Q U E S T I O N N A I R E | **SMSF Financial Statements EOFY**



FINANCIAL STATEMENTS



**EOFY QUESTIONNAIRE**

30 June 20\_\_\_ SMSF TAX RETURN

Please take the time to complete this checklist as it is a very important part of the accounting process.

It helps you:

* Identify and provide the information we need to prepare your Financial Statements
* Minimise the queries from us during the preparation of your Financial Statements
* Ensure we can complete your Financial Statements by the due date

**FUND NAME**



ITEM YES NO N/A

**First Time Financial Statements & Tax Return**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | If we are preparing your accounts for the first time, please provide **SIGNED** copies of the super | | |  | ☐ |  | ☐ |  | ☐ |  |
|  | fund’s last **audited** Financial Statements and Tax Return. | | |  |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |  |
|  | **Computerised Accounts** (no need to complete if you use Xero) | | |  |  |  |  |  |  |  |
|  | Provide a copy of your computerised data file. | | |  | ☐ |  | ☐ |  | ☐ |  |
|  | Name of Program: | | MYOB / Reckon or other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
|  | Version Number: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
|  | Username (if applicable): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
|  | Password (if applicable): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |
|  | **Manual Accounts** | |  |  |  |  |  |  |  |  |
|  | Please provide the following information: | | |  |  |  |  |  |  |  |
|  | • Reconciled Cashbook (if applicable) | | |  | ☐ |  | ☐ |  | ☐ |  |
|  | • | Cheque payment details |  |  | ☐ |  | ☐ |  | ☐ |  |
|  | • | Deposit details |  |  | ☐ |  | ☐ |  | ☐ |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **Wrap Accounts** | |  |  |  |  |  |  |  |  |
|  | Please provide the following: | |  |  |  |  |  |  |  |  |
|  | • | Annual investor report |  |  | ☐ |  | ☐ |  | ☐ |  |
|  | • | Annual tax report |  |  | ☐ |  | ☐ |  | ☐ |  |
|  | • Wrap platform audit reports | |  |  | ☐ |  |  |  |  |  |

**If any investments below are held in wrap accounts, you may disregard their respective checklist items.**



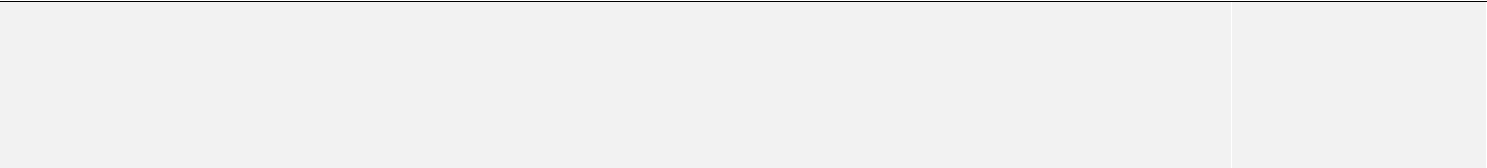
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Q U E S T I O N N A I R E | **SMSF Financial Statements EOFY**



ITEM YES NO N/A



**Bank Accounts and Fixed Interest Investments**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Please provide statements for all bank accounts, terms deposits, bonds, debentures… covering the | |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | period 1 July 20\_\_\_ to 30 June 20\_\_\_. | |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  | **Listed Securities** (Shares, Debt Securities, Trust Units, Stapled Securities…) | |  |  |  |  |  |  |  |  |  |
|  |  |  | Please try providing as much information as possible, including: | |  |  |  |  |  |  |  |  |  |
|  |  |  | • | Holder Identification Number (HIN) / Shareholder Reference Number (SRN) |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Interest/Dividend/Distribution Statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Annual tax statements for distributions |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | All buy, sell and holding movement records |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Year end holding statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Year end portfolio valuation report and annual trade ledger report from the broker |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Any other relevant information |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  | **Instalment Warrants** | |  |  |  |  |  |  |  |  |  |
|  |  |  | Please provide: | |  |  |  |  |  |  |  |  |  |
|  |  |  | • | Annual tax report |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Annual dividend/distribution report |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Annual interest report (financial institutions generally send out an annual investor report |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  |  | package that includes all the above) |  |  |  |  |  |  |  |  |  |
|  |  |  | • | Year end holding and valuation report (you may have to request this separately) |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Any other relevant information |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Unlisted Securities** (Shares, Debt Securities, Trust Units, StapledSecurities…) | |  |  |  |  |  |  |  |  |  |
|  |  |  | Please try providing as much information as possible, including: | |  |  |  |  |  |  |  |  |  |
|  |  |  | • | Interest/dividend/distribution statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Annual tax statements for distributions |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | All share/unit certificates |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | All buy, sell and holding movement records |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Audited/signed financial statements for the year |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Confirmation of year end holding and valuation |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Confirmation if any member / trustee has direct / indirect control over security issuers |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | For related trusts – the trust deeds |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Any other relevant information |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |  |
|  |  |  | **Managed Investments** (funds, trusts…) | |  |  |  |  |  |  |  |  |  |
|  |  |  | Please try providing as much information as possible, including: | |  |  |  |  |  |  |  |  |  |
|  |  |  | • | Distribution statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Annual tax statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Annual transaction statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Year end holding and valuation statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Any other relevant information |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **Properties** | |  |  |  |  |  |  |  |  |  |
|  |  |  | Please try providing as much information as possible, including: | |  |  |  |  |  |  |  |  |  |
|  |  |  | • | All purchase/sale documentation including contracts and settlement statements |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Current property valuation/appraisal |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Confirmation of current property title (title search) |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Current rental/lease agreement |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Invoices for all property expenses paid during the year |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Current policy schedule for property insurance |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Depreciation schedule |  |  |  |  |  |  |
|  |  |  |  | ☐ |  | ☐ |  | ☐ |  |  |  |
|  |  |  | • | Periodic agent reports showing rent received and expenses paid during the year |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

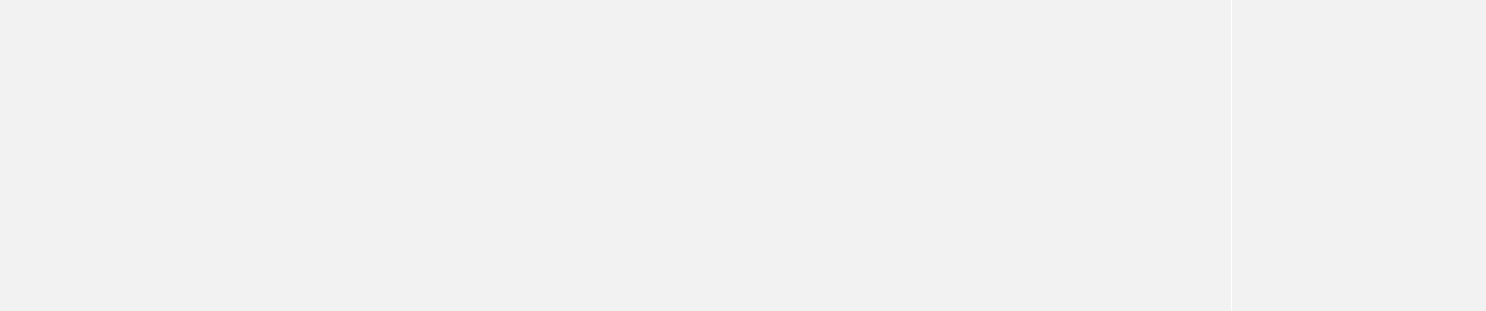
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Q U E S T I O N N A I R E | **SMSF Financial Statements EOFY**



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ITEM |  |  | YES |  | NO |  | N/A |  |
|  |  |  |  |  |  |  |  |  |  |
|  | • | Any other relevant information |  | ☐ | | ☐ |  | ☐ | |
|  | If any property was part of a **Limited Recourse Borrowing Arrangement (LRBA)**, please provide: | |  |  |  |  |  |  |  |
|  | • | Current year loan account statements |  | ☐ | | ☐ |  | ☐ | |
|  | • | Invoices for all borrowing expenses paid during the year |  | ☐ | | ☐ |  | ☐ | |
|  | • | All signed loan documentation (offer, agreement, schedule…) |  | ☐ | | ☐ |  | ☐ | |
|  | • | Deed of the holding trust |  | ☐ | | ☐ |  | ☐ | |
|  | • | All holing trust and fund trustee resolutions in relation to the LRBA |  | ☐ | | ☐ |  | ☐ | |
|  | • | Any other relevant information |  | ☐ | | ☐ |  | ☐ | |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

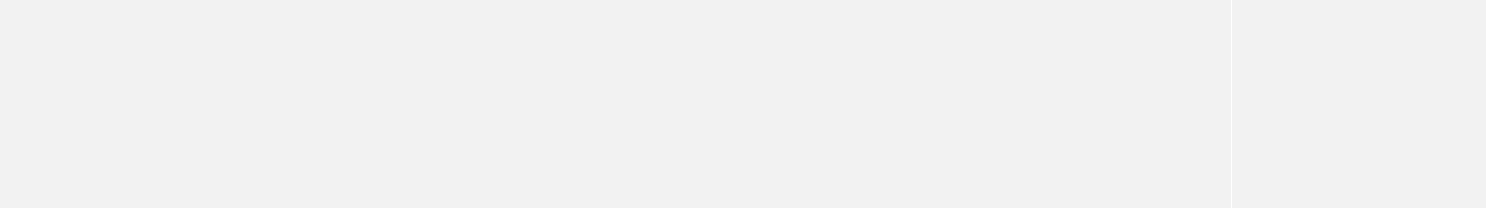


**Fixed Assets**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • Please provide details of assets **PURCHASED** during the year, including copy of invoice |  |  |
|  | and estimated useful life, if known. |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • Please provide details of assets **SOLD** or **DISPOSED** during the year, including date and |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | consideration received. |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • Depreciation schedule and confirmation if any assets have been scrapped of traded in. |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • Any other relevant information |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Precious Metals and Collectables**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please try providing as much information as possible, including: | ☐ | ☐ | ☐ |  |
| • Details of assets **PURCHASED** during the year, including copy of invoices. |  |
| • Details of assets **SOLD** or **DISPOSED** during the year, including date and consideration | ☐ | ☐ | ☐ |  |
|  |  |  |  |
| received. |  |  |  |  |
| • Current valuations/appraisals | ☐ | ☐ | ☐ |  |
| • Signed agreement for any lease arrangements | ☐ | ☐ | ☐ |  |
| • Invoices for all expenses paid during the year in maintaining the investments | ☐ | ☐ | ☐ |  |
| • Current insurance policy schedules | ☐ | ☐ | ☐ |  |
| • Details of storage arrangements | ☐ | ☐ | ☐ |  |
| • Confirmation if any asset is used/enjoyed by any member/trustee | ☐ | ☐ | ☐ |  |
| • Any other relevant information | ☐ | ☐ | ☐ |  |



Starting 1 July 2016, collectables (artwork, jewellery, antiques, artefacts, coins, medallions or bank notes, postage stamps or first day covers, rare folios, manuscripts or books, memorabilia, wine or spirits, motor vehicles, recreational boats, memberships of sporting or social clubs) your super fund acquired before 1 July 2011 are subject to more stringent investment rules. If you are unaware of this, please contact us/your financial advisor immediately.

**Loans**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Please try providing as much information as possible, including: | |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  | • | Signed and current loan agreements |  |  |  |  |  |
|  |  |  | • | Interest schedule |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  | • | Confirmation if the borrower is related to any member/trustee |  |  |  |  |  |
|  |  |  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  | • | Any other relevant information |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |  |  |  |
|  |  |  | **Member Receipts** (contributions, benefits transferred in, life policy payout or premium | |  |  |  |  |  |  |  |  |
|  |  |  | refund…) | |  |  |  |  |  |  |  |  |
|  |  |  | Please try providing as much information as possible, including: | |  |  |  |  |  |  |  |  |
|  |  |  | • | Listing of contributions received, and if personal contributions were made confirmation if |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  |  | they were concessional or non-concessional |  |  |  |  |  |  |  |  |
|  |  |  | • | All ATO correspondence for any co-contributions |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  | • | Rollover benefits statements (RBS) etc, for any benefits transferred in |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  | • | Documentation for any life policy payout received or premium refunded during the year |  | ☐ |  | ☐ |  | ☐ |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

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Q U E S T I O N N A I R E | **SMSF Financial Statements EOFY**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM |  | YES | NO | N/A |
|  |  |  |  |  |
| **Member Expenses** (pensions, lump sums, release authority payments, benefits transferred out, | |  |  |  |
| life policy premium…) | |  |  |  |
| Please try providing as much information as possible, including: | |  |  |  |
| • | Listing of pensions and lump sums paid during the year | ☐ | ☐ | ☐ |
| • | Signed release authorities for Div.293 tax, excess contributions and tax etc, released from the | ☐ | ☐ | ☐ |
|  | fund during the year |  |  |  |
| • | Rollover Benefits Statements (RBS) etc, for any benefits transferred out (if we did not prepare | ☐ | ☐ | ☐ |
|  | them) |  |  |  |
| • | Life policy documentation confirming: | ☐ | ☐ | ☐ |
|  | o Premiums paid during the year |  |  |  |

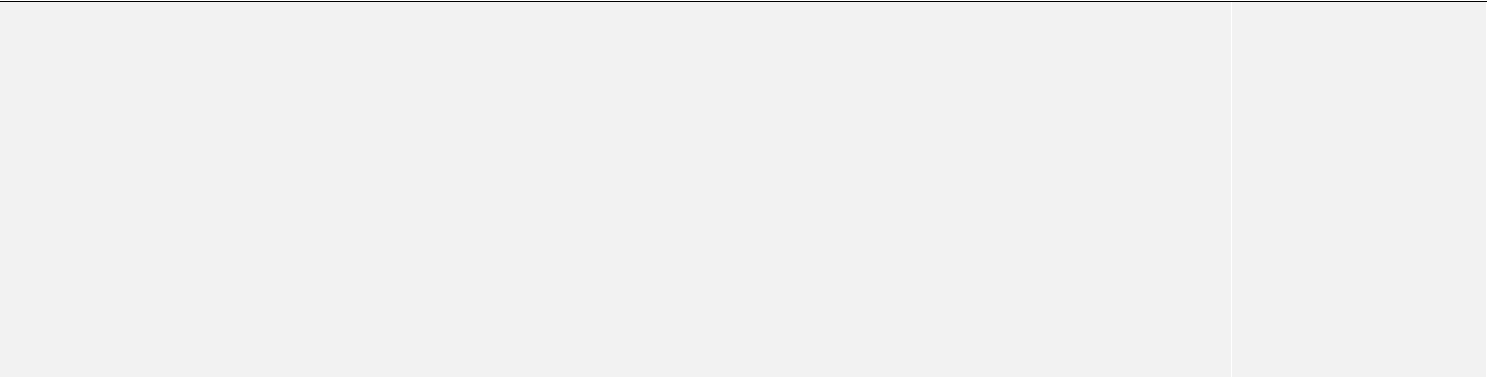
• And current policy details including: ☐ ☐ ☐

1. Policy owner o Person insured

o Policy components (life, income protection, TPD…) o Sum(s) insured

o If the policy has a TPD component – the TPD definition (“own” or “any”)

• Any other relevant information ☐ ☐ ☐

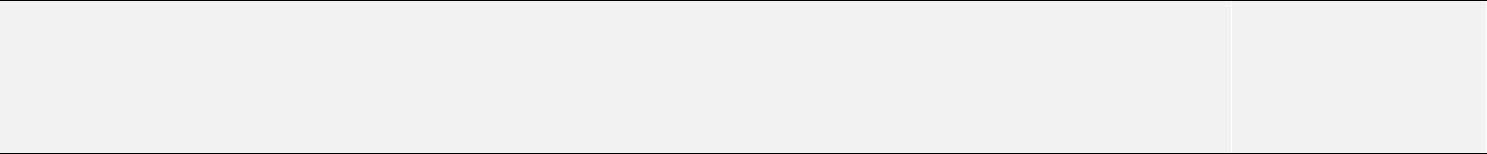


**General Fund Expenses**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Provide invoices for all general fund expenses which may include: | |  |  |  |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | Accountancy fees |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | Auditor fees |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | Advisor fees |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | ASIC fees |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | Legal fees |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | Audit Insurance fees |  |  |  |  |  |
|  |  | ☐ |  | ☐ |  | ☐ |  |  |
|  | • | Other |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Sundry Debtors – Money owed to your SMSF**

Please supply a list of sundry debtors as at 30 June 20\_\_\_. ☐ ☐ ☐



**Sundry Creditors – Money your SMSF owes to others**

Please supply a list of sundry creditors as at 30 June 20\_\_\_. ☐ ☐ ☐

**GST**

Please provide copies of all Business Activity Statements (BAS) lodged during the year. ☐ ☐ ☐

**OTHER INFORMATION** Please list any other information that you believe may assist us



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Q U E S T I O N N A I R E | **SMSF Financial Statements EOFY**



To ensure that our records are up to date, please provide us with any UPDATE of the following details:

**CONTACT ADDRESS** To ensure we have current records, please provide us with any UPDATE of the following details

**Physical Address**

**Postal Address**

**Email**

**Home Phone**

**Work Phone**

**Mobile Phone**

Please complete the Authorisation below as this allows us to contact necessary organisations, (e.g. your bank or insurance company) to obtain information that is required to complete your Financial Statements or Tax Returns.

**AUTHORISATION**

I/We authorise Success Accounting Group to complete the compilation of Financial Statements and Tax Return for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the 20\_\_\_ financial year.

I/we authorise Harry Duong to obtain whatever information is required from third parties to complete the preparation of the \_\_\_\_\_\_ Financial Statements and Tax Return.

AUTHORISED SIGNATURE(S)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Date:



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