

ActiveSuper

Self Managed Superannuation



Adviser Guide:

A new self managed super administration service...

ActiveSuper brings **service** and **expertise** to your self managed super clients.

ActiveSuper supports your business by...

- » Allowing you to monitor fund activities through our unique online document library and reporting functionality, enabling you to provide timely advice and service. ActiveSuper provides easy online access to scanned images on all fund documents and reports via ActiveSuper Adviser, ActiveSuper Investor and ActiveSuper Accountant, eliminating the pitfall of documents disappearing into a black hole.
- » Enabling you to charge an Adviser Service Fee through ActiveSuper. We collect the fee from the super fund's cash account and remit it to you or your dealer.
- » Providing market-leading technical services. Our highly experienced team of industry specialists are on hand to offer technical updates and strategic planning tools.
- » Offering SMSF marketing materials and forms, calculators and client education flyers.
- » Supporting accountant relationships. ActiveSuper allows the client's accountant to retain the super fund's annual audit. All audit working papers and fund documentation are accessible by the accountant online through ActiveSuper Accountant, making the annual audit fast and simple. Alternatively, we can arrange for the fund's audit. If there is an existing relationship with a fund actuary, this can be retained; or the fund can use our actuarial service.



How ActiveSuper helps

Given the increasing compliance risks associated with self managed super funds, it is critical that the fund's administrator delivers reliable, transparent service and has the commitment to invest in technology to ensure the service is able to cope with growth and change.

Each fund is assigned an Account Manager who is responsible for providing personal service to the fund's trustees and financial adviser.

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.

Establishing an ActiveSuper account.

When a fund is established with ActiveSuper Self Managed Superannuation, there are a number of services that we will provide to ensure the application is completed with ease and efficiency, whether the fund is a new fund or being transferred from another administrator.

We offer an online fund set-up service, making the process as smooth as possible.

New fund

- » We will prepare a new trust deed;
- » Provide member and trustee minutes;
- » Register the fund with the ATO;
- » Arrange rollovers (as required);
- » Provide welcome kit, including the ATO Guide to Self Managed Super Fund Trustees.

Existing fund

- » We will prepare a deed of variation;
- » Provide member and trustee minutes (if required);
- » Change the fund registration details with the ATO;
- » Arrange rollovers (as required);
- » Provide welcome kit, including the ATO Guide to Self Managed Super Fund Trustees.

Once the fund is set up we maintain the fund, trustee and member records, prepare reports and assist with the management of fund compliance.

Actuarial services

Actuarial calculations are required for some pensions types. Funds will be able to access ActiveSuper actuarial services or use their own actuary.

For funds using the ActiveSuper actuarial service the administration team will be responsible for arranging the annual actuarial certification where required.

Competitive fees...

Establishment fee¹	
New fund (incl. a new Trust Deed).....	\$1320
Transfer of existing fund (incl. Trust Deed amendment/s).....	\$1320
Administration fee¹	
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.	

¹ 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'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 the fund's accountant (if nominated).

Ongoing

- » Record client contributions.
- » Administer benefit and pension payments, ensuring the fund's reporting obligations to the ATO are fulfilled. This will include reporting information supplied through ETP summaries, rollover statements and RBL forms to the ATO.
- » Calculate the fund's Pay-As-You-Go (PAYG), Instalment Activity Statement (IAS) or Business Activity Statement (BAS) obligation and lodge these returns with the ATO.
- » Assist the fund's members in obtaining the fund's actuarial certificates.
- » Obtain regular valuations on all assets held by the fund to ensure they comply with legislation requirements.

Monthly

- » Reconciliation of all bank and investment transactions, ensuring appropriate supporting documentation.
- » Compliance review.

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;
- » Income tax return.

Quarterly

We will provide a report on the fund's investment and compliance activities. This includes:

- » **Compliance report** – a summary of outstanding, future and past activities;
- » **Investment strategy report** – a detailed report showing current assets by allocation and current investment strategy;
- » **Member details report** – a snapshot of each member's accumulation and/or pension accounts;
- » **Summary report** – outlines the current value of your 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** – a list of the fund's investments and the unrealised gains or losses for each;
- » **Disposals report** – outlines the fund's gain/loss position on investments sold during the quarter;
- » **Income summary** – a breakdown of all income received by the fund during the quarter.

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

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

Want to find out more?

To find out more, please call Active Super on 1300 867 229 or visit our website at www.activesuper.com.au.

