

## 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:***


- ☐ 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:
  - ☐ Portfolio valuation as at 30 June, 2025 and transaction history reports (if applicable).
  - ☐ All documentation from your portfolio or wrap provider including year-end tax statements.
  - ☐ All dividend & tax statements.
  - ☐ Buy & sell contracts for shares sold or purchased.
  - ☐ Any other documentation received during the year that relates to restructures, bonus shares, consolidations etc., for shares held by the fund.
- ☐ Property:
  - ☐ Annual Agent statements if using an agent to manage property, otherwise, all invoices and rent receipts for the year ending 30 June, 2025.
  - ☐ A copy of the current lease/rental agreement (if not already provided).
  - ☐ Annual rental income appraisal (where a new lease has been entered into).
  - ☐ 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.
  - ☐ Rental property appraisal for the value of the property.

*Please contact our office if you require assistance with your 2024-25 Tax Return.*

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**Continued:**

☐ Rollovers:

☐ Copy of any Rollover Benefits Statements for money rolled into the fund during the period 1 July, 2024 to 30 June, 2025.

☐ Insurance:

☐ Copy of life insurance policy annual renewal documentation form (the ownership of the policy should always be in the name of the superannuation fund).

☐ 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)

☐ Other expenses incurred by the fund.


☐ Other

☐ If you have transactions in your fund that do not fall into the above categories, please ensure that you provide us with full details.


☐ Provide statements of any other superannuation fund (e.g. industry funds) balances at 30 June, 2025.

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