holmans
accounting & taxation

SMSF CHECKLIST

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Maroochydore
5451 6888
5451 6809

Name of Fund: ____

Contact: ____

Preferred Phone: ____

Email Address: ____

Financial Year – 1 July 2016 to 30 June 2017

To complete your accounts, we will require a copy of all documentation related to the Super Fund during the 2017 financial year. The list below contains examples of documentation your fund may have, although not all items will be relevant for your fund.

	Provided (Y/N)	Further Details
BANK STATEMENTS		
Bank Statements for the period 1 July 2016 to 30 June 2017 for all accounts held in the super fund name, for example: • Cash Management Accounts • Saving accounts • Term Deposits, including advices for all deposits matured during the year		• *Please request replacement statements if any are missing for the period.* • *Please ensure that **every** transaction on the bank statement has a document to support the transaction if applicable or otherwise provide description of what the transaction is for*
DOES THE FUND HOLD ANY LISTED SHARES? IF SO, PLEASE PROVIDE:		
Provide copies of **all** following for the period: • Buy contracts • Sell contracts • Dividend Statements • Correspondence advising of any corporate actions like buy backs, takeovers, bonus shares, mergers etc. • Portfolio valuation as at 30 June 2017		If no portfolio valuation is available then please provide • HINs or SRNs and postcodes for all shares
Provide the following Broker reports: • Detailed transaction summary/history • Portfolio valuation at 30 June 2017		*The auditor will want to sight these to confirm shareholdings as at 30 June 2017*

DOES THE FUND HOLD ANY UNLISTED SHARES? IF SO, PLEASE PROVIDE:		
Provide copies of **all** following for the period: • Buy contracts • Sell contracts • Dividend Statements • Financial Statements for the year ended 30 June 2017		
DOES THE FUND HOLD ANY MANAGED FUNDS? IF SO, PLEASE PROVIDE:		
Provide any acquisition and withdrawal confirmation notices		
Provide **all** Annual Tax Statements		
Provide **all** Quarterly or Bi-annual statements		*Showing number of units held and their value as at 30 June 2017.*
DOES THE FUND HOLD ANY PRIVATE UNIT TRUST? IF SO, PLEASE PROVIDE:		
• Copy of Unit trust financial statements and tax return for the financial year • If the Unit trust held property as an investment please provide copy of written lease agreement and valuation at 30 June 2017 for the property		

DOES THE FUND HOLD ANY PROPERTY? IF SO, PLEASE PROVIDE:		
If property was **bought** during the year, please provide copies of: • Purchase contract • Settlement statement • Legal fees • Stamp duty • Certificate of Title.		*Market Valuations are necessary to ensure the assets in your fund are not over or understated.*
If property was **sold** during the year provide copies of : • Sale contract • Settlement statement • Legal fees • Sales commission and marketing costs		
If property has been held from previous years please provide, • Market Valuation at 30 June 2017		please note this can be done by a real estate agent
Please provide details of Rental income • If the property is rented through a Real Estate Agent provide Rental		*If rented to a related party, provide evidence to support rent is at market value. For example a letter from a Real*

Statements from 1 July 2016 to 30 June 2017 • If a Real Estate Agent is not used provide of copies of invoices issued to the tenant • Copy of Current Lease Agreement		*Estate Agent or rental appraisal from a real estate agent*
Provide copies of the following: • Council Rate Notices • Land Tax • Building Insurance Policy • Body Corporate Notices • Repairs and Maintenance • Furniture and Fittings • Any other rental expenses		

DOES YOUR SUPER FUND HAVE A LOAN IN PLACE?		
Provide copies of the loan statements for the period 1 July 2016 to 30 June 2017		

HAS YOUR FUND RECEIVED A ROLLOVER FROM ANOTHER SUPER FUND?		
Rollover Statements for amounts rolled into the SMSF from other Super Funds.		
HAS YOUR FUND RECEIVED CONTRIBUTIONS?		
Has the fund received any of the following: • Employer contributions • concessional contributions (Personal deducted) • non-concessional contributions (Personal un-deducted)		

DO YOU HAVE A LIFE INSURANCE POLICY IN PLACE?		
Do you have a Life Insurance policy for any members? Provide copies of the following: • Statement showing members insured amounts • Annual premiums paid		

HAVE YOU UPDATED YOUR INVESTMENT STRATEGY THIS YEAR?		
Do you have a current Investment Strategy?		*Trustees of SMSF's are responsible for ensuring there is a valid Investment Strategy in place.* *Investment Strategies must now include consideration of Risk, Return, Diversification, Liquidity and Insurance.*
HAVE YOU MADE CHANGES TO YOUR ESTATE PLANNING?		
Do you have valid Binding or Non-Binding Death Benefit Nominations in place?		*If these have been updated, please provide us a copy*