

<b>Self Managed Superannuation Funds (SMSFs) Documentation required for audit purposes</b>	
<b>Subject</b>	<b>Completed</b>
<b>Signed client papers</b>	
Representation letter	
Engagement letter	
SIS compliant investment strategy	
Minutes from meetings	
Trustees declaration	
Abridged copy of latest Trust Deed or Deed of Variation	
<b>New funds</b>	
Signed engagement letter prior to audit and must be more than 30 days prior to due date to SMSF Annual Return (eg 28 Feb for new funds and 15 May for existing funds)	
Signed trustee's declaration re disqualified persons	
Trustees written consent	
If corporate trustee, copy of latest ASIC company statement	
<b>Financial Report</b>	
Complete set of financial statements including: <ul style="list-style-type: none"> <li>• balance sheet</li> <li>• income statement</li> <li>• notes to the accounts</li> <li>• members statements</li> <li>• investment summaries</li> <li>• capital gains/losses statements</li> </ul>	
Income tax return	
Copy of previous financial statements if transferred from another auditor	
<b>Cash Investments</b>	
Complete set of bank statements for the period	
IBDs	
<b>Share Investments</b>	
Evidence of share holdings such as share certificates	
Dividend statements	
<b>Portfolio Managed Investments</b>	
Portfolio Managers financial year investments for holdings and income returns	
<b>Installment Warrant</b>	
'Bare' trust deed	
Loan documentation	
Minutes in regards to trust establishment and asset purchase	
Title for asset	
<b>Managed Funds</b>	
Financial year investment reports and Distributions Reports	

<b>Listed Trust and Unlisted Trust Investments</b>	
Financial report detailing year end holdings and income for the year	
<b>Interests in unlisted unit trusts – Usually related party investments</b>	
Complete set of workpapers	
Unit register / Units valued at market value	
Commercial based rental agreement if rental property	
Declaration of nature of relationship with other unit holders	
<b>Real Estate</b>	
Title deed	
Commercially based rental agreement for related party rentals	
Documents supporting rental income	
Documents supporting all expenses	
Recent valuation for investment property (less than 3 years)	
<b>Contributions</b>	
Members' non concessional contributions statements - signed declaration by member or personal ITR	
Members' concessional contributions – signed ATO Deduction Contribution Form (NAT 71121-04.2008), personal ITR or signed declaration by member	
Self Employed contributions – copy of employer records showing superannuation contributions to associates or letter from employer or accountant for employer	
Employer's contributions – Letter from employer including break up of concessional and non concessional contributions, year end payslip showing YTD superannuation contributions or payment summary for the year	
<b>Inward or outward transfers</b>	
Inward and outward Rollover Benefits Statements for all transfers	
Any necessary contribution notices or elections (e.g. CGT cap election)	
<b>Other Items</b>	
Confirmation that insurance policies are in the name of the fund (Policy Document)	
Invoices for all expenses	
Signed commercial loan agreements for all loans	
Actuarial certificate where required	
Copies of correspondence between accountant and client	
Copy of accountant's compliance checklist	
Indication by accountant of any related party investments and in house assets exceeding the 5% limit	