



**SELF-MANAGED
SUPERANNUATION FUND (SMSF)
AUDIT DOCUMENTATION
CHECKLIST**

IDEAS | PEOPLE | TRUST





FINANCIAL & MANAGEMENT REPORTS



Signed financial statements (including trustee declaration) – To be signed by at least 50 per cent of trustees/directors (unless a single director corporate trustee)

We recommend financial statements be signed by ALL trustees

Signed Trustee Representation Letter (usually required to be signed by ALL trustees)

Investment Strategy (most recent)

FIRST YEAR AUDITS



Prior year financial statements & audit report (signed)

Copy of Trust Deed

Copies of member documentation, application forms, etc.

Copies of trustee documentation, appointment, and consent

Copies of minutes from trustee meetings

Copies of Contracts & Agreements (for assets/investments)

TRUST DEED (IF AMENDED)



Copies of application forms & consent to act as trustee (for any new members/trustees appointed during the year)

ATO Trustee Declaration (NAT 71089) dated within 21 days of appointment

Copy of notification to ATO (NAT 3036)



BANK ACCOUNT STATEMENTS & TERM DEPOSITS



Bank statements/data feeds for all accounts from 1 July to latest available

Bank Statement for 30 June (to confirm balance)

Bank confirmation may be requested when:

- There is a large dormant bank balance
- Transactions cannot be verified against other documentation.

Term Deposit Statements at 30 June (or the whole year if you have them)

- If the bank does not produce a statement at 30 June, we will require the post year end renewal notice (to confirm existence at year end)
- If this is not available, a bank confirmation may be required
- A bank confirmation may also be required if more than 90 per cent of the fund is held in Term Deposits

IF THE FUND HOLDS COMMERCIAL OR RESIDENTIAL PROPERTY



Rental / Lease Agreement

Most recent trustee valuation of the property, including documentation to support the trustee/s assessment of value

- Independent valuation
- Recent sales
- Appraisals
- Market information on yields

Property-related expenses/invoices

External property management statements

Settlement Statement (for purchase or sale)

OTHER CONSIDERATIONS

Who is the tenant?

Is the tenant related to the SMSF or trustees?

Any special circumstances regarding tenant/rent this year?

IF THE FUND HOLDS MORTGAGE LOANS, DEBENTURES, OR INTEREST SECURITIES



Income / Interest Statements

Documentation to support loan balance (e.g. mortgage/loan agreement or annual statements)

Documentation to support movement in loan balances, debentures, or interest securities

Documentation of security sought by SMSF in relation to loan or debenture

OTHER CONSIDERATIONS

What is the relationship between the SMSF & borrower?

Is the agreement on an [arms-length](#) basis?

- Term of loan
- Interest rate payable
- Security taken

Is the loan to a [related party](#)?

Is it an [In-house Asset](#)?

Is the loan's value to a related party less than five per cent of the SMSF assets?

IF THE FUND HOLDS LISTED SHARES OR MANAGED FUNDS



Dividend Statements

Distribution Statements

Chess or Holding Statements

Contract Notes (buy and sell)

Annual Tax Summary (for managed trusts)

Broker Transaction Statements and Portfolio Statements

Trust Transaction and Year End Statements

Documentation to support shares/units held at year end and any movements (share/holding certificates)

If the Super Fund uses a Portfolio/ Wrap Service a copy of the Part B Controls Report (audit report) attached to the provider documentation



IF THE FUND HOLDS COLLECTIBLES & PERSONAL USE ASSETS



Documentation to support income earned (lease or rental agreements)

Documentation to support asset ownership (purchase documentation or confirmation of holding)

Documentation to support asset valuation (trustee or independent valuation)

Copies of insurance policies covering assets held

Minutes documenting storage decision

Investment Strategy (sole purpose test)

OTHER CONSIDERATIONS

Where is the asset held?

If the asset is leased, who is it leased to?

LIMITED RECOURSE BORROWING ARRANGEMENTS



Loan Agreement (with bank or other), providing confirmation of:

- Term of loan
- Interest rate payable
- Security taken

Loan Bank Statements 1 July - 30 June

Deed of Trust (bare/custodial trust)

Mortgage documentation/registration

OTHER CONSIDERATIONS

If the lender is non-bank, is the lender a related party?

If the lender is related, have the trustees considered whether the arrangement is 'arm's length'?

- Is the term commercial?
- Is the loan to value ratio (LVR) commercial?
- Is the interest rate commercial?
- Is security taken?
- Are repayments made regularly?



IF THE FUND HOLDS SHARES / UNITS IN PRIVATE COMPANIES OR TRUSTS



Dividend or Distribution Statements

Financial Statements of the private entity (if available)

- Audit report required if entity subject to independent audit

Income Tax Return of private entity (if available)

Details of underlying assets

- E.g. address of the property to enable a search to be conducted

Valuation documentation

- Independent valuation
- Details/documents to support recent sale of units/shares

First year audit by current auditor, need documentation to support any in-house asset exemptions:

- Investee entity financial statements as at 30 June 1999
- Investee entity financial statements as to 30 June 2009
- Documentation to support the exemption
- Details of share/unit acquisitions – Including documentation showing that shares/units were acquired at market value

OTHER CONSIDERATIONS

Who are the other shareholders/unit holders? Are they related?

Should shareholders/unit holders be grouped as 'related' to determine control?

If the investee entity is 'controlled' by the SMSF & related parties, are there any in-house asset exemptions that apply? Is the term commercial?

- Units/shares acquired prior to 11 August 1999
- Units/shares acquired between 11 August 1999 and 30 June 2009
- Is the value of the investment less than five per cent of the SMSF assets



CONTRIBUTIONS AND ROLLOVERS



Employer contribution statements (or copies of employer financial reports/trial balance if a related employer)

Details of member contribution

NAT 71121 (for personal concessional contributions)

CGT Contribution form (NAT 71161)

Downsizer contribution form (NAT 75073)

Documentation to support [in-specie contributions](#) (copies of off-market share transfers or valuation documentation)

Rollover Statements, for funds rolled into the SMSF

If the member is aged over 67 years – Evidence to support employment/work test (if personal concessional contributions are made)

Contribution history – Caps, check for relevant limits

EXPENSES



Invoices for accounting/audit fees

Invoices from financial advisors

Insurance premium notices & copy of insurance policy

Excess Contribution Assessments or Div 293 Tax Notice (ATO) and accompanying ATO release authorities

Invoices for legal fees

Invoices to support any other expenses

Tax portal print outs of tax & integrated client accounts



BENEFIT PAYMENTS/PENSION



Documentation to support ability of member to access benefits – What condition of release has been met?

Minutes or documentation to support pension payment

Calculations of minimum pension payments

Copies of documentation to support commencement/commutation of pension accounts

Copy of Actuarial Certificate

Details of asset segregation (if segregated fund)

Summary of Pension payments (dates and amounts)

Have minimum pensions been paid in cash?

Any partial commutation of pension (any in-specie asset transfers as lump sum benefits)?

BENEFIT PAYMENTS/PENSION PAYMENTS – SPECIAL CIRCUMSTANCES



Death Benefit payments

- Copies of Binding or Non-binding nominations
- Copies of trustee minutes identifying beneficiaries and reasons for decision
- Payment summaries

Divorce/Separation payments/splits

- Copy of financial agreement

Death Benefits – What changes have been made to trusteeship to meet definition of SMSF?

Divorce/Separation – What changes have been made to trusteeship to meet definition of SMSF?

Are changes made within relevant time frames?

Has the ATO been notified?

1300 138 991

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TERRITORY**

QUEENSLAND

SOUTH AUSTRALIA

TASMANIA

VICTORIA

WESTERN AUSTRALIA

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