KENNEDY BARNDEN
CHARTERED ACCOUNTANTS

# 2020 Superannuation Fund Tax Return Checklist

Name of SMSF: ______________________________________________

Address: ______________________________________________

Preferred Contact No: ___________________________ Email: ______________________

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|---|---|
| Investment strategy (most recent) and minutes | ☐ |
| **For first year audits** | |
| Prior year financial statements, audit report (signed) and tax return | ☐ |
| Copy of trust deed | ☐ |
| **If trustees have changed** | |
| If new members/trustees were appointed during the year, copies of application forms and consents to act as trustee | ☐ |
| ATO trustee declarations (NAT 71089) dated within 21 days of appointment | ☐ |
| **Bank account statements and term deposits** | |
| Complete financial year bank statements and term deposit certificates for the year | ☐ |
| **If the fund holds commercial or residential property** | |
| Rental/lease agreement | ☐ |
| Most recent valuation of the property | ☐ |
| Property-related expenses/invoices | ☐ |
| Certificate of Insurance | ☐ |
| External property management statements | ☐ |
| Settlement statement and contract (for purchase or sale) | ☐ |
| **If the fund holds listed shares or managed funds** | |
| Dividend or distribution statements | ☐ |
| CHESS or holding statements | ☐ |
| Contract notes (buy and sell) | ☐ |
| Annual tax summary (for managed trusts) | ☐ |
| Trust transaction and year-end statements | ☐ |
| Broker transaction statements and portfolio statements | ☐ |
| Documentation to confirm shares or units held at year end and any movements (share/unit certificates) | ☐ |
| If fund uses a portfolio/wrap service, a copy of the type 2 report (audit report) attached to the provider documentation | ☐ |
| **If the fund holds shares or units in private companies or trusts** | |
| Dividend or distribution statements | ☐ |
| Financial statements of the private entity (if available) | ☐ |
| Income tax return of the private entity (if available) | ☐ |
| Details of underlying assets (e.g. address of property, to enable a search to be conducted) | ☐ |
| **If the fund holds mortgage loans, debentures or interest securities** | |
| Income/interest statements | ☐ |
| Documentation to support loan balance (e.g. mortgage/loan agreement/annual statements) | ☐ |
| Documentation to support movement in loan balances, debentures or interest securities | ☐ |
| **If the fund holds other assets (e.g. collectables or exotic assets)** | |
| Documentation to support income earned | ☐ |
| Documentation to support asset ownership | ☐ |

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|---|---|
| Documentation to support asset valuation | ☐ |
| Copies of insurance policies covering assets held | ☐ |
| Copies of lease / storage agreements and trustee minutes agreeing to the lease or regarding the decision on how and where to store the asset | ☐ |
| **Contributions and rollovers** | |
| Employer statements as to contributions made (or, if a related employer, copies of employer financial reports/trial balance) | ☐ |
| Details of member contributions | ☐ |
| Deduction for personal superannuation contribution forms (NAT 71121) | ☐ |
| Documentation to support in specie contributions (e.g. copies of off-market share transfers and valuation documentation) | ☐ |
| Rollover statements, for funds rolled into the fund | ☐ |
| Details of any fund expenses or fund tax that may have been paid for personally by you or another member | ☐ |
| **Expenses** | |
| Invoices for accounting and audit fees | ☐ |
| Invoices from financial advisors | ☐ |
| Insurance premium notices, copies of insurance policies & confirmation of policy owner | ☐ |
| Excess contributions assessments or surcharge notice (from the ATO) | ☐ |
| Invoices for legal fees | ☐ |
| Invoices to support any other expenses | ☐ |
| **Benefit payments/pensions** | |
| Minutes or documentation to support pension payments | ☐ |
| Documentation to support the commencement or commutation of pension accounts | ☐ |
| Details of asset segregation (if a segregated fund) | ☐ |
| **Limited Recourse Borrowing Arrangements (LRBA's)** | |
| Details of the Trustee (copy of ASIC statement for Corporate Trustee) | ☐ |
| Copy of Bare Trust Deed (Stamped) | ☐ |
| Copy of loan statements for the full financial year | ☐ |
| Copy of the loan contract | ☐ |
| **COVID-19** | |
| Rent Relief Documentation, including written agreements and correspondence between landlord and the tenant | ☐ |