



Self-managed
superannuation
fund (SMSF) audit
documentation
checklist



This checklist is designed to help you compile all relevant documentation for your self-managed superannuation fund.

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| Bank accounts & Term deposits | <input checked="" type="checkbox"/> |
| Bank statement showing the 30 June 2026 balance for existing accounts where we hold a data feed for the full financial year | <input type="checkbox"/> |
| Bank statements for any account/s established since 1 July 2025, from the date the account was established to 30 June 2026 and 1 July 2026 to date | <input type="checkbox"/> |
| Term deposit statements for all term deposits from 1 July 2025 to 30 June 2026 and the renewal statement dated on/after 1 July 2026 (if applicable) | <input type="checkbox"/> |
| Pensions | <input checked="" type="checkbox"/> |
| Confirmation of the total pension paid for 2025 - 26 | <input type="checkbox"/> |
| Investments | <input checked="" type="checkbox"/> |
| Portfolio valuation 30 June 2026 and transaction history 2025-26 | <input type="checkbox"/> |
| All documentation from your portfolio or wrap provider including year-end tax statements | <input type="checkbox"/> |
| All dividend and tax statements | <input type="checkbox"/> |
| Buy and sell contracts for shares sold or purchased | <input type="checkbox"/> |
| Any other documentation received during the year that relates to takeovers, restructures, bonus shares, consolidations etc., for shares held by the fund | <input type="checkbox"/> |
| Any other document relating to an investment held within the fund which has not been covered above | <input type="checkbox"/> |



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| Property | <input checked="" type="checkbox"/> |
| Agent statements (monthly and annual) if using an agent to manage property, otherwise, all 2025 - 26 tax invoices. | <input type="checkbox"/> |
| A copy of the current lease/rental agreement (if not already provided) | <input type="checkbox"/> |
| Documents for property bought or sold, including the executed purchase/sale contract, settlement statements, legal fees and searches tax invoices, solicitors trust account and for property sales, the real estate agent's commission tax invoice | <input type="checkbox"/> |
| Rental appraisal for related party leases on commencement of new lease | <input type="checkbox"/> |
| Market valuation 30 June 2026 - required annually by ATO | <input type="checkbox"/> |
| Insurance policy or certificate of currency for building covering the period ending 30 June 2026 (showing building covered, owner of policy, value insured and premium paid) | <input type="checkbox"/> |
| Council Rates Notices for 2025 - 26 | <input type="checkbox"/> |
| Tax invoices for any expenses, eg the land tax including the schedule, body corporate fees, repairs, maintenance, electricity, capital improvements | <input type="checkbox"/> |
| Related Unit Trust/Partnership | <input checked="" type="checkbox"/> |
| Information required is the same as for a SMSF, please refer to "Bank Accounts and Term Deposits" and "Property" | <input type="checkbox"/> |
| Insurance | <input checked="" type="checkbox"/> |
| Copy of life insurance policy annual renewal documentation (the ownership of the policy should always be in the name of the superannuation fund) paid during 2025 - 26 | <input type="checkbox"/> |
| Copy of documentation relating to any new insurance policies taken out from 1 July 2025 | <input type="checkbox"/> |



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| Collectibles | ✓ |
| Tax invoices relating to purchases/sales | <input type="radio"/> |
| Insurance policies or certificate of currency covering the period ending 30 June 2026 (showing item insured, owner of policy, value insured and premiums paid) | <input type="radio"/> |
| Confirmation/details of storage arrangements for 2025 - 26 | <input type="radio"/> |
| Tax invoices eg storage, repairs, maintenance and capital improvements | <input type="radio"/> |
| Other | ✓ |
| If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with the full details | <input type="radio"/> |

