

SMSF YEAR END CHECKLIST

Investments		✓
Banklink / Bank Accounts		
<ul style="list-style-type: none"> Banklink Status 	Statements Required	
Full Year	30 June bank statement only for all accounts	<input type="checkbox"/>
Part Year/New to Banklink	All statements including 30 June for all accounts	<input type="checkbox"/>
Not on Banklink/Not Sure	All statements including 30 June for all accounts	<input type="checkbox"/>
Property		
<ul style="list-style-type: none"> Purchase/Sale Contract and/or Settlement Statement (if applicable) Insurance Policy or certificate of currency for building Council Rates Notices Current Lease Agreements Property Management Agreements Property & Rental Valuations (required every 3 years) Monthly Property Management Statements Invoices for any expenses (repairs, maintenance, electricity etc) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Shares/Units		
<ul style="list-style-type: none"> Correspondence related to Corporate Actions eg. Takeovers, demergers, share purchase plans All dividend/distribution statements including DRP's Distribution Tax Statement 30 June Share Platform eg. Commsec, ANZ Share Investing, NABTrade <ul style="list-style-type: none"> Portfolio Valuation as at 30 June Transaction History Share Broker <ul style="list-style-type: none"> Portfolio Valuation as at 30 June (request from your broker) Transaction History Other (ie unlisted shares) <ul style="list-style-type: none"> Verification of shares at 30 June Purchase & sale contracts 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Collectables/Artwork		
<ul style="list-style-type: none"> Invoices if item was purchased this financial year Sale Invoice (if applicable) Insurance Policy (showing item insured, owner of policy, value insured & premiums paid) Lease Agreements Storage Arrangements (if held in secure storage provide evidence and details of arrangement) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Expenses		
<ul style="list-style-type: none"> Invoices for all fund expenses during the year eg. Life Insurance. Please note Robertson Scannell invoices are not required 		<input type="checkbox"/>
Other Information		
<ul style="list-style-type: none"> ETP Rollover notices of superannuation money from other funds (eg. Westpac, AMP) 		<input type="checkbox"/>
Related Unit Trust/Partnership		
<ul style="list-style-type: none"> Information required is the same as for a SMSF, please refer to above 		<input type="checkbox"/>
Contributions		
<ul style="list-style-type: none"> Documentation confirming employer and member contributions that have been paid by an employer 		<input type="checkbox"/>

