

## HEFFRON SMSF ADMINISTRATION SERVICE VALUE ADD SERVICES

The purpose of this fact sheet is to summarise “what we do behind the scenes” as part of our standard SMSF administration service, which includes administration, accounting and compliance functions.

This range of value added services is not provided by all SMSF administrators and accountants:

### *Heffron’s Standard Administration Features (inclusive) - Administration*

- Maintaining an investment register for listed securities, derivatives, fixed interest, managed funds, direct property and unlisted assets
- Regular reconciliations of transactions during the course of the year
- Maintenance of individual member records including details of contributions, allocation of earnings and benefit payments
- Maintenance of individual member records including member components and preservation components
- Maintenance of reserve accounts
- Maintenance of multiple member accounts for the same member
- Maintenance of multiple pension accounts, including defined benefit pensions
- Preparation of PAYG payment summaries for pensions (as applicable)
- Segregation of assets for members
- Anti-detriment calculations

### *Heffron’s Standard Administration Features (inclusive) - Accounting*

- Preparation of annual statutory financial accounts
- Preparation and lodgement of ATO statutory return
- Preparation of comprehensive workpapers and facilitate independent audit
- Preparation and lodgement of BAS and IAS returns (as applicable)
- Post distribution unit pricing
- Pro-active CGT optimisation
- In-house provision of actuarial certificates
- Retention of records in digital format for the mandatory periods

### *Heffron’s Standard Administration Features (inclusive) – Compliance*

- Pro-active advice on minimum pension obligations
- Pro-active SIS compliance review and annual sign off (eg trust deed, investment strategy, death benefit nominations, asset title, etc)
- In-house documentation service (including provision of trustee minutes) to support all fund transactions during the course of the year
- Pro-active assistance in relation to optimising tax components when benefits are paid or restructured
- Monitoring of non-standard assets to advise of the need for revaluation