

SMSF CHECKLIST



SMSF Name: _____

Superannuation Fund Records

- Bank statement at 30/6/2023 for all accounts if feeding into our software
Bank statements for whole financial year 1/7/2022 to 30/6/2023 if accounts not feeding
Term deposit statements for whole financial year
- Share and investment information
 - Dividend advices
 - Trust distribution statements
 - Managed fund annual tax statements
 - Details of any new investments during the year – buy/sell contracts
 - Portfolio valuation reports for shares
- Rental property income and expenses
 - Annual property management statement
 - Invoices for expenditure paid (i.e. rates, land tax, insurance, repairs)
 - Market valuation (recently done, post 1 July 2021)
 - Copy of current lease agreement that matches rental appraisal
- Purchase and sale documents of any property during the year
- Collectables (Coins, notes, artwork):
 - Documented market valuation (each year)
 - Insurance paperwork
 - Storage
- Details of any contributions made to the fund during the year
- Annual life insurance policies and premiums paid
- Rollover documentation
- Expenses – invoices supporting any expenses paid out of the fund
- Other information
