

The following is a checklist of all possible Audit documents which we may require to complete our audit.

Permanent Documents

- Trust Deed
- Minutes of meeting trust set-up
- Trustee Company's certificate of incorporation
- Trustee Company's constitution
- Investment Strategy
- Application for Membership for Member 1
- Application for Membership for Member 2
- Application for Membership for Member 3
- Application for Membership for Member 4
- Trustee consent form for trustee 1 (Director for corporation)
- Trustee consent form for trustee 2
- Trustee consent form for trustee 3
- Trustee consent form for trustee 4
- ATO Declaration for member 1
- ATO Declaration for member 2
- ATO Declaration for member 3
- ATO Declaration for member 4
- ABN/TFN
- SMSF Complying letter
- Minutes for deed variation
- Deed of variation
- Updated Trust Deed
- Change of details of SMSF form (NAT3036)
- Declaration of Trust
- Pension Documents
- Custodian/Security Trust deed
- Constitution for Custodian Trustee Company

- Certificate of incorporation for Custodian Trustee Company
- Loan Agreements
- Property ownership documents

Audit Evidence

- Signed Auditor Engagement letter
- Signed Trustee Representation letter

Financial Statements

- Financial statements and reports for year under audit
- Financial statements and reports for previous year
- Tax return & tax working papers for current year
- Documents for payment of tax
- Surcharge notices, if any
- Actuarial certificate
- Tax return & tax working papers for previous year
- Management letter for previous year
- Signed audit report for previous year
- General ledger
- Investment summary report
- Investment income report
- Investment movement report
- ATO Portal report

Documents Supporting Income

- Detail of interest received
- Dividend statements
- Distribution statements
- Rental income statement
- Statement of contributions received and associated documents
- Statement of Rollins received and associated documents
- Buy sell notes – shares
- Documents supporting any other income

Documents Supporting Expenses

- Invoices for expenses incurred

- Broker statements
- Statement of interest paid
- Buy sell notes – shares
- Life insurance statements for premium paid

Investments Bank Balances

- Bank statements and bank reconciliation
- Fixed / Term deposit receipts

Listed shares and units

- SRN / HIN details
- Documents of title for investments acquired during the year
- Acquisition and disposal documentation for investments made / disposed during the year
- Market value calculations for shares and units held
- Shareholding statements
- If custodian service is being used, a copy of the Type 2 audit report

Unlisted shares and units

- Details of holding in unlisted shares and units
- Documents of title for unlisted shares and units acquired during the year
- Financial statements of companies and trusts for unlisted investments
- Market value calculation of unlisted shares and units

Managed funds and wrap investments

- Managed fund holding statements
- Annual tax statements and transaction reports for wrap investments
- Annual portfolio / holding statement for wrap investments

Real Property

- Title documents for real property acquired during the year
- Lease agreement
- Evidence of rent being at market rates
- Acquisition and disposal documentation
- Valuation report / other documents to support valuation
- Insurance policy
- Limited recourse borrowing documents

Other Assets (Jewellery, artwork, wine etc.)

- Detail of other assets held
- Ownership documents
- Acquisition and disposal of documentation
- Detail of location of assets
- Market valuation documents
- Insurance policy
- Lease / loan agreements
- Evidence of rental / interest being at market rate
- Confirmation that asset is not being privately used by members or related parties

Members Accounts and Pensions

- Member benefit calculations
- Pension documents & calculations

Fund Administration

- Minutes of trustee meetings held during the year
- Any correspondence from ATO