

Professional Portfolio Administration Service for your Self Managed Super Fund

Accurate Record Keeping

Why you should consider this service

“You need to make certain records available to your fund’s approved auditor when they audit your fund each year. You may also need to provide accurate records to the Tax Office if they ask to see them.”

– Australian Tax Office*



How Guild Financial Planning can help

As a trustee of your self managed super fund, you are required to keep proper and accurate portfolio records to demonstrate efficient management of your fund. The day to day administration, tracking and reporting of a self managed super fund can be quite involved and time consuming.

If you’d rather spend your time focussing on your business or simply enjoying life, Guild Financial Planning can recommend and set up a professional portfolio administration service. This service will be tailored to the type and complexity of reporting required for the specific assets held within your fund.

Your ongoing administration service will include:

- Reconciliation of all bank and investment transactions.
- Reconciliation of member transactions e.g. pension & lump sum payments, contributions and rollovers.
- Processing of incoming mail e.g. insurance renewals, contract notes, and term deposits, and
- Tracking and recording of transactions passing through your fund’s account.

The Guild Group

A flexible solution that makes self managed super funds easy
Call Guild Financial Planning on 1800 333 143 for further information

*Source: www.ato.gov.au. Thinking about self-managed super (NAT 72579-03.2009)

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