

**SMSF YEAR END INFORMATION CHECKLIST
FOR THE YEAR ENDED 30 JUNE 2020**

CASH / TERM DEPOSITS	Yes	N/A
Bank Statements for the period 1 July 2019 to 30 June 2020 for each bank account, with deposit & withdrawal details	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statements for the month of July 2020 for each bank account (for audit purposes)	<input type="checkbox"/>	<input type="checkbox"/>
Term Deposit Statements (including post 30 June 2020 maturity/renewal notices).	<input type="checkbox"/>	<input type="checkbox"/>
LISTED SHARES / UNITS	Yes	N/A
Commsec (or other platform) End of Financial Year Statement for 2019-20	<input type="checkbox"/>	<input type="checkbox"/>
Buy & sell contracts	<input type="checkbox"/>	<input type="checkbox"/>
Share transfer forms (for any off-market share transfers)	<input type="checkbox"/>	<input type="checkbox"/>
Dividend Statements/Distribution Notices	<input type="checkbox"/>	<input type="checkbox"/>
Trust Annual Tax Statements	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Action documents (takeover, merger, bonus shares, etc issued)	<input type="checkbox"/>	<input type="checkbox"/>
UNLISTED SHARES / UNITS	Yes	N/A
Financial Statements of unlisted Entity - including Compilation Report	<input type="checkbox"/>	<input type="checkbox"/>
Income Tax Return	<input type="checkbox"/>	<input type="checkbox"/>
Market Valuations for properties/assets/confirmation that assets are reported at Market Value.	<input type="checkbox"/>	<input type="checkbox"/>
PROPERTY	Yes	N/A
Bank Loan Statements for the period 1 July 2019 to 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>
Contract if bought or sold, including Settlement statements	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreement/s	<input type="checkbox"/>	<input type="checkbox"/>
Monthly Rental Statements and/or Annual Agent Rental Summary	<input type="checkbox"/>	<input type="checkbox"/>
Building Insurance Policy Including Schedule showing value insured	<input type="checkbox"/>	<input type="checkbox"/>
Rates Notices	<input type="checkbox"/>	<input type="checkbox"/>
Invoices for ALL rental expenses	<input type="checkbox"/>	<input type="checkbox"/>
Depreciation Schedules and/or Building Depreciation Reports	<input type="checkbox"/>	<input type="checkbox"/>
Any other relevant documentation	<input type="checkbox"/>	<input type="checkbox"/>

PERSONAL USE / COLLECTIBLES (e.g Artwork, Jewellery, Wine, Metals)	Yes	N/A
Market Valuation at 30 June 2020	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Policy (must be in name of fund)	<input type="checkbox"/>	<input type="checkbox"/>
Purchase/Sale Documents, if bought/sold during the 2020 financial year.	<input type="checkbox"/>	<input type="checkbox"/>
Details regarding storage decisions	<input type="checkbox"/>	<input type="checkbox"/>
Notes:		

MEMBER RELATED DOCUMENTS	Yes	N/A
Contribution Details – please complete page 3 of this checklist.	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance Renewal Notices	<input type="checkbox"/>	<input type="checkbox"/>
Rollover Benefits Statements for rollovers deposited in 2020 financial year	<input type="checkbox"/>	<input type="checkbox"/>

EXPENSES	Yes	N/A
Accounting fee invoices (if not Insight Super or Acano)	<input type="checkbox"/>	<input type="checkbox"/>
Financial Services Fees	<input type="checkbox"/>	<input type="checkbox"/>
Invoices for any other expenses.	<input type="checkbox"/>	<input type="checkbox"/>

OTHER	Yes	N/A
Details/documents of any changes to member, trustees, or directors of the trustee company during the financial year.	<input type="checkbox"/>	<input type="checkbox"/>
Details of any material events, which have occurred since 30 June 2020 that may affect the Fund.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of ATO approval letter in relation to Covid-19 early release of benefits	<input type="checkbox"/>	<input type="checkbox"/>
Copies of any minutes of trustee meetings held.	<input type="checkbox"/>	<input type="checkbox"/>

Notes - Please provide any other details below you feel may be relevant
