



**SELF MANAGED SUPERANNUATION FUND
DOCUMENT CHECKLIST**

To enable the preparation of a Self Managed Superannuation Fund Financial Statements and audit the following documents may be required.

	Please Tick	
	Supplied	N/A
➤ Bank Statements	<input type="checkbox"/>	<input type="checkbox"/>
➤ Death & Disability policies	<input type="checkbox"/>	<input type="checkbox"/>
➤ Deposit Slips/cheque butts	<input type="checkbox"/>	<input type="checkbox"/>
➤ Dividend statements/Trust distribution statements	<input type="checkbox"/>	<input type="checkbox"/>
➤ Documents in relation to any security over assets	<input type="checkbox"/>	<input type="checkbox"/>
➤ Investment statements eg. Debentures, securities, term deposits, bonds, cash management trusts, commercial bills, units trusts etc	<input type="checkbox"/>	<input type="checkbox"/>
➤ Investments in related trusts, provide Trust Deed, detailed income and expenditure statement, detailed balance sheet, notes to the accounts and resolution of trust distribution	<input type="checkbox"/>	<input type="checkbox"/>
➤ Invoices for expenses claimed	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contracts for sale or purchase of shares	<input type="checkbox"/>	<input type="checkbox"/>
➤ Contracts for sale for purchase of other major assets	<input type="checkbox"/>	<input type="checkbox"/>
➤ MYOB or other file, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
➤ Legal ownership documents in relation to investment of the fund e.g. property titles, shares scripts, share holding statements, commercial bills statements, etc	<input type="checkbox"/>	<input type="checkbox"/>
➤ Rollover statements	<input type="checkbox"/>	<input type="checkbox"/>
➤ Signed Hiring, Leasing, Loan, Partnership and Rental agreements	<input type="checkbox"/>	<input type="checkbox"/>
➤ Independent Valuation Report for property, artworks or other other assets	<input type="checkbox"/>	<input type="checkbox"/>