SMSF
Specialist Audit Group

SELF MANAGED SUPERANNUATION FUND AUDIT CHECKLIST

Name of Superannuation Fund: ___________________________
Company requesting Audit: ___________________________
Contact person: ___________________________
Phone number: ___________________________

Documentation	Required / Not required Comments
Financial Statements • Copy of the <u>previous</u> years Financial Statements, signed audit report and Management Letter (first year only)	

FINANCIAL AUDIT

Financial Statements • Copy of the current years Financial Statements • Annual Return • Copy of the Trial Balance • General ledger and reconciliation spreadsheets • Detailed Investment Income Reports • CGT Realised and Non realised reports	
Cash at Bank/Term Deposits • Copy of all Bank Statements/Trading Accounts/Term Deposits	
Shares in Listed Companies/Trusts • Holding Statements • Buy and Sell Contracts • Dividend statements • Distribution statements and Tax statements	
Shares in Unlisted companies/ Unlisted Trusts • Share / Unit certificate • Market valuation of share/unit • For unit trusts – copy of the relevant financial statements and tax return • Distribution statements / tax statements	

Property • Copy of Title – (one will be requested from the titles office if not provided) • Market valuation (e.g. Trustee or real estate agents) • Purchase documents • Copy of lease agreement • Copy of income details – rent/lease • Copy of invoices relating to expenses incurred • If purchased during the year, was the vendor a related party.	
Other Assets • Documentation to support ownership • Market valuations • Lease/loan agreements, including details on lease/recipient • Insurance Policy • Debtors - breakdown	
General Expenditure Copy of Supporting documents for expenses e.g. • Accounting and administration fees/Property expenses • Life / TPD Insurance • Creditors - breakdown	
Contributions • Contributions - detailing member and employer contributions. (e.g. employer ledger or letter from employer/member) Copy of Notice of Intent to Claim a Deduction where self-employed contributions are made and a deduction is to be claimed.	
Roll in/over / ETP paid • Rollover documentation / ETP Payment Summary	

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COMPLIANCE AUDIT

Compliance documentation required • Signed Engagement Letter • Audit Representation Letter • Copy of trust deed (first audit year only) • Amendment to trust deed if applicable • ATO Trustee declaration where trustee/director have been appointed after 1 July 2007 • Investment Strategy • Notice of regulated Superannuation Fund • Copy of membership applications • Consent to act as Trustee • Members statements • Have any changes to the trustee or members occurred during the year? • All Bare Trust documentation where borrowing has occurred.	
List of members and DOB: 1 2 3 4 Does the fund have a corporate Trustee – confirm all members are directors? - Yes / No • Please provide the ASIC annual statement supporting corporate trustee directors	
Members relationships • Are any of the members an employee of another member?	
Minutes • Copy of all Minutes taken during the financial year.	
Related party investments • Confirm and provide details of all related party transactions that occurred throughout the financial year	

IF FUND PAYING A PENSION

*Please provide copies of:

Pension commencement • Commencement paperwork and ongoing minutes.	
PAYG payment summaries • If applicable (not required for those over the age of 60)	
Actuary certificate • if required	

Declaration: All Documents supplied (photocopies or electronically) are true representations of the original documents. **Signed By:**