

**Brayan Superannuation Fund
SMSF Audit - Document Checklist
Year Ended 30 June 2022**

	Yes	No	N/A
1. Copy of signed Audit Engagement Letter by the Trustees	X		
2. Copy of signed Trustee Representation Letter	X		
3. Copy of signed Financial Statements	X		
4. Supporting documents for all items in the Financial Statements	X		
5. Tax Return completed - <i>only be sign after the auditor is complete</i>	X		
6. Proof of Trustees (individual – document signed by Trustees accepting to act as Trustees or Company Trustee confirmation of Directors)	X		
7. Copy of all signed permanent files	X		
8. Copy of signed Pension Documentations			X
9. Copy of signed Bare Trust if there is a LRBA in the Fund			X
10. Actuarial Certificate (if Fund is partially in Accumulation and Pension phase)			X
11. Life Insurance Statements			X
12. Corporate Trustee Annual Statement - ASIC	X		
13. Proof of payment made for ASIC annual fee	X		
14. Copy of signed Prior year Management Letter			X
15. Copy of signed Prior year Financial Statements	X		
16. Copy of signed Prior year Tax Return	X		
17. Copy of signed Prior year Audit Report	X		

	Yes	No	N/A
18. Financial Statement	SEE 3		
19. Income Tax Return	SEE 5		
20. ATO Portal Reports	See 4		
21. Investment Summary Report	SEE 3		
22. Members Statements	SEE 3		
23. Notes to Financial Statements			X
24. Statement of Taxable Income / Income Tax Provision	SEE 4		
25. Change of Trustee (signed)			X
26. Members added / resigned (signed)			X
27. Latest version of Trust Deed (signed)	X		
28. Amended Investment Strategy (signed)			X
29. Change in tax status i.e.: Member moved from accumulation to pension phase			X
30. ATO correspondence received relating to any significant events			X
31. Latest Binding Death Benefit Nominations on file	X		
32. Prior year Audit Management Letter points addressed			X
33. Is the Corporate Trustee a sole purpose SMSF Trustee	SOL		
34. Minutes in place or drafted for actions taken during income year	X		
35. Copy of signed Fund Trust Deed	SEE 27		
36. Copy of signed Member applications and Trustee consents	SEE 6 & 7		X
37. Copy of signed ATO Trustee Declarations (appointments after 1 July 2007)			X

38. Copy of signed latest Investment Strategy	X		
39. Copy of signed Prior year's Financial Statements including notes to the Financials	SEE 15		
40 .Any ATO correspondence received relating to any significant events	SEE 20		
41. Copy of signed Latest Binding Death Benefit Nominations on files	SEE 31		
42. General authority (should external verifications required for bank, employer or insurance company)			X
43. Prior period Audit Management Letter points addressed (if applicable)			X
44. Copy of signed Prior year Audit Report	SEE 17		
45. Copy of signed Engagement Letter and Audit Representation Letter	SEE 1&2		
46. Copy of signed Financial Statements (including notes), Member Statements, Trial Balance, General Ledger for current year	SEE 3 and 4		
47. Latest ASIC Annual Return attached (Corporate entities only)			X
48. Proof of payment made for ASIC annual fee			X
49. Is Corporate Trustee a sole purpose SMSF Trustee	SOL		
50 .Minutes in place or drafted for actions taken during income year	SEE 34		
51. Copy of signed Bare Trust if there is a LRBA in the Fund			X
52. Bank statements for full year	SEE 4		
53 Bank statements which show full details such as account name, closing balances as at 30 June	SEE 4		
54. Bank confirmation recommended for balances > 10% of asset value and/or where originals not received			X

Share in Listed and Unlisted Companies / Trusts

	Yes	No	N/A
55. Dividend notices and trust distributions/annual tax statements			X

56 SRN/HIN details (including holding name and postcode)			X
57 Acquisition and disposal documentation			X
58 Financials and Tax Return for Unlisted Unit Trust			X
59 Share holding statement / Portfolio statement			X

ORD Minnett Investments

	Yes	No	N/A
60 Annual Tax Statements and transaction reports	SEE 4		
61 Annual portfolio / holding statement	SEE 4		

Related Party Investments

	Yes	No	N/A
62 Financial statements (property in related entities–also complete the Property section)			X
63 Evidence of ownership			X
64 Market value calculations / Trustee valuation calculations			X

Investment Property

	Yes	No	N/A
65 Copy of property Title Deeds documents e.g. title search			X
66 Documentation to support value of the property			X
67 Copy of most recent lease agreements, including details on lessee			X
68 Evidence of rental being at market rates			X
69 Insurance policy			X
70 Acquisition and disposal documentation			X
71 Bare Trust Documentations (if SMSF has borrowings)			X

Other Assets (e.g.: artwork, jewellery, wine, sundry debtors, loans)

	Yes	No	N/A
72 Acquisition documentation to support ownership, and disposal documentation			X

73 Documentation to support value			X
74 Lease / loan agreements, including details on lessee / recipient			X
75 Evidence of rental / interest being at market rates			X
76 Details of asset location and insurance policy			X
77 Confirmation asset not for private use and/or enjoyment by Members or related parties			X

Other Liabilities

	Yes	No	N/A
78 Supporting documentation	SEE 4		
79 Member benefit calculate			X

Income & Expenditure

	Yes	No	N/A
80 Contributions - confirmation from employer for concessional contributions, work test confirmation for Member who is over 65 and wants to make contributions.			X
81 Insurance – copy of policy confirming ownership, life insured, cover type and premiums			X
82 Pension / benefit payments – condition of release (under 65), PAYG summary (under 60)			X
83 Other income and expenses documentation	SEE 3		
84 Pension Minute for Fund with balance over \$1.6m			X
85 CGT relief calculation			X

Tax

	Yes	No	N/A
86 Annual return completed for the current year	SEE 5		
87 Tax losses, both Revenue and Capital, carried over from previous year tax return to the current year correctly (<i>page 7</i>)	SEE 5		
88 Income tax calculation / work papers	SEE 4		

89 Payment documentation - including PAYG and Supervisory Levy	SEE 5		
90 Actuarial certificate, if applicable			X