



Self Managed Super Fund (SMSF) Checklist

If you require preparation of Financial Statements for your Self Managed Super Fund, the following checklist will assist you in providing the information and supporting documentation we need. Please note that audit requirements for your Self Managed Super Fund require documentation for all transactions within your Super Fund.

Assets	✓
Copies of all bank statements for all bank accounts, term deposits, broking accounts held	
Documentation for any investments purchased (shares in companies, managed funds, etc)	
Documentation for any investments sold (shares in companies, managed funds, etc)	
Documentation for the acquisition of any new rental properties purchased (e.g. Purchase Contract, Settlement Statement, Stamp Duty, Legals, etc)	
Documentation for the disposal of any rental property sold (e.g. Sale Contract, Settlement Statement, Commission, Legals, etc)	
Documentation for any capital improvements to any property	
Documentation for any depreciable assets purchased and sold	
Copies of life insurance policies showing the insured amounts as at 30 June	

Liabilities	✓
Copies of loan statements for all loan accounts or finance held	
Copies of any final loan statements if a loan was closed/paid out	

Income	✓
Dividend Advices	
Distribution Advices	
Annual Tax Statements for the year ended 30 June	
Copies of invoices for lease/hire income received	
Documentation for Rental Income (e.g. real estate Annual Summary)	
Documentation for any rollovers into the superfund	
Documentation for any other income received	

Expenses	✓
Documentation for Rental Expenses (e.g. rates, insurance, repairs and maintenance etc)	
Documentation for any Investment Expenses (e.g. broker management fees)	
Copies of life insurance policies premiums paid	
Documentation for any rollovers out of the superfund	
Documentation for any other expenses paid	
Copy of the Quantity Surveyors Report for any properties acquired	