



SELF MANAGED SUPERANNUATION FUND

Administration Booklet



- / Chartered Accountants
- / Business & Tax Consultants
- / Financial Planners

A history of shaping financial success

P 07 4924 9100 / E kennas@kennas.com / www.kennas.com

5th Floor Capricornia Electricity Centre Cnr Fitzroy & Alma Streets / PO Box 201 / Rockhampton Qld 4700

HOW CAN KENNAS MAKE A DIFFERENCE TO YOU?

The Kennas SMSF solution empowers you, as the trustee, to control your superannuation while outsourcing the work involved with setting up and managing your SMSF.

A HOLISTIC SMSF SOLUTION

The Kennas administrative team allow you to take advantage of the flexibility and control of an SMSF, while outsourcing the work involved in establishing and running your fund.

Administering and reporting on your SMSF requires specialist advice. Our team takes the worry out of your SMSF compliance and ensure you meet your reporting and taxation obligations.

Our in-house financial planners provide the necessary financial advice for your SMSF and can handle any investment and insurance needs you have.

Overall we provide you with comprehensive administration advice and investment management from under one roof, making the daunting task of operating your SMSF seem like a stroll in the park.

EVERYTHING IS INCLUDED

Our SMSF team take the worry out of your SMSF compliance and ensure you meet your reporting and tax obligations.

FUND ADMINISTRATION

Kennas provides a comprehensive administration service for SMSF's including:

- 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 an annual audit in accordance with instructions from trustees.
- Liaising with auditors in all matters relating to the fund.
- Preparation and lodgement of an income tax return.
- Preparation of minutes of trustee meetings.
- Maintenance of accounting records.
- Contribution reporting.
- Monitoring compliance of investments held against the fund's investment strategy.
- Obtaining an actuarial certificate, as required by legislation.

We provide you with the necessary reports to satisfy the reporting requirements that a Trustee of an SMSF is required to produce. These include financial statements, annual return and auditor reports.

COMPLIANCE REPORTING

FINANCIAL STATEMENTS

The financial statements are designed for you to easily understand the financial position of your SMSF. These reports detail the investment holdings, tax positions and overall member balances as at 30 June each year.

Down By The Seaside Superannuation Fund

Statement of Financial Position

As at 30 June 2018

	Note	2018 \$	2017 \$
INVESTMENTS			
Interest Rate Securities & Convertible Notes	9	30,000.00	165,000.00
Australian Listed Shares	10	553,411.94	287,114.44
Platform Asset	11	86,000.00	-
		669,411.94	452,114.44
OTHER ASSETS			
Cash at Bank	12	1,561,262.23	1,559,262.23
Clearing Accounts	13	13,671.10	-
		1,574,933.33	1,559,262.23
TOTAL ASSETS		2,244,345.27	2,011,376.67
LIABILITIES			
Provisions for Tax - Fund	14	8,413.13	16,887.23
Sundry Creditors	15	330,000.00	-
		338,413.13	16,887.23
TOTAL LIABILITIES		338,413.13	16,887.23
NET ASSETS AVAILABLE TO PAY BENEFITS		1,905,932.14	1,994,489.44
REPRESENTED BY: LIABILITY FOR MEMBERS' BENEFITS			
Allocated to Members' Accounts	16	1,905,932.14	1,994,489.44
		1,905,932.14	1,994,489.44



COMPLIANCE REPORTING CONT.

MEMBER STATEMENT

The member statement tracks all of the underlying member details for each member of the fund. This report is key to understanding components of your member accounts as it details taxable / tax free components, contributions and withdrawals from your account.

Down By The Seaside Superannuation Fund

Member Statement

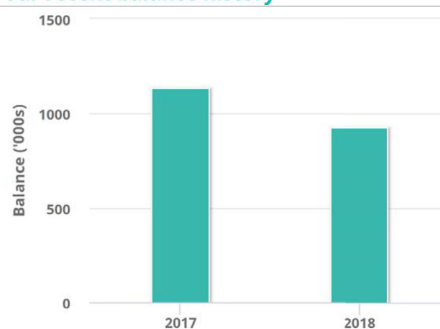
For the year ended 30 June 2018

Member details

Ms Gloria Jones
18 Fly Street
CARINA QLD 4152
AUSTRALIA

Date of Birth: 12/08/1956
 Date Joined Fund: 01/07/2016
 Eligible Service Date: 02/02/2002
 Date Employed:
 Valid TFN Supplied: Yes

Your recent balance history



YOUR OPENING BALANCE

\$1,135,264.87

(\$208,926.94)

Balance Decrease

YOUR CLOSING BALANCE

\$926,337.93

Your account at a glance

Opening Balance as at 01/07/2017 **\$1,135,264.87**

What has been added to your account

Employer Concessional Contributions	\$5,000.00
Member Non-Concessional Contributions	\$25,000.00
Member Rollovers Received	\$350,000.00

What has been deducted from your account

Contribution Tax	\$750.00
Withdrawals/Rollouts	\$700,000.00

New Earnings **\$111,823.06**

Closing Balance at 30/06/2018 **\$926,337.93**

COMPLIANCE REPORTING CONT.

INVESTMENT SUMMARY

The Investment Summary report provides a summary of the fund's portfolio for the year and shows the net market movement and portfolio weighting of different asset classes to ensure that the fund's investment strategy is being adhered to.

Down By The Seaside Superannuation Fund

Investment Summary

As at 30 June 2018

Investment	Code	Units	Average Unit Cost \$	Market Price \$	Actual Cost \$	Market Value \$	Gain / Loss \$	Gain / Loss %	Portfolio Weight %
Cash									
Cash at Bank - Main (Fund)	-	-	-	-	1,561,262.23	1,561,262.23	-	-	69.99
					1,561,262.23	1,561,262.23			69.99
Domestic Shares									
3D Resources Limited	DDD	60,000.0000	-	1.0000	-	60,000.00	60,000.00	-	2.69
3Q Holdings Limited	TQH	87,000.0000	1.5000	2.2000	130,500.00	191,400.00	60,900.00	46.67	8.58
4C Security Solution	FCS	4,700.0000	1.0000	1.2000	4,700.00	5,640.00	940.00	20.00	0.25
4C Security Solution DEF Set	FCSDA	6,800.0000	4.1000	0.8900	27,880.00	6,052.00	(21,828.00)	(78.29)	0.27
A-cap Resources	ACB	14,388.0000	3.0300	0.5600	43,595.64	8,057.28	(35,538.36)	(81.52)	0.36
A-cap Resources Placement	ACBXX	14,388.0000	0.1000	0.5700	1,438.80	8,201.16	6,762.36	470.00	0.37
A.B.C. Learning	ABS	22,000.0000	4.1000	3.0000	90,200.00	66,000.00	(24,200.00)	(26.83)	2.96
A.P. Eagers Limited	APE	15,000.0000	7.1681	2.6600	107,521.20	39,900.00	(67,621.20)	(62.89)	1.79
A1 Minerals Limited	AAM	98,697.0000	0.8208	1.2000	81,011.80	118,436.40	37,424.60	46.20	5.31
AAQ Holdings Ltd	AAQ	1,175.0000	18.6600	2.1000	21,925.50	2,467.50	(19,458.00)	(88.75)	0.11
Abacus Property GRP. DEF	ABPN	1,700.0000	5.0000	4.1000	8,500.00	6,970.00	(1,530.00)	(18.00)	0.31
ABB Grain Limited FPO B	ABB	8,993.0000	1.5234	3.2000	13,700.26	28,777.60	15,077.34	110.05	1.29
Adamus Resources	ADJ	14,000.0000	0.5000	0.7150	7,000.00	10,010.00	3,010.00	43.00	0.45
					537,973.20	551,911.94	13,938.74	2.59	24.74
Fixed Interest Securities									
Traditional Security Account 4	TRADSEC4	15,000.0000	1.0000	2.0000	15,000.00	30,000.00	15,000.00	100.00	1.34
					15,000.00	30,000.00	15,000.00	100.00	1.34
Unit Trusts									
3D Oil Limited	TDO	30,000.0000	1.0000	0.0500	30,000.00	1,500.00	(28,500.00)	(95.00)	0.07
Platform Account 4 - Detailed External	BTWRAPTEST								
BHP Billiton Limited	BHP	1,000.00	35.5000	86.0000	35,500.00	86,000.00	50,500.00	142.25	3.86
					65,500.00	87,500.00	22,000.00	33.59	3.92
TOTALS									
					2,179,735.43	2,230,674.17	50,938.74	2.34	100.00
Unsettled Investment Purchases						(50,000.00)			

Actual Cost \$ stated in this report is not the cost base for Capital Gains Tax purposes. Refer to the Accrued Capital Gains report for the Capital Gains Tax cost base.

Gain / Loss \$ is equal to Market Value \$ less Actual Cost \$

Gain / Loss % is equal to Gain Loss \$ divided by Actual Cost \$, expressed as a percentage.



COMPLIANCE REPORTING CONT.

ANNUAL RETURN

Each year the Australian Taxation Office (ATO) requires the Trustees of an SMSF to lodge an Annual Return declaring income, deductions and taxable income for the year.

Included in this report are the respective member balances and investment details. This report is lodged with the ATO electronically by Kennas as the registered tax agent for your fund.



Australian Government
Australian Taxation Office

Self-managed superannuation fund annual return

2018

Who should complete this annual return?

Only self-managed superannuation funds (SMSFs) can complete this annual return. All other funds must complete the *Fund income tax return 2018* (NAT 71287).

- 1 The *Self-managed superannuation fund annual return instructions 2018* (NAT 71606) (the instructions) can assist you to complete this annual return.

To complete this annual return

- Print clearly, using a BLACK pen only.
 - Use BLOCK LETTERS and print one character per box.
- S M I T H S T
- Place in ALL applicable boxes.

Section A: Fund information

1 Tax file number (TFN)

➤ To assist processing, write the fund's TFN at the top of pages 3, 5 and 7.

- 1 The ATO is authorised by law to request your TFN. You are not obliged to quote your TFN but not quoting it could increase the chance of delay or error in processing your annual return. See the Privacy note in the Declaration.

2 Name of self-managed superannuation fund (SMSF)

3 Australian business number (ABN) (if applicable)

4 Current postal address

Suburb/town State/territory Postcode

5 Annual return status

Is this an amendment to the SMSF's 2018 return? **A** No Yes

Is this the first required return for a newly registered SMSF? **B** No Yes



CLIENT TESTIMONIAL

It has worked perfectly for me to have Kennas looking after my SMSF. With Kennas responsible for the administration and taxation advice for the Fund, and Kennas Financial Services providing financial planning and advice, I know that I am in safe and trustworthy hands. They are knowledgeable and always accessible.

Although I no longer live in Rockhampton, I will continue to engage Kennas to look after my SMSF's administration.

K. Clarke

At Kennas we are committed to helping you shape your financial future, so whether you have an existing SMSF, or are looking to start your SMSF journey, the Kennas SMSF solution provides the holistic SMSF solution you need.

FOR MORE INFORMATION CONTACT



Helen Warnock
Partner / Director

*Chartered Accountant and
Agribusiness Specialist*

07 4924 9100 / 0429 345 576
helenwarnock@kennas.com



Peter Shonhan
Partner / Director

Chartered Accountant

07 4924 9100 / 0439 534 197
petershonhan@kennas.com



Brent Giles
Partner / Director

Certified Financial Planner

07 4924 9100 / 0438 633 811
brentgiles@kennas.com