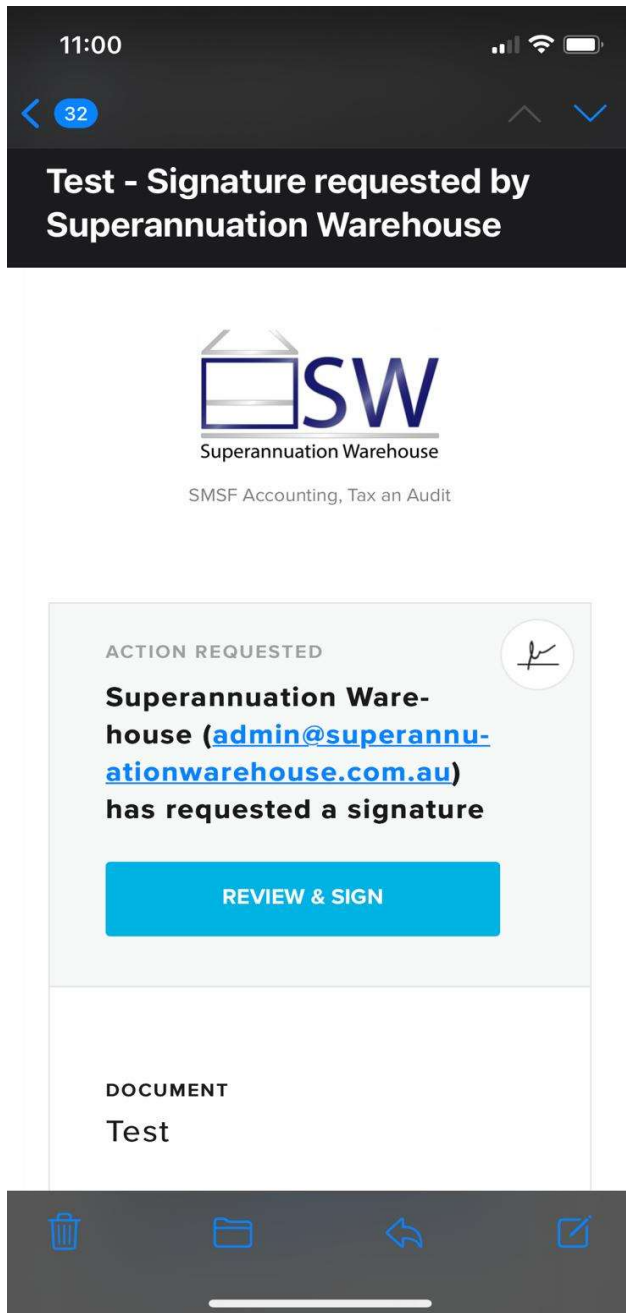


# Mobile HelloSign

## Step 1

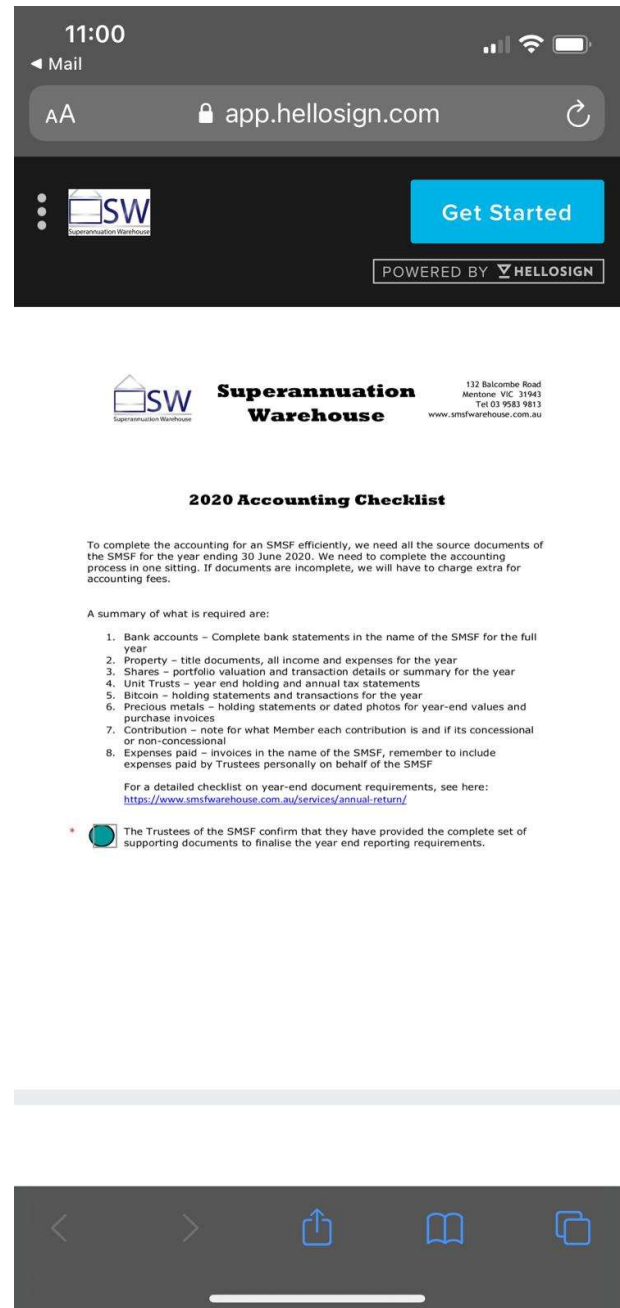
You will receive an email from HelloSign.

Click on 'Review & Sign'.



## Step 2

Click on 'Get Started'.



## Step 3

11:01  
Mail  
AA app.hellosign.com  
REQ\* FIELDS LEFT 3 Next>



**Superannuation Warehouse**

132 Balcombe Road  
Mentone VIC 31943  
Tel 03 9583 9813  
www.smsfwarehouse.com.au


### 2020 Accounting Checklist

To complete the accounting for an SMSF efficiently, we need all the source documents of the SMSF for the year ending 30 June 2020. We need to complete the accounting process in one sitting. If documents are incomplete, we will have to charge extra for accounting fees.

A summary of what is required are:

1. Bank accounts – Complete bank statements in the name of the SMSF for the full year
2. Property – title documents, all income and expenses for the year
3. Shares – portfolio valuation and transaction details or summary for the year
4. Unit Trusts – year end holding and annual tax statements
5. Bitcoin – holding statements and transactions for the year
6. Precious metals – holding statements or dated photos for year-end values and purchase invoices
7. Contribution – note for what Member each contribution is and if its concessional or non-concessional
8. Expenses paid – invoices in the name of the SMSF, remember to include expenses paid by Trustees personally on behalf of the SMSF

For a detailed checklist on year-end document requirements, see here:  
<https://www.smsfwarehouse.com.au/services/annual-return/>

- \*  The Trustees of the SMSF confirm that they have provided the complete set of supporting documents to finalise the year end reporting requirements.

### 2020 Investment Strategy Review


Trustees should review Investment Strategies annually.

It is noted that the Fund has an Investment Strategy as part of the permanent files of

## Step 4

Click on 'Click to sign'

11:02  
Mail  
AA app.hellosign.com  
REQ\* FIELD LEFT 1 < Next>

 The Trustees of the SMSF confirm that they have provided the complete set of supporting documents to finalise the year end reporting requirements.

### 2020 Investment Strategy Review

Trustees should review Investment Strategies annually.

It is noted that the Fund has an Investment Strategy as part of the permanent files of the SMSF. For the 2020 Financial Year under review the Trustees deems the current Investments appropriate considering Diversification, Liquidity and Risk.

The investment objectives and strategy must reflect the purpose and circumstances of the particular SMSF. In reviewing the Investment Strategy the Trustees considered risk, liquidity and diversification.

Trustees may invest in a single asset class if it is noted below and described in the Financial Statements.

**The Trustee has resolved that the SMSF may invest in any or all of (but not limited to) the following investment types (tick as applicable to the Funds current Investments):**

- \* ☒ Cash  
☐ Property – both commercial and residential  
☒ Australian equities – both listed and unlisted  
☐ International equities  
☐ Australian fixed interest  
☐ International fixed interest  
☐ Cryptocurrency  
☐ Other: Please specify

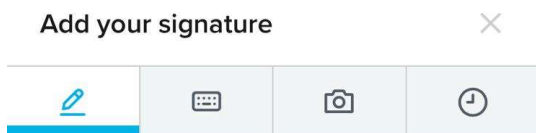
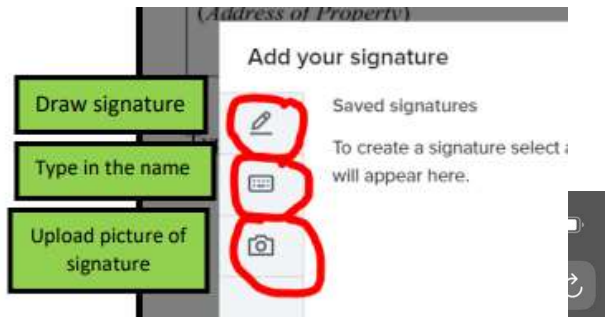
The Trustee have considered the Insurance arrangements of Members within the SMSF and outside of the SMSF and deems the current arrangements appropriate.

Signed electronically via HelloSign by all Trustees of the SMSF

[Click to sign](#) \*

## Step 5

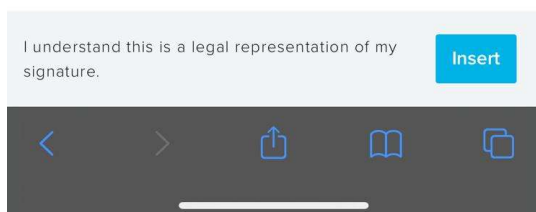
Choose any option to sign and click on 'Insert'



Draw it in

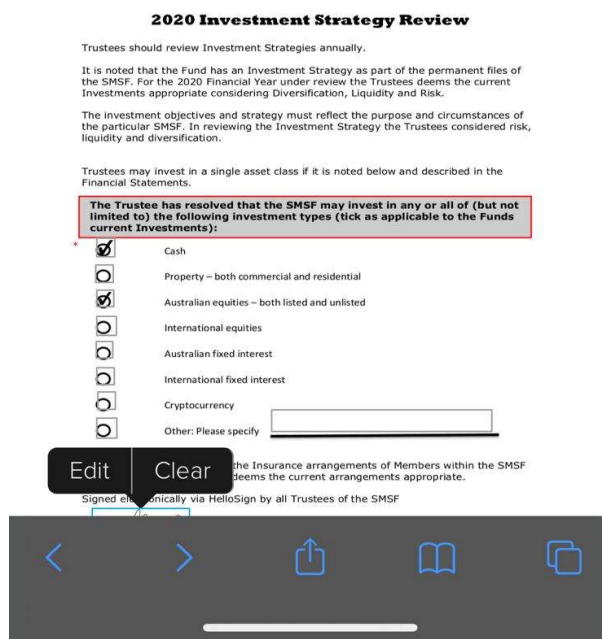
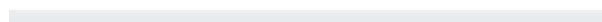
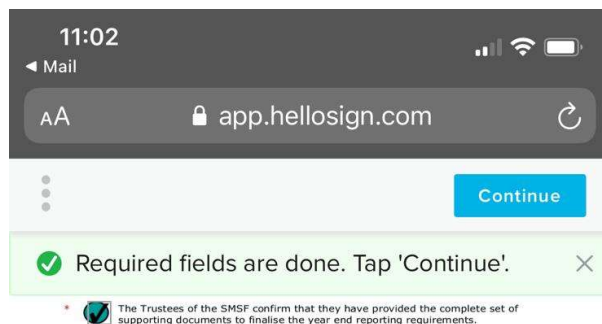


Clear



## Step 6

Click 'Continue'



## Step 7

Click on 'I agree'


11:02  
Mail  
AA app.hellosign.com

Almost done.

I agree to be legally bound by this document and the [HelloSign Terms of Service](#). Click on 'I Agree' to sign this document.

< back I agree

POWERED BY HELLOSIGN

 **Superannuation Warehouse** 132 Balcombe Road  
Mentone VIC 31943  
Tel 03 9583 9813  
www.smsfwarehouse.com.au


**2020 Accounting Checklist**




To complete the accounting for an SMSF efficiently, we need all the source documents of the SMSF for the year ending 30 June 2020. We need to complete the accounting process in one sitting. If documents are incomplete, we will have to charge extra for accounting fees.

A summary of what is required are:

1. Bank accounts – Complete bank statements in the name of the SMSF for the full year
2. Property – title documents, all income and expenses for the year
3. Shares – portfolio valuation and transaction details or summary for the year
4. Unit Trusts – year end holding and annual tax statements
5. Bitcoin – holding statements and transactions for the year
6. Precious metals – holding statements or dated photos for year-end values and purchase invoices
7. Contribution – note for what Member each contribution is and if its concessional or non-concessional
8. Expenses paid – invoices in the name of the SMSF, remember to include expenses paid by Trustees personally on behalf of the SMSF

For a detailed checklist on year-end document requirements, see here: <https://www.smsfwarehouse.com.au/services/annual-return/>


\*  The Trustees of the SMSF confirm that they have provided the complete set of supporting documents to finalise the year end reporting requirements.

< >   

## Step 8

You will receive an email noting it was successfully signed and we will get a confirmation email via HelloSign as well.

11:03  
Mail  
AA smsfwarehouse.com.au

  
Superannuation Warehouse

Home

**SMSF Initiation Guide**

Setting up an SMSF

Open a Bank Account

Roll Existing Funds

Share Trading Account

Direct Debit Set-Up

Superannuation Warehouse is a registered tax agent. We will register your SMSF with the ATO and obtain an ABN and TFN for the Fund. We will also issue your

< > 