



## The Complete Administration Service

Our complete SMSF administration service maintains up-to-date and accurate information for your fund during the course of the year, allows you to capitalise on the many planning opportunities available to SMSF trustees, and avoids the regulatory threats created by a lack of specialist SMSF skills.

### Establishment Services

- All required documentation for the Fund's establishment, including the trust deed
- Registration of the fund with the ATO including ABN and TFN application
- Establish electronic files to store the Fund's Master records and ongoing information
- Establish Fund and member records in specialist superannuation accounting software designed to properly record the Fund's financial transactions, contributions, benefit payments and membership
- Attend to the appointment of Heffron Taxation Pty Limited as tax agent to deal with the Fund's tax and regulatory matters
- Establish an auditor relationship on behalf of the Fund with one of our preferred supplier

### Ongoing Services

- Regularly process and reconcile funds investments
- Manage routine tax reporting in our capacity as the Fund's tax agent
- Accurately record the Fund's financial transactions, contributions, benefit payments and membership
- Promptly respond to routine enquiries from Fund members, regulators etc. arising out of the day to day workings of the Fund

### Annual Services

- Prepare annual financial statements including a statement of financial position, an operating statement and member benefit statements and retain an electronic copy of them on behalf of the Fund for at least 5 years
- Prepare and lodge the Fund's tax and regulatory return Liaise with the Fund's auditor to ensure timely completion of the statutory audit
- Review the Fund's master records to determine if any of the documents such as the trust deed and investment strategy require updating
- Provide the Fund with a formal review letter detailing master file updates we believe are necessary, completed pro forma documents where appropriate and additional information regarding general Fund compliance issues

Heffron Consulting Pty Ltd ABN 88 084 734 261

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