

# 2025 EOFY Tax Planning Checklist - Self Managed Superannuation Funds (SMSFs)



The end of the financial year is approaching quickly, so now is the time to ensure you are up to date with your SMSF responsibilities.

## Need help?

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## SMSF - Trustee Responsibilities

Have you checked:	We require	What you need to do
<b>Is your investment strategy up to date?</b>	A copy of the signed and dated strategy to enable your auditor to complete the fund's 2025 audit.	Review your strategy and ensure it covers the key areas. <a href="#">Click here for guidance and to access a recording of our information session</a> If you prepared a strategy some time ago, take this opportunity to review it and compare it to your current investments ensuring it is still relevant.
<b>Have you documented decisions and actions taken during the year?</b>	Copies of any minutes or resolutions recording decisions.	Review the decisions and ensure the documentation is in order. If you have not documented your decisions to date, contact our office to discuss how to record the decisions you have made.
<b>Is there a lease agreement in place for the fund's property?</b>	A copy of the signed lease.	Check the lease and take steps to update it if necessary. You need to check the date of expiry, rental increases, and ongoing charges to tenant.
<b>Have you reviewed the fund's property market values for 30 June?</b>	Each financial year, auditors are required to confirm property is valued at 'market value' on 30 June. You can confirm this using an agent's appraisal letter (includes comparable sales), or by researching the value yourself (you will need supporting sales data or explanation of methodology).	Engage a property agent or valuer to appraise your property. Provide a copy of this document to us. OR Determine the value of your property and provide supporting documentation showing how you have arrived at your determined value. More information can be found <a href="#">here</a> .
<b>Does your fund have investments in unlisted entities?</b>	Audited financial statements for the unlisted company or trust; or Unaudited financial statements and: Supporting market value evidence of the underlying assets and recent share or unit sales.	Contact the trustee/directors of the unlisted entity and provide them with details of the information you will require to ensure they are able to provide this. If they are unable to provide this, contact our office to discuss your options.

This information is of a general nature only and neither represents nor is intended to be specific advice on any particular matter. Bentleys strongly suggests that no person should act specifically on the basis of the information contained herein but should seek appropriate professional advice based on their own personal circumstances.

➤ Advisors ➤ Accountants ➤ Auditors

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Have you checked:	We require	What you need to do
<b>Has the fund invested in cryptocurrencies?</b>	Evidence that will support the market value in accordance with ATO guidelines or confirm you are happy to rely on the data provided by <a href="#">NBOC</a> .	Double check these investments are allowed for under the trust deed. Ensure you have documented the investment decision, and it is in accordance with your investment strategy.
<b>Does your fund invest in collectibles or personal use assets?</b>	Copies of evidence of existence and storage arrangements, such as photographs that are date marked and storage invoices. Copies of insurance documentation and documentation to support the market value of the asset(s). <b>Auditors are required to confirm that these assets are not leased to related parties or stored or displayed by at a private residence.</b> Provide us with as much evidence as possible to provide to the auditor.	Arrange access to the asset(s) as close as possible to 30 June to capture evidence required.
<b>Have the fund's members addressed their estate planning needs?</b>	Superannuation does not automatically form part of the fund's members estate in the event of death. Instead, it is dealt with by the remaining trustees who will look to any reversionary pensions or binding death benefit nominations that have been made.  If neither of these are in place, distribution of the deceased member's balance will be at the discretion of the trustee who has the option of distributing it to a dependent or to the member's estate.  It is important to include this as part of your annual review.	Copies of any nominations or documents Please contact us if you need assistance.

## SMSF – Admin

If you have	We require	What you need to do
<p><b>A TERM DEPOSIT that has a maturity date after 30 June 2025</b></p>	<p>Documented evidence of having the term deposit in place as at 30 June 2025.</p>	<p><b>If your term deposit matures PRIOR to us receiving your work:</b> Provide us with your reinvestment or redemption notice.</p> <p><b>If your term deposit is due to mature AFTER you have given us your work:</b> Contact your bank and request a statement showing that the term deposit was in place as at 30 June 2025.</p>
<p><b>DIRECT SHARE-HOLDINGS</b></p>	<p>Confirmation of shareholdings held within your SMSF as at CLOSE OF TRADE 30 June 2025.</p> <p><i>(NB: confirmations must contain the Registry details on the document. Reports printed from your own bookkeeping file eg. MYOB/Xero is not sufficient for audit purposes).</i></p>	<p><b>If you have a Stockbroker:</b> Request a copy of your Investment Summary Report. This report should detail your fund's CHESS sponsored holdings and their market value as at close of trade 30 June 2025.</p> <p><b>If you have an online broking account eg. Commsec, nabtrade, E-trade:</b> Log on to your account and download a copy of your Investment Summary Report. This report should detail your fund's CHESS sponsored holdings and their market value as at close of trade 30 June 2025.</p>
<p><b>Taken a PENSION from your SMSF</b></p>	<p>Check to ensure that you have taken your minimum pension (your accountant may have advised you of this in previous correspondence).</p> <p>If any pensions started during the 2025 financial year, check that you have taken the pro-rata pension minimum for the new pension.</p>	<p>Review your bank statements to confirm how much you have drawn as a Pension payment.</p>
<p><b>Planned to make a CONTRIBUTION to superannuation this year</b></p>	<p>The contribution must be in your SMSF bank account prior to close of business 30 June 2025.</p>	<p>Ensure that your contribution is within the relevant limits. If you are unsure about what these are, contact our office prior to making the contribution.</p>

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