



SMSF Services Guide



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Disclaimer

Wealthtrac Pty Ltd (ABN 29 098 058 523, AFSL 404335).

The information in the Guide is of a general nature and does not take into account an investor's personal needs, financial circumstances or objectives. Before acting on this information, an investor should consider the appropriateness of the information, having regard to their needs, financial circumstances and objectives. Under no circumstances should investments be based solely on the information on this Guide. An investor should read the relevant Guide available on the website or from the contact details listed therein and consider whether that particular product is right for them before making a decision to acquire or continue to hold the product.

Past performance is not indicative of future performance. The issuer does not promise any rate of return or that there will be no capital loss or taxation consequences from investment. Any examples or case studies used here are for illustrative purposes only.

Wealthtrac delivers the 7 Essential Features of an SMSF

1

Monthly tax and member reporting

- Income tax and CGT calculated as each transaction is processed
- Built in optimisation strategies allow instant tax management throughout the year rather than after year end when it may be too late to minimise tax payable

2

Automatic compliance engine, unique risk management tool

- Built in compliance engine with automatic email alerts, each transaction is compliance checked before processing including contribution caps, age based contributions, conditions of release etc, and all SIS and tax rules
- Exception reporting saves time and assures compliance 24/7

3

Modern online reporting tools

- Daily bank account, brokerage, pricing data provides real time performance reporting
- Online access to your year to date contributions and pension withdrawals – daily!
- Online access to your investment strategy and asset allocation summary – daily!
- Attractive, easy to read, wrap style formats, online
- Mobile app showing all the Fund's details and investments via smart phone or tablet

4

Easy to use

- Latest technology used to build a single platform with no clumsy bolt-ons
- Modern style interface, simple and intuitive, quick user training
- Electronic communications and document signing for clients
- A full mailbox solution that reduces the amount of paperwork you receive

5

Complete end to end solution

- Full administration service including Fund setup or transfer, all transactions and year end returns, lodgment and audit
- Options for both standard and complex assets

6

Designated Client Manager and SMSF Specialist

- A designated Client Manager and SMSF Specialist to assist your adviser with running your SMSF, who is available by phone or email

7

Fixed fee for service

- Low monthly fixed fee based on portfolio composition and complexity
- Predictable and transparent fee arrangements
- No % asset based fees
- No fee based on the number of assets

Who is Wealthtrac?

Wealthtrac Pty Ltd was formed in 2003 as a distributor of superannuation and investment products under the Wealthtrac brand. Since inception the business has consistently grown each year, and today has significant presence in the industry.

We hold an Australian Financial Services License (AFSL 404335) but do not provide financial advice and outsource all product administration and Trustee roles. We use best of breed outsource solutions for our products.

SuperGuardian Pty Ltd a Chartered Accounting firm and specialist self managed super fund (SMSF) Administrator, with more than 18 years industry experience, administer the Wealthtrac SMSF service. By combining the latest web technology with a high level of personal service, they provide a premium SMSF service that represents value for money.

Our products are highly regarded for:

- service quality and flexibility
- broad range of investment options
- low fees
- online access to all Fund information – daily!
- zero paperwork – we handle the administration of your Fund assets
- electronic communications and document signing for clients
- dedicated Client Manager and SMSF Specialist for your adviser

Wealthtrac SMSF is an administration service for advisers using the latest technology platform to enable clients to start a new SMSF or transfer their existing Fund onto our system.

We offer a full end to end service from setup or transfer, right through to lodging the annual tax return and Fund audit.

We act as the registered address/mailbox for your SMSF. We receive, process and action any correspondence for your Fund on a daily basis, forwarding investment offers and items that need actioning onto you.



SMSFs a Brief Overview

The following provides a brief overview about SMSFs, it is not comprehensive, we are not providing advice, and recommend you seek professional advice where necessary.

The Fund

An SMSF must have the following:

- up to 4 members
- all members are Trustees of the Fund or Directors of the Corporate Trustee
- no member is an employee of another member unless they are related
- Trustees or Directors are not paid
- some people are disqualified from acting as Trustees
- you need a complying Trust Deed to operate a SMSF - Wealthtrac can provide this

The Trustee

The Trustee has sole responsibility for the operation, management and compliance of the Fund including lodging tax and other regulatory returns, and the preservation and payment of benefits.

Trustees also must:

- act honestly
- exercise the same degree of care, skill and diligence as an ordinary prudent person when dealing with the assets of another
- exercise their powers and duties in the best interests of Fund members
- keep Fund assets separate from any other assets
- retain control over the Fund
- develop an investment strategy that meets prescribed standards
- provide members with certain information

Your Financial Adviser

Your financial adviser will help you manage your Fund and advise on strategies to maximise your members' benefits.

Auditor

SMSFs must have their financial statements and compliance requirements audited each year by an approved Auditor. Wealthtrac will appoint an Auditor for you.

Key Features



SMSF set up or transfer

- We can set up a new Fund using our standard Trust Deed or you can transfer your existing Fund to us and retain your existing Trust Deed
- We will arrange all the necessary documents for either option



Managing your investments

- You and your adviser will have secure access to the Wealthtrac SMSF website to manage your Fund online
- Wealthtrac provides links with your bank, stockbroker and managed fund platform to enable seamless transaction and performance reporting via our SMSF website



Investment strategy

- Our online investment strategy tool allows you to compare your actual investments against your strategy and adjust where necessary



Managing your compliance

- Wealthtrac will send out emails where there is a breach of contributions caps or any other regulated requirements
- You or your adviser can also discuss any compliance matters with your designated Client Manager on 1300 11 98 98



Starting a pension

- You can start a pension whenever you are eligible



Online tax and member reporting

- Tax and member impacts of transactions are reconciled each month which helps you and your adviser manage your Fund's tax position and make adjustments before year end



Our client service team

- If you or your adviser require assistance, please call your designated Client Manager on 1300 11 98 98

Summary of Services

1

Fund establishment or transfer services

- Corporate Trustee registration
- SMSF Trust Deed
- Trust Deed replacement with Wealthtrac's standard Deed
- Open bank account and stockbroker account
- Apply for ABN and TFN

2

Administration services

- Reconcile all transactions against the bank account provided that:
 - Transactions undertaken through the SMSF's stockbroking account are provided electronically
 - Trustee or adviser provide details of any other transaction
- Before processing, transactions will be checked against Regulatory Requirements. If Wealthtrac considers the transaction may not be compliant we will obtain the Trustee's authorisation before processing
- Act as registered address/mailbox for the SMSF
- Establish or cancel account based pensions
- Provide electronic storage of:
 - Transaction records
 - Notes, messages, activities of the SMSF
 - Financial reports and regulatory documents
- Register of members and investments and accounts required under Regulatory Requirements
- Provide online information to other service providers approved by the Trustee
- Provide draft minutes for the AGM of the SMSF
- Provide Trustees with online access to:
 - Contributions
 - Contribution Cap status for each member
 - Transactions
 - Members' benefits
 - Establishment or cancellation of account based pensions
 - Insurance entitlements
 - Indicative tax liabilities, and
 - Asset values

3

Compliance services

We provide the following services to assist Trustees to comply with Regulatory Requirements and terms of the Trust Deed.

Contributions

- Check that they are correctly recorded and maintained
- Determine the appropriate taxation treatment, and
- Notify the Trustee and their adviser when any member is approaching a contribution limit

Financial records

Maintain financial records in accordance with the Regulatory Requirements

Reports

Prepare common reports and returns required by an SMSF including but not limited to:

- Compilation Report
- Trustee Declaration Report
- Statement of Financial Position
- Operating Statement
- Notes to the Financial Statements
- Investment Summary Report
- Investment Movement Report
- Realised Capital Gains Report
- Unrealised Capital Gains Report
- Investment Income Summary Report
- Member Statements
- Annual Return – SMSF

Other services

Arrange for:

- Fund audit by an Auditor appointed by Wealthtrac
- Activity statements to be prepared and lodged by Wealthtrac SMSF service
- Tax return to be prepared and lodged by Wealthtrac SMFS service
- Any other report or return not listed above but required for compliance purposes

Wind-up services

Provide Trustees with the following services to assist with the wind up of their Fund:

- Notify the ATO
- Payout or rollover all remaining member benefits according to their entitlements
- Arrange a final audit and lodge the final annual return
- Obtain confirmation from the ATO that the Fund's ABN has been cancelled
- Assist with the closure of bank and stockbroking accounts
- Send SMSF records to the Trustee with confirmation of the closure

Start a New SMSF



Online application

It is very easy and quick to complete the form online. Simply go to our website wealthtrac.com.au and this will take you through the application process which includes:

- Agreement to appoint Wealthtrac SMSF to administer your Fund
- Deed and Establishment documents
- Consent to act as Trustee
- Trustee's notice to members
- Nomination of Beneficiary forms
- Limited Power of Attorney
- ATO Trustee Declaration
- Investment Strategy
- eSigning Nomination
- Where a Corporate Trustee is selected:
 - Constitution and Company Registration documents
 - ASIC forms
 - Special Purpose Declaration
- No advice provided – Execution Only Declaration (if no SoA provided)
- Superstream letter
- Direct Debit form
- QROPs Client Authorisation letter to HMRC (where applicable)



Documents

Once we have prepared the required documents we will send these to you or your adviser for the Trustee's signature.



Product information

SMSF Trustees are required to give all Fund members information necessary for them to make informed decisions.

The Wealthtrac SMSF Guide has been prepared to help the Trustee meet these requirements, however we recommend you also seek professional advice regarding meeting this requirement.



Cash account

You will need to open a cash account for the Fund, we recommend the Macquarie Cash Account for this purpose as it is already integrated with our system.

Transfer an Existing SMSF



Online application

You can transfer your existing Fund into the Wealthtrac SMSF service.

To transfer, please complete the online form on our website wealthtrac.com.au.

Once we have reviewed this information we will advise if there is further information required for us to proceed.

You may contact your adviser to undertake this process for you.



Uploading and reconciling past records

We will upload all your Fund's transactions from the most recent audited accounts as at the date of transfer.

We will also confirm the CGT history and asset holdings.

Time required to complete this will depend on the number and types of assets, number of transactions, quality of data and completeness of the information provided.

If prior work is incomplete we will provide an estimate of the cost to complete.

With respect to existing pensions there will be further details required, however we will inform you or your adviser of any additional information requirements.



Your Fund's investments

We recommend you seek financial advice regarding your investment strategy and investments.

There is further general information about formulating your investment strategy on our website wealthtrac.com.au.



Fund audit

Your Fund must be audited each year. We prepare all the required financial statements for audit. You will use Wealthtrac's nominated Auditor.

Audit costs are an additional fee and will be charged to your Cash Account.

Service Options

All the following services are provided to the Trustee of the SMSF and are included in the Establishment and Monthly Fees detailed below.

Where we refer to Regulatory Requirements we mean the laws relating to the operation of self managed super funds and the provision of financial services, and includes the Superannuation Industry (Supervision) Act 1993 (Cth) the Corporations Act 2001 (Cth) and Part IX of the Income Tax Assessment Act 1997(Cth).

Wealthtrac offers three service options based on the investments the SMSF holds or will hold - note the fee for each service is different.

Wealthtrac Select Service

This service is for SMSFs which have investments limited to:

- Cash
- Term Deposits
- Direct Shares and other Listed Securities and,
- Managed Funds.

Wealthtrac Select Plus Property

This service is for SMSFs which have investments as per the Select Service plus Australian Property.

Wealthtrac Advanced Service

This service is for SMSFs that have any investments outside the list for the Wealthtrac Select Service.

eg. multiple properties, art, collectables, private trusts, and companies.

Changing between Service Options

If a Trustee using the Select Service decides to expand their Fund's investments beyond the list of Select Service investments, they will be charged the Advanced Service Fee as from the month following that investment.


Alternatively, if a Trustee using the Advanced Service decides to contract their investments back to those listed under the Select Service then they will be charged the Select Service Fee, from the beginning of the financial year following the investments falling within the Select Service limits. This is because the annual return for the SMSF will require additional work associated with a more complex investment structure.

Note: Wealthtrac will take all reasonable measures to identify those SMSFs that should be transferred from the Advanced to the Select Service, however it is the Trustee's responsibility to advise Wealthtrac of any change in investment status to enable this.

Fees

Type of Fee or Cost	Amount (inc. GST)	How and when Paid
SMSF Establishment Fee		
Fund Establishment	\$550	Billed when established, debited once the SMSF has available funds.
Establish a Company to act as a Corporate Trustee	\$705	Inclusive of ASIC fees. If part of initial fund establishment, deducted once SMSF has available funds. If part of Trustee change for existing fund, deducted upon completion of establishing the corporate Trustee.
Annual Fixed Fees - All Funds		
Administration Fee – Wealthtrac Select	\$1,780	This fee applies to funds that hold cash, fixed interest, term deposits, Australian direct shares and Australian managed funds. The fee applies to each financial year irrespective of the month of engagement. The fee will be deducted on a monthly basis by direct debit, within one month of commencing our service.
Administration Fee – Wealthtrac Select plus Property	\$2,260	This fee applies to funds that hold any asset type in the Select option plus Australian Property. The fee applies to each financial year irrespective of the month of engagement with SuperGuardian. The fee will be deducted on a monthly basis by direct debit, within one month of commencing our service.
Administration Fee – Wealthtrac Advanced	\$2,860	This fee applies to funds that hold other assets. The fee applies to each financial year irrespective of the month of engagement with SuperGuardian. The fee will be deducted on a monthly basis by direct debit, within one month of commencing our service.
Fund Audit	\$475	This fee is added to the monthly administration fee and is billed and debited within the financial year it relates to.
Annual Fixed Fees - if required		
Annual Company Maintenance (Special Purpose Trustee)	\$290	Inclusive of ASIC fees. Deducted on completion of preparation of ASIC review documents (date of the anniversary of the company's establishment).
Annual Company Maintenance (Standard Trustee Company)	\$490	
Actuarial Certificates Account Based Pension	\$170	Deducted at the time an actuarial certificate is sought from the actuary to complete a fund's financials – will be dependent on the timing of preparation and completion of the annual financial statements and tax return.
Actuarial Certificates – Defined Benefit Pension	\$550	
Asset Segregation	\$550	Deducted in conjunction with the monthly administration fee.
QROPS Administration	\$230	Deducted annually in July.
ADHOC Fees - if and when required		
Trust Deed Amendment	\$400	Deducted upon completion of change to the Trust Deed, requested by the Trustee or in accordance with changes to legislative requirements from time to time.
Pension Commencement or Consolidation	\$550	Per event, deducted upon completion of commencing or consolidating the pension.
Lump Sum Withdrawal or Pension Commutation	\$200	Per event, deducted upon completion of the Lump Sum Withdrawal or Pension Commutation.
SMSF Wind Up	\$1450	Deducted upon receipt of a request from the Trustee to officially wind up the self managed super fund with the ATO.
Limited Recourse Borrowing Arrangements		
Bare Trust	\$1,000	Deducted upon completion of establishing LRBA (includes LRBA setup, SMSF Custodian and related party loan agreement). Fees stated apply to standard arrangements only and do not include bank fees.
Compliance Breaches		
Audit Management Letter	\$200	Issued where an SMSF has a compliance breach, payable on completion of audit.
Audit Contravention and Management Letter	\$300	Issued where an SMSF has breached a SIS regulation and the Auditor is required to report to the ATO, payable on completion of audit.
Any Other Services	By Quote	

Wealthtrac SMSF Client Services

 1300 11 98 98

 support@wealthtrac.com.au

 <https://wealthtrac.com.au>

 **SMSF App:**
<https://wealthtrac.shareableapps.com>

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