



## Year End Questionnaire - SMSF

Client Name:  Date:

Please take the time to complete this checklist as it is a very important part of completing your work efficiently. 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

### Update of Address Details

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

Physical Address:	<input type="text"/>
Postal Address:	<input type="text"/>
e-mail:	<input type="text"/>
Home Phone:	<input type="text"/>
Work Phone:	<input type="text"/>
Mobile Phone:	<input type="text"/>
Fax:	<input type="text"/>

1. First Time Financial Statements & Tax Return	Yes	No	N/A
If we are preparing your accounts for the first time, please provide copies of your Super Fund's last Financial Statements and Tax Return.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Computerised Accounts	Yes	No	N/A

Please provide a copy of your computerised data file.			
Name of Program: (i.e. MYOB or QuickBooks) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Version Number: _____			
Password (if applicable): _____			
<b>3. Cash Balances</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Please provide the following information:			
<ul style="list-style-type: none"> <li>• Bank Statements for the period 1 July to 30 June</li> <li>• Bank Reconciliations (if applicable)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Investments / Property</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Please provide details of all investment and rental property <b>INCOME</b> received during the year, including:			
<ul style="list-style-type: none"> <li>• Dividend statements</li> <li>• Interest statements</li> <li>• Trust Annual taxation summaries</li> <li>• Rental property statements, including all rental property expenses</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property <b>PURCHASED</b> during the year, including:			
<ul style="list-style-type: none"> <li>• date of purchase</li> <li>• cost of acquisition</li> <li>• copy of buy contract for purchase, including off market transfers, loan statements.</li> <li>• copy of settlement statement for property</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of Investments/Property <b>SOLD</b> or <b>DISPOSED</b> during the year, including:			
<ul style="list-style-type: none"> <li>• date of disposal</li> <li>• consideration received</li> <li>• copy of sell contract for purchase including off market transfers</li> <li>• copy of settlement statement for rental property</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Other Investment related information needed</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Please provide the following documents if applicable			
<ul style="list-style-type: none"> <li>• Market Value reports at 30 June</li> <li>• Trust holding statements or summaries</li> <li>• Term Deposit documentation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Fixed Assets</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Please provide details of other assets <b>PURCHASED</b> during the year, including copy of invoice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide details of other assets <b>SOLD</b> or <b>DISPOSED</b> during the year, including date and consideration received.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please review your depreciation schedule from the previous year. Have any of these assets been scrapped or traded in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Super Fund Income &amp; Expenses</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Please provide the following information (if applicable):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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| <ul style="list-style-type: none"><li>• Roll-over notification forms</li><li>• Government co-contribution notices</li><li>• Member insurance documents</li></ul> |  |  |  |
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**8. Other Information – Please list below**

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