed and loan statements			
<b>7.</b>	Rental statement			
<b>8.</b>	Detail of expenses including rate notices, council charges, strata levies etc.			
<b>9.</b>	Insurance policy			
	<b>Collectables</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Purchase and sale documents			
<b>2.</b>	Storage and Insurance details			
<b>3.</b>	Latest valuation report			
<b>4.</b>	Lease agreement, if applicable			

	<b>Loans</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Confirmation on whether the loan is loan is made to a related party			
<b>2.</b>	Loan recipient confirmation			
	<b>Expenses</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Invoice for all major expenses, depreciation schedule			
<b>2.</b>	Insurance policy documents confirming Insurance policy holder / beneficiary, cover obtained and premiums			
<b>3.</b>	Ensure any expenses paid by members have been duly accounted			
	<b>COMPLIANCE RECORDS</b>			
	<b>General Documents</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Signed engagement letter and trustee representation letter (provided by Super SMSF Audit)			
<b>2.</b>	Copy of latest ASIC annual company statement, if corporate trustee			
<b>3.</b>	Signed trustee minutes for the year			
<b>4.</b>	Signed Investment Strategy			
	<b>Contributions</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Rollover documentation if applicable			
<b>2.</b>	Confirmation of contribution by employer/member, ATO co-contribution			
<b>3.</b>	Work test declaration, if contribution other than employer contribution by member over 65			
<b>4.</b>	Contribution splitting paperwork, if applicable			
<b>5.</b>	Details of members who have triggered the non-concessional 3 yr. bring forward			
<b>6.</b>	Copy of section 290-170 notice, if applicable			
<b>7.</b>	Signed release authorise (if any) relating to excess contribution tax			
	<b>Benefit Payments</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
<b>1.</b>	Pension documentation including request from member and acceptance from trustee(s)			
<b>2.</b>	Documentation or minutes for change of pension to account based from TRIS, if applicable			
<b>3.</b>	Declaration on condition(s) of release met by member			
<b>4.</b>	Actuarial Certificate, if applicable			

5.	PAYG summary for pension payment, if applicable		
6.	If money rolled out of fund, copy of rollover statement		
<b>FUND ADMINISTRATION</b>			
	If 'Yes' selected for any of the below, please provide copies of relevant documentation	<b>Yes</b>	<b>No</b>
1.	Trust deed updated?		
2.	Change of Trustee(s)?		
3.	Change in member(s)?		
4.	Investment strategy updated?		
5.	Change in tax status i.e. member Moved to pension phase from accumulation?		
6.	Any ATO correspondence received relating any significant events occurred?		

### **Declaration**

To the best of my knowledge and belief, all documents provided by us, whether copies or in electronic form, are true representation of the original documents.

Signature

Name

Date