



SERVICES SCHEDULE

The following services are included in our annual fee:

- Preparation and maintenance of all statutory member records and reporting
- Preparation of annual financial reports
- Advice on compliance with the fund's trust deed and the SIS act and Regulations
- Arranging annual audit
- Liaison with the external auditor in all matters relating to the fund
- Preparation and lodgment of income tax return (Jenny Power, registered tax agent)
- Preparation of quarterly instalment activity statements (IAS)
- Preparation of minutes of trustee meetings
- Maintenance of accounting records
- Maintenance of investment records
- Answering of routine telephone, email, and written queries
- Contribution reporting
- Liaison with the trustee's appointed financial advisers
- Obtaining an actuarial certificate, as required, by the relevant legislation
- Monitoring compliance of investments held against the fund's investment strategy
- Calculation of annual minimum and maximum pension benefits
- Fund wind-up

The following services may incur an additional fee:

- Preparation and lodgment of PAYG payment summaries
- Preparing documentation for roll-overs or lump sum withdrawals
- Preparing documentation for starting a pension
- Provision of product disclosure statements
- Preparing accounts for pension-start at date other than 30 June
- Preparation of business activity statements (BAS)
- Taking over administration of an existing fund
- Amending trust deeds and other legal documentation
- Training trustees
- Liaising with solicitors and/or ATO re breaches of relevant legislation
- Undertaking special assignments
- Preparing documentation for the addition of new members/trustees to the fund