



A guide for accountants working with Multiport



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As a leading provider of self managed super fund (SMSF) administration, reporting and compliance services, Multiport is dedicated to providing the highest level of SMSF specialist support to trustees and their advisers – at transparent and competitive fees. Multiport takes the hassle out of administering SMSFs, so that trustees and their advisers can focus on implementing financial and investment strategies that maximise their SMSFs. By combining a wealth of experience with the use of the latest technology, Multiport is able to provide one of the most comprehensive and best value SMSF administration services available today.

A summary of Multiport’s daily SMSF and individually managed accounts (IMA) administration services is shown in the table below, specifically for when the trustee’s adviser has a business relationship with an accounting firm.

Multiport’s daily services

Service	Description	Daily admin	Investment portfolio	Client, adviser and accountant reporting	SIS compliance	Lodgement of financial accounts and tax returns	Audit
SMSF Platinum Extra	Includes daily administration and compliance services. Financial accounts and tax returns are prepared for review by the appointed fund accountant and independent audit services are also available.	✓	✓	✓	✓	External accountant	Nominated by trustee
IMA Ultimate	A daily portfolio service where the compliance services, financial accounts and tax returns are prepared for review by the appointed fund accountant and independent audit services are available.	✓	✓	✓	External accountant	External accountant	Nominated by trustee

Advisers working with accountants

Multiport offers daily SMSF administration services to advisers and their trustee clients who partner with accounting firms.

Through this service, Multiport undertakes the administration and, where selected, the compliance work. Multiport then provides the fund accountant with the files and information necessary for them to finalise the financial accounts, then prepare and lodge the tax return for the fund.

Trustees and advisers engage with Multiport to provide daily services to ensure:

- no loss of documentation through the use of Multiport's mail house facility
- access to daily changes in investment portfolio data, documentation and cash flow reporting to assist with portfolio reviews, capital gains tax management and strategic advice
- compliance with AFSL governance requirements for ongoing review and advice
- corporate actions are undertaken for share entitlements within tight share registry time frames
- correct completion of investment paperwork and regulatory reporting
- collection of income and payment of expenses for fund assets.

Where compliance services are also selected, Multiport will:

- monitor contributions to manage contributions caps
- monitor pensions, preparation of pension documentation and calculations
- provide member balances on an ongoing basis, including division of accumulation and pension phase and tax components
- provide regulatory reporting including quarterly reports such as Instalment Activity Statements (IAS) and Business Activity Statements (BAS)
- monitor compliance with legislation and the SMSF trust deed
- rectify compliance breaches, if they occur.

End of year financial statements and tax reporting

At year end, after completion of Multiport's administration services, the fund's accountant will undertake the following:

- review financial statements for the fund for the financial year (SMSF Daily Extra)
- create financial accounts from tax summary provided (IMA Ultimate)
- complete the taxation return for the fund
- review annual member statements (if required)
- complete annual contributions reporting (if required)
- audit of the fund by an independent and suitably qualified auditor.

Trustees are then required to sign the financial statements and the fund's taxation return and other related documentation before lodgement, which they will do in conjunction with the fund's accountant.

Files provided by Multiport at year end

To ensure lodgement program needs are met, Multiport will provide the following to the fund's accountant:

SMSF Platinum Extra

- full general ledger, accounts and tax return populated in BGL format¹ for upload to the accountant's BGL software, or
- full set of accounts and tax return in PDF format if BGL is not used, from which the fund's accountant can re-key in the return to their software system.²

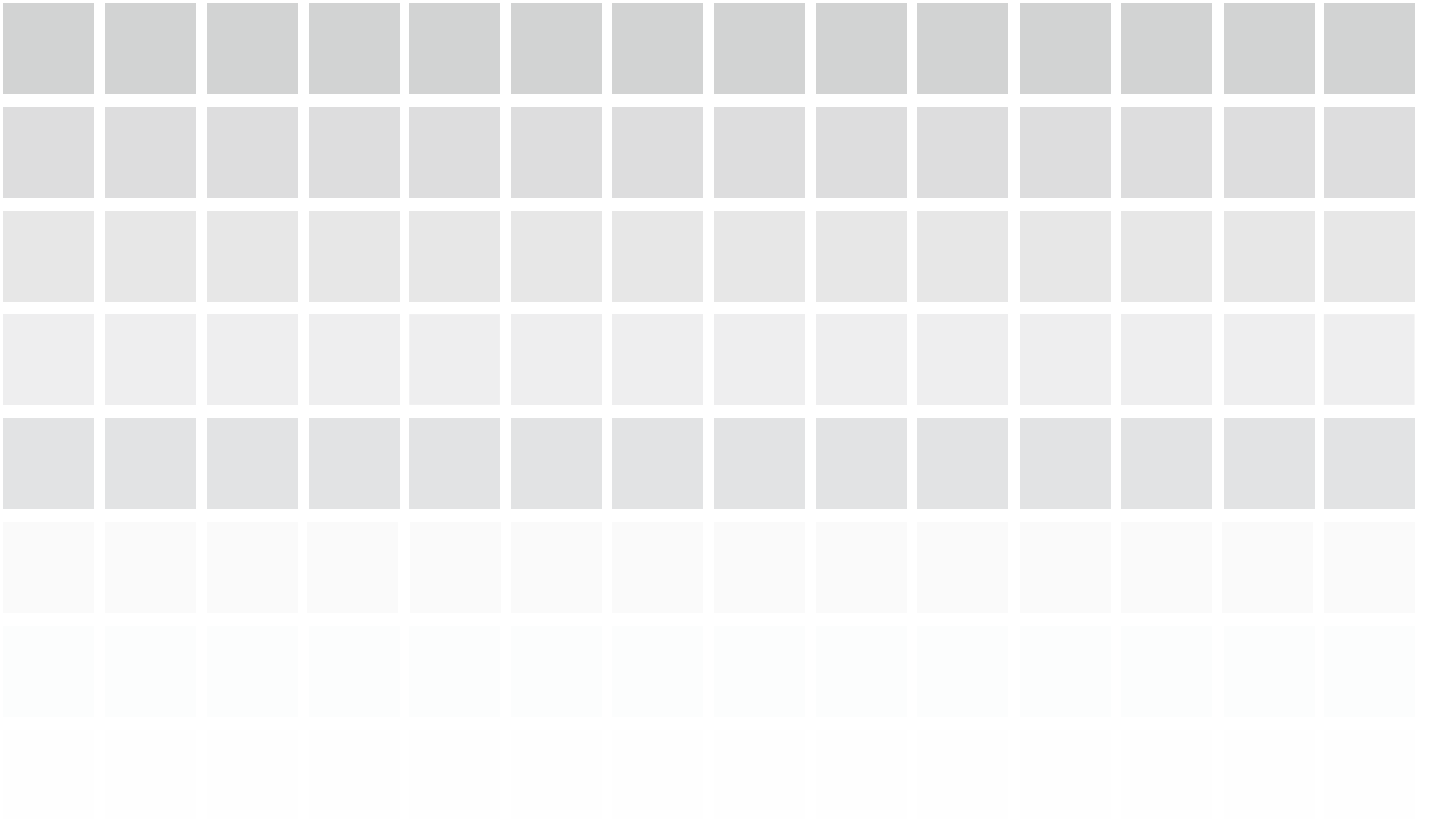
IMA Ultimate

- access to the Multiport website or our back office systems can be established for your review of the source documents. Our accountants at Multiport can assist with showing the fund's accountant how they can undertake a proper review of the data provided with greatest efficiency
- a full tax summary that can be used by the fund's accountant to prepare the financial accounts for the fund.

Multiport commence the preparation of final accounts and tax return information from 1 July and provide files to the fund's accountant as they are completed. Multiport always aim to have all accounts completed, where possible, prior to 31 December each year to allow sufficient time for the fund's accountant to meet their lodgement deadlines. Attention is paid to completing new fund accounts as a priority in this regard.

¹ Please note: if the compliance work of the fund is being prepared by the fund's accountant, then changes to the files will need to be made at the accountant's end accordingly

² Additional fees apply



Disclaimer: The information contained in this document provides a general guide to our services only. Changes in circumstances may occur at any time and may impact on the accuracy, reliability or completeness of the information and we exclude liability for any decision taken on the basis of the information shown in or omitted from this document. Australian Securities Administration Limited has taken reasonable care in producing the information found in this document.

POSTAL ADDRESS

PO Box N316
Grosvenor Place
Sydney NSW 1220

TELEPHONE

1300 364 672

multiport.com.au

