Self-Managed Superannuation Fund
Year End Checklist – 2024

(1 July 2023 – 30 June 2024)

SMSF Details

Superfund Name	
Trustee's Name	
Contact Name	
Postal Address (if different from last year)	
Business Address (if different from last year)	
Phone (if different from last year)	
Mobile (if different from last year)	
Email Address (if different from last year)	

Instructions

The following checklist is a **guide** as to what we require to prepare the audited financial statements and income tax return for your SMSF.

Please:

1. Tick the boxes as they apply to you.
2. If you are unsure of an answer, please indicate in the comments section and we will contact you to discuss.
3. Upload the completed checklist and associated documents via connect.suitefiles.com

Important!

All questions relate to the period **1 July 2023 to 30 June 2024** unless otherwise specified.

Fund & Members

<table>
<tr><th>Detail</th><th>Yes</th><th>No</th><th>Documentation required</th></tr>
<tr><td>Did any <u>new members</u> join the fund during the year?</td><td>☐</td><td>☐</td><td>Trustee declarations for all new trustees or directors of the new corporate trustee
Personal details of the new member
<table>
<tr><td>First name</td><td></td></tr>
<tr><td>Middle name(s)</td><td></td></tr>
<tr><td>Surname</td><td></td></tr>
<tr><td>Date of birth</td><td></td></tr>
<tr><td>Address</td><td></td></tr>
<tr><td>Tax File Number</td><td></td></tr>
</table></td></tr>
<tr><td>Did any <u>members leave</u> the fund during the year (including by death)?</td><td>☐</td><td>☐</td><td>Member’s name(s):</td></tr>
<tr><td>Did any <u>members retire</u> during the year?</td><td>☐</td><td>☐</td><td>Member’s name(s):</td></tr>
<tr><td>Has there been any <u>change in trustee</u> during the financial year, or after the end of the financial year?</td><td>☐</td><td>☐</td><td>Deed of change of trustee
Trustee declarations for all new trustees or directors of the new corporate trustee
<u>Comments</u></td></tr>
<tr><td>Were any <u>amendments or variations</u> made to the trust deed?</td><td>☐</td><td>☐</td><td>Copy of deeds/amendments
<u>Comments</u></td></tr>
</table>

Important!
All questions relate to the period **1 July 2023 to 30 June 2024** unless otherwise specified.

Information Required (Tick if relevant)	**Comments**
General ☐ Pension Establishment minutes for new pensions started ☐ Investment Strategy, if prepared ☐ Rollover statements for any rollovers received from other superfunds	
Bank accounts For each bank account: ☐ PDF Bank statements for the full year ☐ CSV transaction listing for the full year For each term deposit ☐ All statements for the full year	
Managed Funds ☐ Quarterly distribution statements (and any special distributions) ☐ Annual tax statement ☐ Annual investment statement	
Listed Shares ☐ **Buy and Sell notices** for share transactions during the year, or annual broker statement showing transactions ☐ All **Dividend statements** for the year, or annual broker statement showing dividends received ☐ **Share holding statements** at 30 June ☐ **Any notices regarding corporate actions** (buy-backs, restructures, mergers etc) that affect the fund's holdings	

Important!
All questions relate to the period **1 July 2023 to 30 June 2024** unless otherwise specified.

Information Required (Tick if relevant)	**Comments**
Unlisted (private) Companies or Trusts ☐ Annual financial statements and tax return for the financial year ☐ Share / unit certificates ☐ Valuation of shares / units at 30 June ☐ Dividend / distribution statements for the year	
Property ☐ Rental income and expense summary for the full year from the real estate agent ☐ Valuation at 30 June from either a valuer or a real estate agent, showing comparable market data ☐ Loan statements for the full year ☐ Lease agreement if a new lease during the year ☐ Property council rates notice ☐ Land tax notice If property purchased during the year: ☐ Purchase contract ☐ Settlement statement ☐ Details of bare trust and trustee (if relevant) ☐ Invoice for legal fees ☐ Stamp duty assessment notice ☐ Invoices for any other costs incurred during purchase ☐ Copy of depreciation report (if one obtained) and invoice for preparation of the report	