

Full Administration Service

Making SMSF's more profitable for your firm

Studies conducted by the main accounting bodies have shown that Self Managed Superannuation Fund administration is among the least profitable of all services provided by accountants. Few firms have the time to keep up to date with all the relevant superannuation requirements for the (generally) few super fund clients they have.

The Full Administration Service removes all the administration and compliance headaches from you and hands them to a professional administrator, thereby freeing you to concentrate on providing your clients with more profitable services. If you wish, you may decide to retain the audit function or we can arrange for a specialist superannuation fund auditor to perform this service. This service may be provided to:

- All your funds
- Some of your funds
- Just the difficult or pension funds

There is no requirement for all your funds to use the service.

Making it simple

- Make 1 call or complete a simple form
- Full PDS provided
- Full establishment process
- Rollover service
- Weekly reporting of status
- Full compliance process for trustees
- Simple process for Audit – full set of audit workpapers provided
- ATO audits are no longer an issue

More Profitability

- Reduces your workload
- Simplifies the process of doing audit therefore takes less time
- Increases profitability of the firm
- Allows firm to attract new clients without infrastructure or people costs
- Removes compliance burden
- Adds full monthly accounting
- Known position of fund each month – enables better planning for your clients
- Improves working relationship with client

Summary of services

- Keeps Trustees informed of their duties
- Trust deed establishment and ongoing updates
- Arranging for actuarial calculations for pensions
- Monthly accounting & Quarterly reporting
- Investment strategy Monitoring
- Ability for multiple accumulation and/or pension accounts for each member within the one fund
- No limitation on asset types provided they are SIS allowable
- Assist the trustees to understand their obligations as they arise
- Assists the members with Strategies relating to the technical aspects of the fund (ie not the investments)
- BAS and IAS preparation at no additional cost
- Annual tax return preparation and lodgement
- Standard PDS and application forms (including rollover and death benefit nomination forms) prepared for the trustees to issue
- Contribution/surcharge reporting and amendment
- Preparation of all required minutes (including transaction minutes and investment strategy variations)
- Electronic storage of all super fund documents and communications

Fees Applicable for this service

A Product Disclosure Statement (PDS) must be issued for this service and the full details of all fees are outlined in that PDS.

For more information:

 Phone smartsuper Client Services on **1300 138 348**