

# SMSF CHECKLIST



ARMADA  
ACCOUNTANTS & ADVISORS

- |                          |  |   |
|--------------------------|--|---|
| <input type="checkbox"/> | <b>Financial Year</b>                  | All information provided below should be for the period 01/07/2021 – 30/06/2022.  |
| <input type="checkbox"/> | <b>Bank Details</b>                    | <ul style="list-style-type: none"><li>• Bank statements</li><li>• Details of deposits and withdrawals from the bank accounts – it may be easier to write these details next to the relevant transactions on the bank statements.</li></ul>  |
| <input type="checkbox"/> | <b>Fixed Interest</b>                  | Term deposit statements.  |
| <input type="checkbox"/> | <b>Shares</b>                          | <ul style="list-style-type: none"><li>• Contract notes for shares purchased and sold during the financial year.</li><li>• Broker / CHESS Sponsored portfolio valuation reports for year ended 30 June 2022.</li></ul>   |
| <input type="checkbox"/> | <b>Managed Investments/Unit Trusts</b> | <ul style="list-style-type: none"><li>• Details of units purchased and sold during the financial year.</li><li>• Annual tax statements/guides for the financial year.</li></ul>   |
| <input type="checkbox"/> | <b>Property</b>                        | <ul style="list-style-type: none"><li>• Offer and acceptance/contract for any properties purchased or sold during the year and Certificate of Title if available.</li><li>• Settlement Statement</li><li>• Summary of income and expenses relating to the property (ie, council rates, management fees etc).</li><li>• Is the property currently leased? If so, please provide copy of current lease agreement.</li><li>• Market valuation for the property including rental valuation.</li></ul> |
| <input type="checkbox"/> | <b>Artwork/Collectibles</b>            | <ul style="list-style-type: none"><li>• Details of any artwork/collectibles purchased and sold during the year.</li><li>• Are artwork/collectibles insured? If so, please provide copy of insurance policy.</li><li>• Confirmation if the artwork/collectibles is leased, and if so, copy of lease agreement.</li><li>• Market valuation for artwork/collectibles.</li></ul>  |

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- Income and Expenses**
  - Details of dividends received during the financial year.
  - Details of interest received during the financial year.
  - Details of any distributions received (e.g. trust, partnership) during the financial year.
  - Details of any other income and expenses for the financial year.
  
- Superannuation Contributions** Letter or payslips from employer confirming contributions paid into your SMSF for the financial year.
  
- Rollover Statements**
  - If external superannuation benefits were rolled into your SMSF during the year, please provide a copy of the rollover statement(s) issued by the external superannuation fund.
  
- Insurance** Details of insurance policies owned by the Fund for its members.
  
- Benefit Payments/Pensions**
  - Summary of payments made to members during the financial year.
  
- GST**
  - Copies of your Activity Statements for the financial year if we do not prepare them for you.