



SuperGuardian™

2024/25 Annual Trustee Plan

Managing a Self-Managed Superannuation Fund (SMSF) effectively requires consistent attention and proactive planning throughout the year. This calendar outlines key tasks and considerations for SMSF trustees each month, helping you stay compliant with regulatory obligations, and address essential administrative tasks.

July

Start the new financial year by reviewing your fund's investment strategy to ensure that it aligns with the trustee's objectives and current market conditions.

Pension accounts should be reviewed to calculate the new minimum and maximum payment requirements. The implications of a pension payment shortfall have changed. We recommend ensuring you have adequate cash flow to meet your pension payment obligations for the year ahead. It's also a good idea to review any periodic payments you have set up to ensure they align with your pension strategy.

The Super Guarantee (SG) rate has increased to 11.5% of Ordinary Times Earnings (OTE). Review salary sacrifice arrangements or personal contribution plans to minimise the risk of contribution excesses.

Contribution caps have increased due to indexation. The general concessional contributions cap is now \$30,000, pushing the non-concessional contributions cap to \$120,000.

August

Centrelink will issue Income Stream Review letters to income support recipients who also have income streams from their SMSFs.

Prepare your 2023/24 financial year documentation, including asset valuations, income and expenditure reports or annual investment statements.

September

Take some time to consider estate plans. This can include reviewing insurance arrangements, death benefit nominations or pension reversion nominations.

October

Review the Annual Tax Statements provided by managed funds and give copies to your Client Manager.

31 October 2024 is the annual return lodgement due date for SMSFs who lodged their 2022/23 annual return late.

November

Assess potential related party transactions to ensure they are documented correctly and remain at arm's length.

December

Review the Total Super Balance for each member's contribution eligibility and consider how this may impact contribution plans.

January

SMSFs with a company trustee should consider their ASIC obligations. The due date for lodgment and payment will vary. Start the year with confidence by setting appropriate reminders and making suitable arrangements.

February

28 February 2025 is the annual return lodgement due date for newly registered SMSFs.

Revisit your pension payments and ensure you are on track to meet your minimum and maximum payment obligations.

March

Review and update the fund's key documentation where suitable. This may include updating the Trust Deed to capture changes in legislation, or your nomination of beneficiary forms to ensure they are still relevant and accurate.

Contact your Client Manager to arrange a review or update of these documents.

April

Start your financial year-end planning. Review and compile documentation collected during the year such as invoices, contract notes, income reports or bank statements. Check contributions remain within thresholds.

May

The Federal Budget is typically delivered in May each year. Check-in with your Client Manager on superannuation announcements that may impact you or your SMSF.

15 May 2025 is the annual return lodgement due date for the majority of SMSFs.

June

5 June 2025 is the annual return lodgement due date for SMSFs with a concession on the 15 May 2025 deadline. Prepare for the end of the financial year with a final review of contributions, pension payments and the investment strategy.

Questions to ask yourself when reviewing your investment strategy may include:

- What are your overall investment objectives?
- What is your desired rate of return?
- What is your fund/member risk profile? Is it still appropriate?
- Are you satisfied with your current portfolio holdings and diversification?
- Are there any other asset classes worth considering?
- Is your asset allocation appropriate for today's financial markets?
- Will any pensions be commenced this year that will change the liquidity requirements of your fund?
- What is your time frame for retirement?
- Have you considered insurance?
- Are you on track with your retirement savings and financial goals?

If your investment strategy needs updating, contact your Client Manager to arrange this.

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