

## SELF MANAGED SUPERANNUATION AUDIT GUIDE

2011

**Name of Fund:**

**Date Established:**

**Trustee/s:**

**Directors (if Corporate Trustee):**  
(Please also supply ASIC confirmation)

**Members**

**Date of Birth**

**Date Joined Fund**

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	Yes/No	Comments
<b>Administration Document Requirements</b>		
1.		Copy of latest trust deed
2.		Copy of latest membership applications
3.		Copy of latest consent of Trustees
4.		Copy of investment strategy
<b>Financial Audit Document Requirements</b>		
5.		Copy of 2010 financial statements (if first AMF audit)
6.		Copy of 2010 tax return (if first AMF audit)
7.		Signed 2010 audit report (if first AMF audit)
8.		Copy of 2011 draft unaudited financial statements
9.		Copy of draft income tax return
10.		Copy of 2011 trial balance
11.		Copy of 2011 general ledger
12.		Copy of 2011 journals
13.		Copy of bank statements for all bank accounts held from 1 July 2010 to 30 June 2011
14.		Copy of bank reconciliations at 30 June 2011

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		Yes/No	Comments
15.	Copy of work papers for each asset held: <ul style="list-style-type: none"> <li>• Shareholdings (CHESS statement or dividend statement with HIN number postcode)</li> <li>• Buy and sell notes</li> <li>• Broker's statement showing transactions for the period 1 July 2010 to 30 June 2011</li> <li>• Statement or certificate of fixed interest</li> <li>• Quarterly statements for managed investments</li> <li>• Acquisition and withdrawal notices where relevant for managed funds</li> </ul>		
16.	If fund owns direct property: <ul style="list-style-type: none"> <li>• Copy of rates notice</li> <li>• Copy of market valuation</li> <li>• Copy of lease</li> </ul>		
17.	If fund has investment/s in related unit trust/s, financial statements and supporting documentation is required, i.e., if property held in unit trust, a copy of property details and valuation is required		
18.	Copy of supporting documentation for income: <ul style="list-style-type: none"> <li>• Dividend statements</li> <li>• Managed funds (annual tax return)</li> <li>• Related unit trust tax return</li> <li>• Rental statement</li> <li>• Rollovers (ETP statements)</li> </ul>		
19.	Contributions: <ul style="list-style-type: none"> <li>• Confirmation of contributions signed by members</li> </ul>		

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		Yes/No	Comments
20.	Expense-supporting documentation required for all expenses (for insurance policies, supply a copy of policy documents)		
21.	Copy of pension request from member to trustee and acceptance by trustee <ul style="list-style-type: none"> <li>• Confirmation of benefits</li> <li>• Minute regarding change to account-based pension</li> </ul>		
22.	Work papers calculating benefits including RBL documentation		
23.	Copy of PAYG summary and ETP statements where relevant		
24.	Copy of member/s statements and work papers for allocations (if allocations are manual): <ul style="list-style-type: none"> <li>• Copy of ICA printout from the portal</li> <li>• Copy of ITA printout from the portal</li> </ul>		
25.	Copy of BAS reconciliation if applicable		
26.	Copy of BAS work papers		
<b>Other Information</b>			
<b>Prepared by:</b>			
<b>Date:</b>			