



Suite 2,343 Newcastle Street  
Northbridge WA 6003  
PO Box 2210  
Marmion WA 6020

Phone: (08) 9358 5599  
office@rtwauditing.com.au  
dharam@rtwauditing.com.au

# 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 30<sup>th</sup> 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 30<sup>th</sup> June [ ]
- All dividend statements [ ]
- Statement from stock broker [ ]
- Managed fund investments annual statement [ ]
- Capital Gains Tax statement [ ]
- Income stream statements [ ]
- Portfolio statement as of 30<sup>th</sup> 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.**