CTC ACCOUNTANTS
TAX & BUSINESS SERVICES

2016 SMSF CHECKLIST

1 July 2015 - 30 June 2016

The following checklist is a guide to help you provide all the documents necessary for us to complete your Fund's 2016 Financial Statements and Annual Return. Should you have any queries please do not hesitate to contact our office on (02) 6583 8533.

Item Required	Enclosed Y/N	Client Comments if any
Bank/Cash Accounts:		
-Bank statements for the full financial year		
-Term deposit notices for the full financial year including annual statement		
Note if you do not keep a cashbook please note what transactions are on your bank statements. If you have a cheque account please provide either the cheque butts or a detailed list of the cheques drawn.		
Shares:		
-Dividend statements		
-Report showing total shares owned by the Fund at 30/06/16		
-Buy/Sell contracts for shares purchased or sold during the year		
-Current Chess Holding statements		
Note most shares pay two dividends per year. The date paid is the relevant date for tax purposes.		
Trusts/Managed Funds:		
-Transaction statements (usually quarterly)		
-2016 Annual taxation statements		
-For unlisted unit trusts copies of 2016 financial statements & 2016 tax return		
Note some managed funds do not send the annual taxation statement (which often includes the June statement) until as late as the end of September.		
Properties:		
-Current lease agreement		
-Real estate agent's monthly and or annual statements		
-Insurance policy documents		
-Current market valuation		
Other:		
-Cashbooks/Spreadsheets/Data File		
-Loan agreements		
-Debenture statements (DOH/Momentum/Hastings Capital etc.)		
-Contribution reconciliations		
-Pension reconciliations		
-Current investment strategy		
-Minutes		
-Life insurance policy documents		

Please note this list is not an exhaustive list just merely a guide to help you bring in the required documentation.