

2023 Financial Year End Checklist – SMSF

To assist us in attending to your superannuation fund's annual compliance (i.e. preparation of the Fund's 2023 Financial Statements & Tax Return), please fill out the applicable items of this checklist and return to our office with the following information.

The complete and timely provision of this information will assist us in ensuring that all legislative and lodgement obligations are met.

- Bank statements for the period 1 July 2022 to 30 June 2023 for all bank accounts.
- Details of all deposits and payments contained on the above bank statements.
- Term deposit statements for the financial year (if applicable) for all term deposit accounts.
- Details of all shares investment purchases and sales made during the financial year. Please include all BUY and/or SELL contracts, share certificates, and a summary from the broker if available (if any).
- If you have any shares that have had any corporate activity such as mergers, takeovers or rights and bonus shares issued, please supply all paperwork associated with the event.
- Managed fund annual tax statements and portfolio reports showing the number of units held by the Fund and the market values of these units as at 30 June 2023.
- Details of all real estate purchases and sales made during the financial year (i.e. purchase/sale contracts and settlement statements) including a copy of the lease agreement (if applicable).
- Details of rental property income and expenditure for each property for the financial year.
- Copy of any tenancy/leasing agreements over the property if changed from last year.

- An independent real estate valuation confirming the market value of the property at 30 June 2023 is now required every year. This can be obtained from an appropriately qualified person, such as a real estate agent. Please provide a copy of such a valuation for all properties.
- Market valuation and/or holding statements as at 30 June 2023 for unlisted shares and/or unlisted unit trusts OR a copy of the company or trust financial statements.
- Details of any investment in Collectibles or Personal Use Assets (e.g. Artwork, Jewellery, Antiques, Postage Stamps, Motor Vehicles, Recreational Boats etc.)

For an such investments please provide the following;

- Purchase documents
 - Lease agreement
 - A recent independent valuation by a certified valuer, (**NOTE: Valuation is required every year**)
 - Copy of any insurance policies held. If the investments are not insured separately or noted on an existing policy, please ensure this is attended to.
- As you would be aware, self-managed super funds are prohibited by law from borrowing except in limited circumstances. If your fund has borrowed under an arrangement allowed by the Australian Taxation Office, or otherwise borrowed inadvertently, please provide the following information;
 - Details of the loan/borrowing including loan establishment documentation, minutes and statements for the entire year.
 - Please also indicate the interest payments made in relation to this loan/borrowing including those to related parties where interest has been paid by entity other than the superannuation fund.
 - Details of any crypto assets held by the Fund including a record of the value of the crypto asset in Australian dollars at the time of each transaction and a summary of all crypto assets held by the Fund and their market value as at 30 June 2023.

- If any member has rolled other superannuation monies to the Fund or out of the Fund during the financial year, please provide copies of documentation supporting the rollover.
- Invoices/Receipts to support payments made by the Fund during the financial year e.g. legal fees, accounting fees, income tax payments etc.
- If the Fund has made any pension or lump sum payments during the financial year to members, please indicate the amounts paid along with details of the member to whom the pension or lump sum payments were made.
- If the Fund holds any insurance policies on behalf of the members, please provide Statements showing the Annual Premiums Paid and details of the policy owner.
- Details of any superannuation balances (i.e. accumulation phase and/or retirement phase balances) held by you outside your self-managed superannuation fund.
- Documentation to support all contributions made to the Fund during the 2023 financial year including Employer Contributions, member Contributions, Third Party Contributions, Govt-Co Contributions, and In-Specie Contributions etc.
- Any other relevant information pertaining to the Fund.