

SMSF year end accounting checklist



Please return this completed request and associated documentation by mail to:
SMSF Managers Pty Limited
GPO Box 2277
Melbourne VIC 3001
P: 1800 492 230

Fund name:
Contact name:
Address:
Telephone: Email:

A. Annual information

Contributions to the fund

Name	Employer	Member non concessional (undeducted)	Member concessional (deducted)

- ETP Rollover Statements
- Government Co Contribution Statement

Benefits paid from the fund

Name	Lump sum	Pension drawdown

- PAYG Payment Summary - Lump sum
- PAYG Payment Summary - Income stream

Other

- Business Activity Statements and details of calculations
- Instalment Activity Statements
- ATO portal printouts (where is not the tax agent)
- Life cover premium notices

B. Investment information

- Bank accounts**
 - Bank statements
 - Details and documentation of all transactions, including expenses

- Shares**
 - Contract notes for purchases and sales, or broker transaction listing
 - Share application forms and confirmation of allocations
 - Holding Statements
 - Dividend Statements
 - Documentation of rights, bonus issues, returns of capital, restructures & take overs
 - Off-market transfer forms
 - Broker year end investment summary

- Trusts**
 - Purchase and sale documentation
 - Distribution notices
 - Year end tax statement

- Term deposits/debentures**
 - Renewal notices
 - Interest statements

- Managed portfolios**
 - Annual statement
 - Year end tax statement
 - Cash account transaction listing

- Property – new purchase**
 - Purchase documentation
 - Certificate of title
 - Listing of depreciable fixtures and fittings
 - Listing of deductible construction costs
 - Lease agreement

- Property – current year**
 - Rental income statements
 - Property expense documentation
 - Valuation by agent or trustees at year end

- Loans**
 - Loan agreement
 - Interest statements

- Unlisted Trusts and Companies - related**
 - Financial statements, income tax return
 - Valuation by trustees at year end

- Unlisted Trusts and Companies - unrelated**
 - Distribution, dividend statements
 - Valuation by trust/company or trustees at year end

- Collectibles**
 - Purchase documentation
 - Lease agreement
 - Valuation by dealer or trustees at year end

C. General information

(Complete only if this information has changed or we are performing work for the first time)

Members

Name	Date of birth	Tax File Number	Date joined fund	Eligible service date

Trustees

Corporate Trustee ACN/ABN

Individual Trustees or Directors

Fund information

Date fund established

Tax File Number

Australian Business Number

Fund documentation

- Signed Trust Deed
- Signed Investment Strategy

Prior year records

- Financial statements including audit report
- Asset acquisition history, or BGL Simple Fund data file (if available)
- Income Tax and Regulatory Return
- Member benefit statements

For further information contact:
SMSF Managers Pty Limited
Level 3, 530 Collins Street,
Melbourne VIC 3000
P: 1800 492 230
superconcepts.com.au/SMSF-Managers