

# SMSF Document Checklist

## BANK ACCOUNTS

- Copies of all SMSF Bank Accounts Statements for the full financial year 1 July to 30 June

Includes:

- Transactional Accounts
- Offset Accounts
- Savings Accounts

## EXPENSES

- Invoices for any expenses incurred by the Fund for the full financial year 1 July to 30 June.

Please advise if any expenses were paid by the trustees/members on behalf of the Fund (ie. not from the Fund's bank account).

## INVESTMENTS

- Term Deposit Certificates and interest payment statements
- Share Dividend statements and holding statements
- Managed Fund Transaction statements and annual taxation Statement
- Buy/Sell contracts for shares and unit trusts
- Documentation for any other investment/assets

eg. Property purchased or sold or any other investment income received. This may include settlement statements, contracts, lease agreements and property appraisals for lease/rental and capital value

## LEASES

- A copy of lease agreements or details confirming they are at arms length rates and terms

eg. Real Estate Agent appraisal of market rent and terms or details of existing market rent rates for similar properties


## PORTFOLIO

- A portfolio report listing of shares and unit trusts on hand, as at 30 June showing the number, cost and market values

## LOAN ACCOUNTS

- Copies of all SMSF loan statements for the full financial year 1 July to 30 June



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