SMSF Annual Checklist

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Fund Name		***Financial Year***	
Contact Name			
Email		***Phone***	

Annual Information	Provided	Not Applicable	Still to Be Provided	*Notes / Instructions*
Bank Accounts *Statements for all accounts and explanations of transactions. Plus CSV file of transactions if available*	☐	☐	☐	
Term Deposits *Statements show interest, rollover/withdrawals and balance at 30 June*	☐	☐	☐	
Listed Share and Trusts *Broker statements or details showing Buy/sell, holdings and HIN. Dividends not required if holdings are confirmed*	☐	☐	☐	
Unlisted Unit Trusts or Private Company Shares *Trust Financial Statements and tax return plus unit holdings, distribution and components, and unit price at 30 June*	☐	☐	☐	
Managed Funds and Wraps *Full set of reports showing all cash transactions (buy, sell and income and expense), portfolio valuation and annual tax statement*	☐	☐	☐	
Direct Property *Details of any Purchase, Sale, rental income, invoices for property expenses, depreciation and recent valuation*	☐	☐	☐	
Borrowings / LRBA *Bare Trust Deed, Loan agreement and Loan Account Statement for the year*	☐	☐	☐	
Artwork or collectables *Details of cost, valuation, income, expenses insurance and storage arrangements*	☐	☐	☐	
Related Party *Advise any related party arrangements - eg rental of property, loans to or from related parties*	☐	☐	☐	
Other Investments *Details of cost, valuation and any income or expenses*	☐	☐	☐	
Fund Expenses *Invoices for other Fund expenses such as administration, audit, member insurance etc*	☐	☐	☐	
Rollover/Lump Sum *Documents to show components of any benefit transferred in or out*	☐	☐	☐	
ATO Tax Statements *ATO Tax Portal reports from previous 1 July showing all tax and instalments*	☐	☐	☐	
ASIC Annual Statement *Current statement showing director names (for Corporate Trustees only)*	☐	☐	☐	

Contributions — ☐ Provided ☐ Not Applicable ☐ Still to Be Provided

Contribs per member and per contrib type.
Clearly identify taxable and non taxable
separate document can be provided

Member Name	*Contribution Type*	*Amount*
Total		$ -

	Provided	Not Applicable	Still to Be Provided
Contribution Work Test Declaration (if over 65)	☐	☐	☐
Election to claim deduction for personal contributions (s290-170)	☐	☐	☐

Pensions Start ot Finish — ☐ Provided ☐ Not Applicable ☐ Still to Be Provided

Any pension commenced, commuted to
accumulaton or rolled into a new pension
separate document can be provided

Pensioner Name	*Pension Type*	*Start or finish*	*Commence or Close date*

Pension paid — ☐ Provided ☐ Not Applicable ☐ Still to Be Provided

Pensions paid per member/per pension
separate document can be provided

Pensioner Name	*Pension Type*	*Amount*
Total		$ -

Permanent / First Year Documents

(generally required in first year with Supernova or when updated)

	Provided	Not Applicable	Still to be Provided	*Notes*
Prior Year Audited Accounts *Signed Prior Year Financial Statements, Audit Report and SMSF Return*	☐	☐	☐	
Software *Priro year BGL Simplefund export (.zip) fille (if available) or access to BGL360/Class*	☐	☐	☐	
Investment Strategy *Signed current strategy including reference to insurance*	☐	☐	☐	
Trust Deed *Signed Trust Deed (Include any recent amendments)*	☐	☐	☐	

Supernova Consulting Pty Ltd
Ph 0438 438 120
www.super-nova.com.au
ghannan@super-nova.com.au