

2025 YEAR END CHECKLIST

FOR SELF-MANAGED SUPERANNUATION FUNDS (SMSFs)
Below is a general list of information we will need to prepare your 2024-25 SMSF Financial Statements and Tax Returns:
\square Bank statements (including any new accounts including term deposits) from 1 July, 2024 to 30 June, 2025.
☐ Contributions (Super stream Report) - A breakdown (by member) of the contributions received by the fund.
☐ Pensions - Documentation supporting any pensions commenced during the 2024-25 financial year.
□ Investments:
\square Portfolio valuation as at 30 June, 2025 and transaction history reports (if applicable).
\square All documentation from your portfolio or wrap provider including year-end tax statements.
☐ All dividend & tax statements.
\square Buy & sell contracts for shares sold or purchased.
\square Any other documentation received during the year that relates to restructures, bonus shares,
consolidations etc., for shares held by the fund.
□ Property:
\square Annual Agent statements if using an agent to manage property, otherwise, all invoices and rent
receipts for the year ending 30 June, 2025.
\square A copy of the current lease/rental agreement (if not already provided).
\square Annual rental income appraisal (where a new lease has been entered into).
\square Documents for property bought or sold, including the date you entered the contract and the date the
asset was first used or installed ready for use.
\square Rental property appraisal for the value of the property.
Please contact our office if you require assistance with your 2024-25 Tax Return.



PO Box 411, Liverpool BC NSW 1871

www.optimumadvisory.com.au

(02) 9821 2455

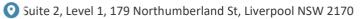
admin@optimumadvisory.com.au ABN 27 643 227 383





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Continued:
□ Rollovers:
\square Copy of any Rollover Benefits Statements for money rolled into the fund during the period 1 July, 2024
to 30 June, 2025.
□ Insurance:
\square Copy of life insurance policy annual renewal documentation form (the ownership of the policy should
always be in the name of the superannuation fund).
\square Copy of documentation relating to any new insurance policies from 1 July, 2024.
☐ Expenses – Copies of invoices for the following payments:
☐ Accounting Fees
☐ Audit Fees
☐ Filing Fees (if applicable)
\square Other expenses incurred by the fund.
□ Other
\square If you have transactions in your fund that do not fall into the above categories, please ensure that you
provide us with full details.
\square Provide statements of any other superannuation fund (e.g. industry funds) balances at 30 June, 2025.
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