



The following is a checklist of all possible Audit documents which an auditor may require to complete his 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