SMSF - Year End Questionnaire 2020

Client: Date:

This year-end questionnaire for Self-Managed Superannuation Funds is designed to save you time and money. The effort you invest to complete this questionnaire will be repaid because we'll be able to complete your accounts accurately and efficiently, saving you unnecessary fees that might otherwise be incurred if we had to come back to you multiple times to request more information.

Please complete this questionnaire and ensure you attach all relevant documentation, then sign and date this form below, and return your questionnaire and documentation to us.

If you have any queries or concerns, please do not hesitate to contact us.

Complete Business Strategies

I/We hereby instruct you to prepare the fund's Financial Statements and Income Tax Return for the financial year ended 30 June 2020.

I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies such as the ATO to obtain any information you require to enable you to carry out the above assignment.

Name: *Signature:*

Date:

To ensure that our records are up to date, please assist us by confirming and/or completing the following:									
Entity name:									
ABN:									
TFN:									
Tax Registrations	GST	Yes	☐	No	☐	PAYG Withholdings	Yes ☐	No	☐
Trustee Company Name: *(if applicable)*									
ACN: *(if a trustee company)*									
Registered address: *(if a trustee company)*									
Postal address:									
Contact name:									
Telephone:	Home		Business		Fax		Mobile		
Email Address:									
Trustee(s): *(if individuals)*									
Address:									
Telephone:	Home		Business		Fax		Mobile		
Email Address:									
Trustee(s): *(if individuals)*									
Address:									
Telephone:	Home		Business		Fax		Mobile		
Email Address:									

1.	If we are preparing your return for the first time:	Yes	No	?
Please provide:				
1.1	Permanent records:			
1.1.1	The Fund’s trust deed.	☐	☐	☐
1.1.2	ATO notice of complying superannuation fund status. Note that the ATO will record the status of a new superannuation fund as “registered”, but will not issue a notice of compliance until the fund has lodged its first annual return.	☐	☐	☐
1.1.3	Consents to appointment by the Trustees or Directors of the Trustee Company.	☐	☐	☐
1.1.4	Written declarations by the Trustees or the Directors of the Trustee Company that they are not disqualified persons.	☐	☐	☐
1.1.5	Applications for membership by each member.	☐	☐	☐
1.1.6	Enduring powers of attorney currently in force in relation to any members.	☐	☐	☐
1.1.7	Binding death benefit nominations made by any members.	☐	☐	☐
1.1.8	All minutes.	☐	☐	☐
1.1.9	The Fund's current investment strategy.	☐	☐	☐
1.1.10	Any actuarial certificates currently in force.	☐	☐	☐
1.1.11	Product Disclosure Statements given to members.	☐	☐	☐
1.1.12	The following documents for all real estate, whether owned directly or through an interposed unit trust:			
1.1.12.1	Title deed.	☐	☐	☐
1.1.12.2	Purchase contract and settlement statement.	☐	☐	☐
1.1.12.3	Current lease.	☐	☐	☐
1.1.12.4	Most recent market valuation.	☐	☐	☐
1.2	Last year’s records.	☐	☐	☐
1.2.1	Copies of the Fund’s last Financial Statements.	☐	☐	☐
1.2.2	A copy of the last income tax return, notice of assessment (If received) and PAYG instalment notices.	☐	☐	☐
1.2.3	Copy of the previous year’s Audit Report.	☐	☐	☐
1.2.4	Copy of the previous year’s Audit Management Letter.	☐	☐	☐
1.2.5	Capital gains tax cost base information for current investments held.	☐	☐	☐

Transactions

2.	Bank Accounts	Yes	No	?
Please supply the following information:				
2.1	Reconciled cash book details in electronic format.	☐	☐	☐
2.1.1	Please provide the name and version number of your accounting software.			
2.1.2	Please provide password if applicable.			
2.2	Copies of bank reconciliations at 30 June.	☐	☐	☐
2.3	Copies of bank statements as at 30 June.	☐	☐	☐
OR If using accounting software but not supplying a copy of the file:				
2.4	Profit and Loss, Balance Sheet and Trial Balance reports.	☐	☐	☐
2.5	Detailed general ledger report.	☐	☐	☐
2.6	Bank reconciliations at 30 June for each bank account.	☐	☐	☐
2.7	Copies of bank statements as at 30 June for each bank account.	☐	☐	☐
OR If not using accounting software:				
2.8	Cheque payment details, and/or cheque books.	☐	☐	☐
2.9	Receipt details and/or deposit books.	☐	☐	☐
2.10	Bank reconciliations at 30 June (if available).	☐	☐	☐
2.11	Copies of bank statements for the year ended 30 June 2020.	☐	☐	☐

Income and Expenses

3.	Contributions and Rollovers	Yes	No	?
Please supply details of the following:				
3.1	Employer contributions including evidence from the employer's records if available.	☐	☐	☐
3.2	Copies of PAYG Payment Summaries showing reportable employer superannuation contributions. These generally comprise salary sacrifice contributions, or employer contributions in excess of the minimum required by law.	☐	☐	☐
3.3	Member contributions.	☐	☐	☐
3.4	Evidence of other contributions such as government co-contributions, spouse or child contributions.	☐	☐	☐

3.5	Full details of any contributions in the form of property ("in specie contributions"), such as shares, real estate or other assets transferred to the fund.	☐	☐	☐
	Please complete the attached SMSF - Contribution forms.			
3.6	Excess contributions tax assessments received by the fund or any members, and any associated release authority.	☐	☐	☐
3.7	Roll-overs received by the fund.	☐	☐	☐
3.8	Roll-over notification forms and Rollover benefits statements, for both inwards and outwards rollovers.	☐	☐	☐
4.	**Benefits**	**Yes**	**No**	**?**
4.1.1	Details of any benefits paid from the fund by way of pensions, lump sums, death benefits or other.	☐	☐	☐
5.	**Expenses**	**Yes**	**No**	**?**
5.1	Insurance premium notices/invoices.	☐	☐	☐
5.2	Audit and accounting invoices.	☐	☐	☐
5.3	Investment advisers' fees or commissions.	☐	☐	☐
Investments				
6.	**Interest Bearing Deposits**	**Yes**	**No**	**?**
Please provide:				
6.1	All bank statements or passbooks.	☐	☐	☐
6.2	Annual or periodic interest statements.	☐	☐	☐
7.	**Shares, Units and Managed Funds**	**Yes**	**No**	**?**
Please provide the following:				
7.1	Dividend advice statements.	☐	☐	☐
7.2	Trust and managed funds distribution advice notices. This includes distributions for the year ended 30 June 2020, which were received after that date.	☐	☐	☐
7.3	Trust and managed fund annual tax statements and capital gains statements.	☐	☐	☐
7.4	All buy/sell contracts for the year ended 30 June 2020.	☐	☐	☐
7.5	All CHESS statements with transactions for the year ended 30 June 2020.	☐	☐	☐

7.6	For all shares sold, the original purchase contract(s) and documentation for all returns of capital and dividends reinvested since the original purchase.	☐	☐	☐
7.7	For all units sold, the original purchase contract(s) and documentation for all returns of capital or tax deferred distributions since the original purchase.	☐	☐	☐
7.8	Market value of all shares and units at 30 June.	☐	☐	☐
	For listed shares and units, this information is readily available from the internet or your broker. For unlisted shares and units you may need to obtain a valuation from the entity concerned.			
7.9	Documents regarding any borrowings in relation to instalment warrant arrangements, or for any other purpose.	☐	☐	☐
8.	**Property**	**Yes**	**No**	**?**
8.1	Rental Statements from real estate agents.	☐	☐	☐
8.2	Invoices for all expenses, including rates, strata levies, insurance premiums and repairs.	☐	☐	☐
8.3	Details of all construction costs.	☐	☐	☐
8.4	If the Fund has purchased property during the year, please forward to us a copy of the purchase contract and settlement statement.	☐	☐	☐
8.5	If the Fund has sold property during the year, please forward to us a copy of the contracts and settlement statements for both the sale and the original purchase.	☐	☐	☐
8.6	If any depreciable items were included in a purchase or sale of property, please forward any correspondence regarding the amount of the price that has been allocated to each depreciable item. Depreciable items include buildings, floor coverings, light fittings, hot water systems, etc.	☐	☐	☐
	If 3 years have elapsed since a property was purchased or last valued, it will be necessary to obtain a current market valuation of the property.			
9.	**Related Unit Trusts**	**Yes**	**No**	**?**
9.1	Profit and Loss, Balance Sheet and any other financial statement, and income tax return for the year ended 30 June 2020.	☐	☐	☐
9.2	The information listed above for all investments held by the related trust.	☐	☐	☐

Other Items

10.	Taxation	Yes	No	?
10.1	If the fund is registered for GST, please provide copies of Business Activity Statements for the year.	☐	☐	☐
10.2	Details of PAYG instalments paid for the year ended 30 June 2020, including quarterly or annual instalments paid after year end.	☐	☐	☐
10.3	PAYG Summaries and Annual PAYG Reconciliation for benefits provided during the year.	☐	☐	☐
10.3.1	Copies of any other correspondence with the Tax Office such as: objections, penalties, Statement of Account, Garnishee Notice, Final Notice to Lodge.	☐	☐	☐
11.	**Update of Permanent Records**	**Yes**	**No**	**?**
11.1	If any of the documents listed below have been updated since last year please provide a copy of the new or amended documents.			
11.1.1	Permanent records.	☐	☐	☐
11.1.1.1	The Fund's trust deed.	☐	☐	☐
11.1.1.2	ATO notice of complying superannuation fund status.	☐	☐	☐
11.1.1.3	Consents to appointment by the Trustees or Directors of the Trustee Company.	☐	☐	☐
11.1.1.4	Written declarations by the Trustees or the Directors of the Trustee Company that they are not disqualified persons.	☐	☐	☐
11.1.1.5	Applications for membership.	☐	☐	☐
11.1.1.6	Enduring powers of attorney currently in force in relation to any members.	☐	☐	☐
11.1.1.7	Binding death benefit nominations made by any members.	☐	☐	☐
11.1.1.8	All minutes.	☐	☐	☐
11.1.1.9	The Fund's current investment strategy.	☐	☐	☐
11.1.1.10	Any actuarial certificates currently in force.	☐	☐	☐
11.1.1.11	Product Disclosure Statements given to members.	☐	☐	☐
11.1.2	The following documents for all real estate, whether owned directly or through an interposed unit trust:			
11.1.2.1	Title deed.	☐	☐	☐
11.1.2.2	Purchase contract and settlement statement.	☐	☐	☐
11.1.2.3	Current lease.	☐	☐	☐
11.1.2.4	Most recent market valuation.	☐	☐	☐

11.1.3	Capital gains tax cost base information for current investments held.	☐	☐	☐
12.	**Other Information**			
If there is any other information that you consider relevant, or you have particular concerns/queries, please provide us with details in the space below. Attach information if applicable.				
13.	**Completion of Accounts**			
13.1	Please indicate when you require the accounts to be completed:			

Thank you for completing this questionnaire.

END OF DOCUMENT