

ITEMS	Provided (Y / N / NA)
General information	
• Financial statements (including member statements)	
• SMSF Annual Return	
• Investment Summary Report	
• Investment Movement Report (or similar report)	
• General Ledger for the entire year	
• Trial Balance	
Compliance information	
• Investment Strategy	
• Signed ATO Trustee declaration for new trustee's	
• Copy of original, and last updated trust deed	
• Trustee minutes for the year ending 30 June.	
First year audits	
• Prior year financial statements	
• Prior year signed audit reports	
• Prior year management letter	
Cash	
• Copies of bank statements for the entire year	
• Post 30 June bank statements for the month of July and August	
Listed shares	
• One Dividend or Chess holding statement to confirm Holder Identification Number	
• Any third parties portfolio valuation reports confirming total holdings at 30 June.	
• Buy & Sell contracts for the year ending 30 June.	
WRAP accounts	
• 30 June portfolio reports and annual transaction for the year ending 30 June.	
• Copy of relevant auditor's report issued under ASIC Class Order CO 13/763 or CO 13/762	
Fixed Interest Securities	
• Certificates covering the period ending 30 June.	
• For Bonds - purchase contract	
Property	
• Volume / Folio number of property	
• Property declaration of trust	
• Property valuation reports	
• Evidence of trustee valuation	
• Current lease agreement	



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Widely held Unlisted Unit Trust and Managed Funds	
<ul style="list-style-type: none"> • Original unit certificates 	
<ul style="list-style-type: none"> • Statement disclosing units held at year end 	
<ul style="list-style-type: none"> • Method used for valuing units 	
Unlisted Closely Held Unit Trusts	
<ul style="list-style-type: none"> • Original unit certificates 	
<ul style="list-style-type: none"> • Copy of unit register 	
<ul style="list-style-type: none"> • Copy of financial statements and Income Tax Return 	
<ul style="list-style-type: none"> • Details of underlying assets and liabilities 	
Assets subject to Limited Recourse Borrowing Arrangements	
<ul style="list-style-type: none"> • Copy of loan agreement 	
<ul style="list-style-type: none"> • Copy of Bare Trust agreement 	
<ul style="list-style-type: none"> • Copy of any opinion obtained to stating LRBA is compliant with SIS legislation 	
Collectibles and Personal Use Assets	
<ul style="list-style-type: none"> • Evidence of payment relating to acquisition of asset 	
<ul style="list-style-type: none"> • Insurance statement for premium paid for insurance of asset 	
<ul style="list-style-type: none"> • Lease documents to third party 	
Receivables	
<ul style="list-style-type: none"> • General Ledger of receivable accounts 	
<ul style="list-style-type: none"> • Evidence of receivable being received post 30 June year end. 	
Liabilities / Payables	
<ul style="list-style-type: none"> • General ledger of payable accounts for the year ending 30 June. 	
<ul style="list-style-type: none"> • Invoice(s) confirming payable accounted for in correct period. 	
<ul style="list-style-type: none"> • Post 30 June bank statement confirming payable has been settled. 	
Investment and Other Income	
<ul style="list-style-type: none"> • Listing of interest and dividend income 	
<ul style="list-style-type: none"> • Annual trust taxation statements 	
<ul style="list-style-type: none"> • Real estate agent statements for the year ending 30 June 	
Contributions and Transfers In	
<ul style="list-style-type: none"> • Section 290-170 notice of intention to deduct 	
<ul style="list-style-type: none"> • Roll-over documentation 	
Expenses	
<ul style="list-style-type: none"> • Invoices verifying expenses paid (including insurance policy premium deduction documents) 	
Pensions / Lump sum payments	
<ul style="list-style-type: none"> • Commencement pension documentation 	
<ul style="list-style-type: none"> • Payment summary for members < 60 years old 	
<ul style="list-style-type: none"> • Copy of death certificate for death benefits 	