

Dear Advisor,  
This is a brochure  
to give to your  
Accountant.

# ActiveSuper

Self Managed Superannuation



A new self managed super administration service that delivers efficiencies for accountants and their clients...

# Self managed super funds... a great **opportunity** and a great deal of work.

Accountants play an important role for a large proportion of SMSFs in Australia. Yet administering SMSFs isn't always smooth sailing.

## FSLAA rules and ATO compliance audits

With increasing regulatory scrutiny, the risks associated with administering SMSFs in-house are threatening to outweigh the benefits for many firms. Particularly for complex funds.

## Segregation of duties rules

Some firms are impacted by Australian audit standards that require the auditor to be independent from the fund administrator. If a choice has to be made, the audit can be the more profitable work for the firm to retain.



## Administering SMSFs is labour-intensive

The responsibilities of administering the funds and keeping them compliant can be hard, complex work. Some trustees find it difficult to send documentation to their accountant in a timely manner, impacting the ability to reconcile and account for all the transactions.

There is also an opportunity cost, in that the firm's resources may be better deployed on other accounting work that earns a higher charge out rate.

## Off-load the administration and compliance work; keep the audit

We'll take care of the administration, reporting and ATO lodgements and you keep the audit.

You can monitor our administration of the SMSFs online through our secure, purpose-built ActiveSuper Accountant website. We act as the mailbox for the fund and present all documentation online, reconcile transactions and chase up paperwork each month. The benefit of monthly reconciliation is that any compliance problems are identified early.

If you choose to do the fund audit, we chase up anything outstanding and prepare the audit working papers before you are asked to do the audit. You do the audit in your office, accessing the working papers and fund documents online. Consequently, the time it takes to do a fund's annual audit should be significantly reduced, generating good low-risk revenue for your firm.

If there is an existing relationship with a fund actuary, this can be retained; or you can use our actuarial service.

# ActiveSuper's **administration** services...

Below is a summary of how we administer each fund and the reports that we provide online to you, your clients and their financial adviser.

## Ongoing

- » Maintenance of the fund, trustee and member records.
- » Ensuring the fund's reporting obligations to the ATO are fulfilled.
- » Calculating the fund's Pay-As-You-Go (PAYG), Installment Activity Statement (IAS) or Business Activity Statement (BAS) obligation and lodging these with the ATO.
- » Obtaining regular valuations of all assets held by the fund to ensure they comply with legislative requirements.

## Monthly

- » Reconciliation of all bank and non-bank related transactions, ensuring there is appropriate supporting documentation.
- » Carrying out a monthly compliance review to ensure your fund remains compliant.

## Yearly

ActiveSuper provides an annual compliance summary for each fund which contains:

- » Financial statements detailing the fund's position and operations;
- » Trustee and Member declarations;
- » Tax return.

We co-ordinate the fund's annual audit with the auditor and will:

- » Conduct a final annual fund review;
- » Prepare and compile working papers.

## Quarterly

All-inclusive quarterly report on the fund's investment and compliance activities. These include:

- » **Compliance report** – reporting outstanding, past and future compliance activities;
- » **Investment strategy report** – comparing the fund's current asset allocation versus the fund's investment strategy;
- » **Member details report** – a snapshot of each member's accumulation and/or pension accounts;
- » **Summary report** – outlines the current value of the fund's investments against the original cost of those investments;
- » **Movement report** – a detailed report showing a breakdown of the purchases and sales made during the quarter;
- » **Unrealised capital gain/loss report** – list of the fund's investments and the unrealised gains and losses of each;
- » **Disposals report** – outlines your fund's profit/loss position on investments sold during the quarter;
- » **Income summary** – a breakdown of all income received by the fund during the quarter.

## Competitive fees...

### Establishment fee<sup>1</sup>

New fund..... \$1320  
(incl. a new Trust Deed)

Transfer of existing fund..... \$1320  
(incl. Trust Deed amendment/s)

### Administration fee<sup>1</sup>

Flat dollar fee (pa)..... \$1650

### Additional fees

Certain additional fees such as the Audit Fee, Actuarial Service Fee, Additional Service Fee and Trust Deed Amendment Fee may be charged on a per item basis.

<sup>1</sup> These fees include GST. We can change the fees at any time at our discretion. If the change is an increase in fees, we will give you 30 days prior written notice.

# ActiveSuper... a **new standard** in administrative expertise.

## All documents viewable online

Unlike other administration services, ActiveSuper gives you online access to images of fund documents. In addition to monthly, quarterly and annual reporting. ActiveSuper Accountant is like a filing cabinet holding your clients' fund documents which you can access anywhere, any time. Your clients and their financial advisers also obtain access to fund documents and reports online through ActiveSuper Investor and ActiveSuper Adviser. Of course we also provide all parties with personal telephone and email support. ActiveSuper uses BGL software for fund accounting – a familiar format for accountants.

## Your clients are YOUR clients

We appreciate the value you place on your clients. With ActiveSuper you control and own your client relationships; we provide the administration support. One of the ways in which ActiveSuper can reinforce your firm with your clients is to put your brand on some of the communications, such as the trustee website. Co-branding is an option for you and depends on some criteria being met.



## No restrictions on investments – except those imposed by SIS

Some administration services, particularly those offered by fund managers, require the SMSF to invest in 'house' products. Others limit the types of assets that can be included.

ActiveSuper places no restrictions on the types of investments held by the fund. If it's allowable under SIS, then we can administer it.

## Fast, accurate and reliable administration

At Active Super Pty Ltd we combine market-leading administration with great service. We employ people who are experienced, capable and passionate about delivering great service. Each super fund is assigned an Account Manager who is responsible for providing personal service to the fund.

Given the compliance risks associated with self managed super funds, it is critical that your clients' super fund administrator deliver reliable, transparent service.

Because the labour-intensive work is out-sourced, ActiveSuper enables you to build your firm's SMSF business without the infrastructure costs associated with growth.

Want to find out more?

To find out more, please call ActiveSuper on 1300 867 229 or talk to your financial adviser.

