



**SMSF Audit Checklist**

(Any original documents provided will be returned)

**MASTER DOCUMENTATION**

- Funds Trust Deed
- Members Applications and Trustees Consents
- ATO Trustee Declaration
- Engagement Documentation signed by Trustees
- Pension Documentation
- Current Investment Strategy

**REPORTS**

- Current year financial statements, member statements & ATO annual return
- Prior year signed financial statements, members statements & ATO annual return
- General Ledger Journals
- Investment Summary & Income Reports
- Any other report that may be relevant

**FUND DOCUMENTATION**

- All bank statements for the period
- Documentation to support existence, ownership, and value of assets at year end including both listed and unlisted(i.e. share registry listings, managed fund reports, share/unit certificates) and any property
- Documentation to support acquisitions and disposals during the year
- Share/Unit register
- Instalment Warrants e.g. bank loan agreement, copy of bear trust
- Any documentation of loans
- GST documentation to support value

**FUND DOCUMENTATION CONT.**

- Dividend/ distribution statements, rental statements and/or lease agreements
- Documentation of contributions
- Evidence of any rollovers
- Lump sum and pension payments made during the year
- Material to support expenditure during the year
- Copy of tax reconciliation, tax deferred, income tax, integrated and instalment reports



Have you changed any of your contact details? If yes then please update below

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_