NetWorth Accounting
ABN 31 116 386 380

442/311 Castlereagh Street
Sydney NSW 2000

PO Box 20373
World Square NSW 2002

t: +61 2 9281 4067
f: +61 2 9281 4068
w: nwa.com.au

Self-Managed Superannuation Fund (SMSF) Checklist

Please assess the listed sections that relate to your SMSF's taxation affairs and attach documentary evidence where "✓" is applied.

Unless otherwise stated, this checklist refers to events occurring in 2016/2017.

For New Clients

Reference	Item	Applicable ✓
1.	SMSF ABN and TFN	
2.	Copy of SMSF Trust Deed (signed)	
3.	Copies of each 'Application to Become a Member' (signed)	
4.	Copies of 'Director of Trustee Declarations' (signed) (if applicable)	
5.	Copies of 'Consent to Appointment as Director of the Trustee (signed) (if applicable)	
6.	Prior year's Financial Statements & Audit Report (if applicable)	
7.	Prior year's Income Tax Return (if applicable)	
8.	Prior year's reports to members (if applicable)	
9.	Trustee Details (full name(s), address, etc)	
10.	Members' Details (full names, addresses, dates of birth, TFN, date became members)	
11.	Prior year's asset/investment register (if applicable)	
12.	Prior year's depreciation schedules (if applicable)	
13.	Details as to source of members' funds for prior year (i.e. undeducted contributions, preserved, restricted non-preserved, and unpreserved amounts, previous rollover statements etc) (if applicable). Please contact us if you require further clarification regarding this	
14.	Minutes, and copies of documentation of previously purchased assets (signed) (if applicable)	

For Existing and New Clients

Items required for the completion of accounts and income tax returns are dependent on what records the client keeps. However, they must be sufficient to identify transactions during the period and may include:

RECORDS		
15.	Bank statements covering the entire financial year	
16.	Cashbook records of receipts and payments	
17.	Invoices/Receipts	
18.	Copy of the latest ASIC statement (if applicable)	
19.	Listings of asset purchases and sales (if applicable)	
20.	Cheque butts (if applicable)	
21.	If you use MYOB or any other computerised accounting software, we will require the file on USB, along with the username and password. Please note: we will rely on the data in this file in preparing your returns	
22.	Trial Balances (if applicable)	
23.	Hiring/leasing contracts (if applicable)	
24.	Business Activity Statements/Instalment Activity Statements Please note: we will rely on the data provided that you have lodged with the ATO in preparing your financials and tax return	
PROPERTY		
25.	Copy of contract for purchase/sale of property	
26.	Copy of the monthly/annual rental summary of all investment properties and lease agreements. If the lessee is a related party, provide evidence to support the rent is at market rates	
27.	Copy of 'Certificate of Title'	
28.	Copy of building insurance policy	
29.	Council rates notice	
30.	Depreciation report (if applicable)	
31.	Valuation of the property. If the valuation of the property is not independent, the method used to value the property must be listed	
32.	Any other relevant information that does not fit into the above categories	
SHARES		
33.	Copy of contract(s) for purchase/sale of shares	

SHARES (CONTINUED)		
34.	Statement/Certificate confirming ownership of all Shares, Debentures, Fixed Interest Securities or similar investments as at 30 June	
35.	Details of transactions of Broker Trading Accounts (if applicable)	
36.	Investment Statements (e.g. debentures, securities, term deposits, bonds, cash management trusts, commercial bills, unit trusts etc)	
37.	Dividend Statements (if applicable)	
38.	Any other relevant information that does not fit into the above categories	
BANK		
39.	Loan agreements (signed) (if applicable)	
40.	Loan statements covering the entire financial year (if applicable)	
41.	Term deposit statement covering the entire financial year (if applicable)	
42.	Bank statements covering the entire financial year	
OTHER SUPER RELATED		
43.	Rollover statements (if applicable)	
44.	Insurance policy statements and premium amounts (if applicable)	
45.	Borrowing Trust Deed and minutes (signed) (if applicable)	
46.	Details of other contributions (if applicable)	
47.	Employer contribution statements (if applicable)	
48.	PAYG payment summaries (if applicable)	
PENSION PAYMENTS		
49.	List of segregated assets (if segregated) (if applicable)	
50.	Pension calculations (if applicable)	
EXPENSES		
51.	All expenses that were incurred for the fund for the financial year (including set up costs if applicable)	
52.	Adviser fees for professional advice during the year (if applicable)	
53.	Accounting fees for the preparation and lodgement of fund returns	
54.	Audit fees	
55.	Insurance policies (for life insurance policies, we need the annual payment amount)	
56.	Expenses incurred by members on behalf of SMSF (if applicable)	

EXPENSES (CONTINUED)		
57.	Any other relevant information that does not fit into the above categories	
FUND STRATEGY		
58.	Copy of your fund's investment strategy that reflects the circumstances of the fund and its members. The members and trustees have discussed the fund strategy and agreed upon it, shown by their signing and dating the document	
59.	Any other relevant information that does not fit into the above categories	

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