

SMSF Annual Admin Checklist

1. Review investment strategy and document it

Completed

2. Hold regular trustee meetings and keep trustee minutes

Date completed: _____

Completed

Date completed: _____

Completed

Date completed: _____

Completed

Date completed: _____

Completed

3. Keep all documents for the required timeframe

Date completed: _____

4. Do the accounts and prepare annual return

Assets valued

Annual returns lodged

Accounts completed

Levy paid

5. Appoint an auditor

Appointed

6. Get an actuarial certificate if required

Completed

7. Appointing a fund administrator/accountant or auditor

Completed

8. Make minimum pension payments for the year

Completed