

SMSF Audit Checklist – 30 June 2014

Redwood Advisory Approved SMSF auditor details

Name	Ivan Filipovic
Postal address	Level 40, 140 William Street Melbourne VIC 3000
Business name	Redwood Advisory Pty Ltd
Business postal address	Level 40, 140 William Street Melbourne VIC 3000
SMSF auditor number (SAN)	100164574
Professional organisation	Institute of Chartered Accountants
Professional membership or registration number	49965

Permanent File

Permanent documents to be provided:

- Signed Trust Deed
- Trustee consent to act/ minutes
- ATO Trustee Declaration(s)
- Pension establishment documentation
- Investment Strategy
- 2013 Financial Statements and Audit Report
- Custody Bare Trust documentation for Property
- Corporate Trustee: Company details including directors

Accountant/ Planner to provide a listing of clients with:

- Fund name
- Trustee/ members
- Address
- Corporate Trustee (if applicable)



**Chartered
Accountant**

Liability Limited by a scheme approved under Professional Standards Legislation

Ivan Filipovic CA
Redwood Advisory Pty Ltd
ABN 29 161 553 591
Level 40, 140 William Street
Melbourne VIC 3000

Upon appointment, Redwood Advisory will issue an engagement letter based on agreed fee for each client.

Financial Statements

Clean PDF of Financial Statements to be provided including:

- Statement of Financial Position
- Operating Statement
- Notes to accounts
- Statement of Taxable income
- Deferred Tax Reconciliation
- SMSF Annual Return
- Member Statement
- Pension Summary Report
- Investment Summary/ Movement/ Disposals/ Income Report
- Trial Balance

ASSETS

Cash at Bank / Cash on Deposit

- Bank statements 1 July 2013 to 30 June 2014 – descriptions to be provided for all withdrawals from bank account
- Bank statements 1 July 2014 to 30 September 2014 (if applicable)

Listed Shares/ Unit Trusts

- Share Registry Confirmation of shares at 30 June 2014
- Portfolio Wrap Valuation Report & Tax Statements at 30 June 2014
- Buy and sell contracts
- Dividend/ distribution statements

Unlisted Shares/ Unit Trusts

- Financial Statements
- Income Tax Return
- Market Valuations for properties/ assets
- Trust Deed
- Unit Register and certificates

Property

- Custody Bare Trust Deed
- Signed Contract of sale
- Valuation Report/ Rates notice
- Loan statements
- Lease agreement and rental statement
- Insurance Policy
- Depreciation schedules
- Invoices for all repairs/ maintenance

Personal use/ Collectables

- Trustee Representation letter for each asset
- Market Valuation
- Insurance policy in name of Fund
- Minutes re Storage
- Signed Contract of sale
- Valuation Report/ Rates notice
- Lease agreement
- Insurance Policy

LIABILITIES

- Loan agreement
- Tax agent portal reports for year ended 30 June 2014
- Documentation to support other liabilities

MEMBER

- Contribution confirmation
- Rollover in and out of fund
- Lump sum payment
- Invoices for expenses paid (accounting/ audit)
- Documentation to support all withdrawals

For each file, please email to audit@redwoodadvisory.com.au

Title of email should include Fund name, for urgent funds please advise. Redwood Advisory will acknowledge receipt and advise of turnaround time. Audit queries will be communicated on a timely basis and clearance will be provided by email. The audit report and management letter will then be issued.

Any questions, please call us on 1300 790 110 or email us at audit@redwoodadvisory.com.au