

## Audit Checklist

To assist Accountants and SMSF Trustees to supply the correct documents that will enable us to undertake the audit, we have prepared the following checklist.

**For the first year of our engagement, we will require the following documents:-**

- Signed current Trust Deed and any amendments;
- The previous year's signed and audited financial report and income tax return;
- ATO letter confirming the fund is a regulated fund;
- Any other ATO correspondence;
- Details of all Trustees/Trustee Company Directors including address and date of birth;
- Consent to act as trustee documents and copy of trustee declaration (if applicable);
- Fund member application forms;
- Signed Investment Strategy;

**For any subsequent years, we will require the following documents:-**

- Any amendments to the Trust Deed that have occurred since the start of the year being audited;
- Any ATO correspondence received since the start of the year being audited;
- Details of any new Trustees/Trustee Company Directors that have been appointed since the start of the year being audited including copy of ASIC form;
- Consent to act as trustee and copy of trustee declaration for new trustees;
- Copy of fund member application forms for new members;
- Signed Investment Strategy, if amended.

## **For all years**

- Signed Engagement Letter (Template provided);
- Signed Trustees Representation Letter (Template provided);
- Latest ASIC annual company statement (Corporate Trustee only);
- Signed Trustee minutes for year;
- Draft copy of Income Tax/SMSF Annual return;
- Draft Financial Statements;
- Draft Member Statements;
- Trial Balance, General Ledger, cashbook, reconciliation statements and any other accounting working papers for the year;
- Contribution documents (employer and/or member) received for the year (e.g. Employer remittance advices, fund trustee minutes);
- Any rollover documentation (if applicable).

## **Income and expenses – Ownership of Assets**

The following is a list of documents that will be required to evidence the ownership of assets held by the SMSF, income earned by those assets and related expenses. Copies of the documents are acceptable. Please note this list is an indication only and other evidence may be required in particular circumstances.

### **Cash and equivalent**

- Bank statements for the year;
- Statements confirming details and movements of Term deposits, fixed interest securities or similar;
- Details of interest earned.

### **Listed shares and securities**

- HIN/SRN or Chess Statements;
- Broker statements, Buy and Sell documents evidencing the purchases and sales of shares and other securities;
- Broker issued summary of holdings as at 30<sup>th</sup> June (if available);
- Dividend/distribution statements for all holdings.

### **Unlisted shares**

- Unit or share certificates;
- Year-end financial statements for each company or trust;
- Dividend/distribution statements.

### **Managed funds**

- Acquisition/withdrawal documentation;
- Annual manager statements confirming ownership and value;
- Distribution statements and year end taxation statement.

## **Property**

- Rates notice showing Lot and Plan number;
- Certificate of Title;
- Rental agreements and agent statements;
- Building insurance policy;
- Evidence of any repairs, maintenance or modifications;
- Loans (if applicable) – signed loan agreement and details of any relationship to Trustees;

## **Other assets e.g. collectables**

- Purchase and sale agreements;
- Details of storage, security and insurance;
- Lease agreements;

## **Valuation of Assets**

- Evidence of the method used to calculate the valuations of all assets. From 2012/13 financial year, all assets must be reported at market value.
- A copy of independent valuation report where required by legislation.

## **Expenses**

- Supporting reconciliations/schedules;
- Invoices/statements supporting reconciliations & schedules;
- Insurance policy documents confirming owner, life insured, cover and premiums paid.

## **Pension payments (if applicable)**

- Pension request form member to Trustee and acceptance by Trustee
  - Signed confirmation of Benefits
  - Minutes (Change to account based pension)
- Work papers calculating benefits
- PAYG payment summaries for pensions paid (if applicable)
- Rollover statements for any monies rolled out of fund
- Documentation confirming member condition of release

In most instances, we will accept scanned copies of documents, subject to receiving a certification from either the Trustee or their Accountant that they are true copies of the original documents. Copies can be supplied electronically.

The information and opinions provided here is general advice only. It may not be appropriate to your financial situation. We recommended that you seek independent professional tax and/or financial planning advice about your specific circumstances in addition to your own research before making any financial decision.