

Self Managed Superannuation Funds year-end checklist

“✓” box where documents have been attached

“-” box where not applicable

Assets

- Annotated (i.e. Description of each transaction) contained in bank statements and bank reconciliation/s
- Documentation supporting investments such as contracts of purchase
- Where there has been a disposal of assets (Eg shares, property), provide supporting Documentation including asset description, date of purchase/sale, and purchase/sale price

Liabilities

- Copies of Quarterly/Monthly Business/Instalment Activity Statements

Members' Details

- Details of undeducted contributions/rollovers
- Where pensions have commenced, blank Pay As You Go - non business individual and Annual PAYG reconciliation statements

Income

- Summary of income received including income from investments, employer/member contributions

Expenses

- Details of expenses paid on behalf of the fund including life insurance premiums for members