

**Self Managed Superannuation Fund Annual Checklist**

When providing your Self Managed Superannuation Fund to us for your year end accounts there is a large amount of documentation that is required to be sighted by us and the auditor. This is due to SMSF’s being a highly regulated area.

We have provided a list of some of the documents we require every year along with some templates and examples.

All Bank Statements

All Dividend Statements

Any other relevant invoices

[Minute to review investment strategy](http://www.ahafp.com.au/investmentstrategyandminute)

[Investment Strategy (updated every year)](http://www.ahafp.com.au/investmentstrategyandminute)

[Audit Engagement Letter](http://www.ahafp.com.au/audit_engagement_letter)

[Accounting Engagement Letter](http://www.ahafp.com.au/tax_engagement_letter)

[Trustee Representation Letter](http://www.ahafp.com.au/trustee_representation)

Minutes Detailing any [purchases](http://www.ahafp.com.au/purchase_of_shares) or [disposals](http://www.ahafp.com.au/sale_of_shares) of investments

Minutes to accept any [contributions](http://www.ahafp.com.au/contibutions_into_smsf) (Including any [Rollovers](http://www.ahafp.com.au/rollover_acceptance)) made into the fund during the year

Minutes to support any [payments made to members](http://www.ahafp.com.au/pensionsminute) during the year

Minute to document [market value of any property including basis for this valuation](http://www.ahafp.com.au/smsf_property_market_value). (If property Held in SMSF)

**Yes No NA**

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