### Your Yearly SMSF Planner

#### January
- **Jan 1**
  - Now is a great time to review your retirement plans and check if anything requires your attention. Think about your levels of contributions, returns on investments and incorporating into your plans newly thought of retirement activities that may need funding.
- **Jan 28**
  - Employers to make super guarantee contributions for December quarter by this date.
  - If your SMSF reports quarterly, due date of TBAR relating to all reportable events for the preceding quarter.

#### February
- **Feb**
  - Review that your estate planning strategies are still appropriate and compliant with recent reforms with your trusted SMSF Specialist.
- **Feb 28**
  - Due date of SMSF annual return for SMSFs established in prior financial year. Payment of tax (if required) also due.

#### March
- **Mar 1**
  - Undertake a quarterly review of investment performance against your investment strategy. Make any appropriate changes with sufficient Specialist advice before the end of the financial year.
- **Mar 31**
  - Ensure an actuarial certificate is obtained if using the unsegregated method to calculate SMSF exempt pension income for the year.
  - Review that an SMSF auditor has been appointed to audit your SMSF.

#### April
- **Apr 28**
  - Employers to make super guarantee contributions for March quarter by this date.
  - If your SMSF reports quarterly, due date of TBAR relating to all reportable events for the preceding quarter.
- **Apr 30**
  - Review possibility to make any personal super deductible contributions to maximise members’ available caps.

#### May
- **May 1**
  - Begin year-end tax planning.
  - Seek Specialist advice to review pension payment calculations to ensure minimum payments will be made before the end of the financial year.
- **May 15**
  - Due date for SMSF annual returns being lodged through a Tax Agent. Payment of tax (if required) also due.
  - Ensure audit of SMSF is completed before lodging the SMSF’s annual return.
  - Due date of TBAR for SMSFs with an annual obligation, relating to all reportable events for the prior year.

#### June
- **Jun 1**
  - For a new pension commenced on or after 1 June, no min. pension payment is required.
  - For contribution reserving strategy – make contributions to the SMSF by the end of June. Refer overhead for further detail.
- **Jun 5**
  - Due date of SMSF annual return for non taxable or refundable SMSFs that were also non taxable or received a refund the prior year.
- **Jun 30**
  - Last day to contribute into your SMSF prior to end of financial year.
  - Last day to ensure you have paid the minimum or maximum annual pension for the year.

#### July
- **Jul 1**
  - Start of new Financial Year.
  - Review performance of SMSF’s investments.
  - If segregating assets to support pensions, review and determine ongoing suitability of assets.
  - Set pension payments for members for the year.
- **Jul 14**
  - PAYG payment summaries due to members in receipt of a lump sum or pension in prior year.
  - Employers to make super guarantee contributions for June quarter up until this date.
- **Jul 28**
  - If your SMSF reports quarterly, due date of TBAR relating to all reportable events for the preceding quarter.
  - Last day to allocate to members any unallocated contributions made in June.

#### August
- **Aug 1**
  - Your review of the overall asset allocations and investments of your SMSF should be completed by now and adjustments implemented. Ensure your investment strategy is amended where needed.
  - Seek Specialist advice to review your insurance needs going forward.
- **Aug 14**
  - Due date to lodge with ATO PAYG payment summary statement for lump sums and pensions paid to members in the prior year.

#### September
- **Sept 30**
  - Finalise review & implementation of new or revised investment strategy, ensuring all decisions are appropriately documented.
  - Review member contributions for prior year and ensure SMSF receives a notice of intent to claim or vary a deduction for any member personal superannuation contributions received in the prior year.
  - Compile all financial information for annual accounts and tax returns. Pass information to advisor if not self-prepared.

#### October
- **Oct 28**
  - Employers to make super guarantee contributions for September quarter by this date.
  - If your SMSF reports quarterly, due date of TBAR relating to all reportable events for the preceding quarter.
- **Oct 31**
  - Due date for SMSF annual returns where 1 or more prior year returns are outstanding.
  - Due date for SMSF annual returns for new funds under ATO review.

#### November
- **Nov 1**
  - Review members’ Total Super Balance (TSB) and eligibility to make non-concessional and concessional contributions.

#### December
- **Dec 1**
  - Payment of tax due for SMSFs that had an annual return due date of 31 October
- **Dec 31**
  - Confirm member minimum pension payments if annual accounts are finalised.
  - Check actual asset percentages of the SMSF against investment strategy to ensure investments are within parameters. Seek appropriate and qualified Specialist advice to assist.
  - Ensure to minute decisions and changes, including reasoning, by members.
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January
- The holiday season is a great time to take a step back and have another look at your retirement plans and whether there is anything more you need to be doing. Levels of contributions, returns on investments and incorporating into your plans newly thought of retirement activities will need funding in order to happen are all there to be explored. Take this time to reinvigorate your retirement plans.
- Ensure that by 28 January employers make super guarantee contributions for 1 January to 31 March.
- If your SMSF is on quarterly Transfer Balance Account Reporting (TBAR) ensure that all reportable events are reported for the preceding quarter.
- Due date of SMSF annual return for SMSFs established in prior financial year. Payment of tax (if required) also due.
1 March
- A quarterly review of investment performance against investment strategy is recommended.
31 March
- Where pensions are being paid, an actuarial certificate may need to be obtained if using the unsegregated method to calculate the SMSF’s exempt pension income for the year. Discuss this with the fund accountant.
- Ensure that an SMSF auditor has been appointed to audit the SMSF for the prior year.
28 April
- Employers to make super guarantee contributions for 1 January to 31 March quarter by this date.
- Review SMSF, with Specialist advisor, in regards to personal super deductible contributions and maximise members’ available caps.
- If your SMSF reports quarterly, due date of TBAR relating to all reportable events for the preceding quarter.
1 May
- If not commenced already, start year-end tax planning, including making of final concessional contributions for the financial year, paying of expenses before 30 June including pre-payment of expenses where possible (so as to claim a tax deduction this year), realisation of capital losses to offset realised capital gains.
- Quarterly review of the SMSF investments is best practice by comparing actual asset percentages of the SMSF against the investment strategy to ensure that fund investments are still within the parameters of the strategy. Take appropriate and qualified advice to assist in these matters.
- Review members’ insurance needs with your SMSF Specialist advisor, going forward is an important part of this process. Assess the level of cover members’ need and adjust accordingly. Significant savings can be made by better matching members’ insurance cover with their outstanding risks and liabilities each year.
- Any decisions made around investments by trustees should be recorded in minutes and retained as a record including reasoning.
14 August
- Due date to lodge with ATO PAYG payment summary statement for lump sums and income streams paid to members in the prior year, even where tax withheld was nil.
30 September
- Finalise review and implementation of new or revised investment strategy, ensuring all decisions are appropriately documented.
- Review member contributions for prior year and ensure SMSF receives a notice of intent to claim or vary a deduction for any member personal superannuation contributions received in the prior year.
28 October
- Employers to make super guarantee contributions for 1 July to 30 September quarter by this date.
- If your SMSF is on quarterly TBAR ensure that all reportable events are reported for the preceding quarter.
31 October
- Income tax return for all SMSFs are due by this date where prior year income tax returns of the fund are outstanding or where previous income tax returns have not been lodged on time.
- Due date for SMSF annual returns for newly established SMSFs under ATO review.
November
- Review members’ Total Super Balance (TSB) and eligibility to make non-concessional and concessional contributions.
1 December
- Payment of tax (if any) is due for SMSFs which were required to lodge by 31 October.
31 December
- Quarterly review of the SMSF investments is best practice by comparing actual asset percentages of the SMSF against the investment strategy to ensure that fund investments are still within the parameters of the strategy. Take appropriate and qualified SMSF Specialist advice to assist in these matters.
- Assess minimum pension payment calculations for pensioner members where annual accounts have been completed.

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