

SUPERFUND YEAR END DOCUMENTS CHECKLIST

1 FIRST YEAR FUNDS (Newly Established Funds):

Signed copies of the following are required:

- Trust Deed
- Trustee Declarations
- Member Applications
- Death Benefit Nominations (if completed)
- Minutes establishing Fund
- Bare Trust Deeds (if applicable)

Other key information required:

- Member's Dates of Birth
- Member's Tax File Numbers
- SMSF ABN
- SMSF TFN

For funds with a corporate trustee:

- Signed copy of the company constitution
- Copy of the Certificate of Registration
- Copies of Director appointments and consents to act as

2 FUNDS NEW TO AWT (Signed copies):

- Prior Year's Signed Financial Statements
- Prior Year's Annual Return
- Prior Year's Signed Audit Report
- Prior Year's Signed Audit Management Letter
- Offer & Acceptances & settlement statements for properties owned by SMSF - if applicable
- Most recent Property Appraisals and Rent Appraisals
- Bare Trust Deeds
- Loan Documentation including Guarantor documentation
- Declaration of trusts for properties
- Trust Deed
- Trustee Declarations
- Member Applications
- Death Benefit Nominations (if completed)

3 GENERAL DOCUMENTATION REQUIRED FOR ALL FUNDS - IF APPLICABLE:

Investment Documents:

- Share Portfolios
- Share Trading:
 - *Transaction Summary/Trading History
 - *Cash Summary
 - *Year End Portfolio Valuation
- HIN/SRN numbers
- Purchase documentation for any other investments outside of shares and property
- Collectables: Gold/Silver/Precious Metals - Year End Holding Statements & Transaction Summaries for the year
- Collectables: Artworks & Other Collectables - Annual Valuations

Bank Statements:

- Bank statements for the full financial year
- Term Deposit statements for the full financial year
- Loan Statements & documentation

Limited Recourse Borrowing Arrangements - in the year established:

- Bare Trust Deeds
- Finance Documents including Guarantor documents

Property:

- Property Offer and Acceptances for new purchases
- Monthly Rental Statements if held by a property manager
- Expense invoices - eg rates, water, repairs, insurance
- Depreciation schedules
- Property Appraisals: If the property has been purchased more than 3 years ago or if the current appraisal is more than 3 years old a new appraisal is required
- Annual Rental Summary if held by a property manager

Superannuation Contributions:

- Individual PAYG summaries particularly where SG and salary sacrifice payments are made
- SuperStream notifications of payment where to hand
- Breakdown & Contribution Reports

Expenses:

- Accountancy Fee Invoices - where new to AWT Accountants
- Audit Fee Invoices - where new to AWT Accountants
- ASIC invoice - where not managed by AWT Accountants (For funds with corporate trustees)
- ASIC statement - where not managed by AWT Accountants (For funds with corporate trustees)
- Legal Fee invoices
- Any other expenses - please provide invoices
- Life insurance invoice and policy documents
- First year funds - Invoices for setup/establishment of SMSF

Rollovers:

- Rollover Benefit Statements

4 COMPLIMENTARY DEBT REVIEW:

- Mortgage Statements
- Credit Card Statements
- Personal Loan Statements
- Any other loans - copies of statements