

Super Fund Audit Trustee Checklist

*Before you make your audit appointment for your self managed super fund, please complete this checklist and mark **ALL** of the items that are included with your paperwork.*

PLEASE GIVE US THIS CHECKLIST WITH YOUR PAPERWORK

FUND DETAILS

For all Clients:

- Super Fund Trust Deed []
- ABN Details []
- Tax File Number Details []
- List of super fund members and their birthdates and tax file numbers []
- Last year's audit report []
- Last year's audit fees []
- Bank Statements for the period ending 30th June []
- ETP Rollover Documents []
- Minutes of Meetings []
- Investment strategy []
- Details of all member and employer contributions. []

If you setup the fund this year:

- Inward rollover ETP documents []
- Invoice for fund setup fees []
- Financial adviser's fees []

If you accessed the money:

- Letter from APRA confirming your eligibility []
- Letter from member to trustees asking for early access []
- Letter from trustees to member granting early access to funds []
- Payment details. []

If you closed the fund this year:

- Minutes of meeting []
- Letter from ATO confirm your ABN is no longer registered []
- ETP Rollover documents transferring money from the SMSF to the new complying fund. []
- Date of fund closure []

If you paid PAYG or GST:

- Total tax & GST paid []
- Copies of activity statements lodged []

ABOUT YOUR INVESTMENTS

If you have term deposit/interest:

- Term deposit statement upon maturity []
- Deposit receipt []
- Total interest received []

If you have shares or managed funds:

- Buy and sell documents for any shares traded in the year ending 30th June []
- All dividend statements []
- Statement from stock broker []
- Managed fund investments annual statement []
- Capital Gains Tax statement []
- Income stream statements []
- Portfolio statement as of 30th June []
- Brokerage expense details []

If you have brought a property:

- Number of weeks property was rented []
- Date property was purchased []
- Rental statement from agent or rent received []
- Capital costs []
- Loan interest []
- Advertising []
- Agents fees []
- Corporate body fees & strata levy
- Borrowing expenses []
- Cleaning, gardening & lawn mowing []
- Council Rates []
- Insurance []
- Land tax []
- Repairs & maintenance []
- Water charges []

**For more information please call
or visit our website.**