



Superannuation Fund Audit Checklist

(Please give us this checklist with your documents/paperwork and tick whichever is appropriate.)

FUND DETAILS

For all clients:

- Super Fund Trust Deed []
- ABN Details []
- Tax File Number Details []
- List of superfund member and their birthdates and tax file number []
- Last year's audit report []
- Last year's audit fees []
- Financial Statements for the year []
- Trial balance as at 30th June []
- General ledger showing all transactions for the year []
- Member Statements as at 30th June []
- Bank statements for the period ending 30th June []
- Details of member & employer contributions []
- **Minutes of meetings** []
- Investment strategy []
- Invoices paid or accrued during the year []
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If you setup the fund this year:

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

If you were paid lump sum or pension during the year:

- Letter from member to trustee requesting for payment []
- Letter from trustee to member granting request for payment []
- Payment summary – lump sum or pension []

If you closed the fund this year:

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

If the superfund pays for life insurance of members:

- Copy of the insurance policy []
- Details of insurance premiums paid []

If you paid PAYG instalment & GST:

- Copies of activity statements lodged []
- Integrated client account from ATO Portal []
- Income tax account from ATO Portal []

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 and distributions statements []
- Managed fund / trust annual tax statement []
- Capital gains tax statement []
- Portfolio statement as of 30th June []

If you have a property or bought a property during the year:

- Contract of sale, settlement statement, title of deed []
- Number of weeks the property was rented []
- Rental statement from property agent or rent received []
- If under LRBA – bank loan statement, bare trust documentation, minutes, etc. []
- Advertising expenses []
- Agent fees []
- Body corporate fee & strata levy []
- Cleaning, gardening & mowing []
- Council rates []
- Insurance []
- Land tax []
- Repairs & maintenance []
- Water charges []

For more information and query please call or visit our website.