



CAVENDISH

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ANNUAL

## INTRODUCING YOUR MEMBER DASHBOARD

The Cavendish Annual member dashboard gives you an overview of your fund position as at the last reconciliation date – which is generally the end of the last financial year. Your dashboard gives you access to:

- A consolidated view of your SMSF's investment position, investment strategy, contributions and pensions history, and any pending tasks
- Choice of communication preferences including SMS, email, post or online dashboard
- Electronic storage of all of your SMSF documents and reports.

# YOUR SMSF AT A GLANCE

Your member dashboard is a powerful tool. It allows you to see your investments and all the important things you need to manage your fund in one place. When you login, you will immediately see a snapshot of your SMSF as at the last reconciliation date including:

- The valuation of your SMSF
- Your investment strategy
- Tasks you need to attend to.

## SETTING UP YOUR DASHBOARD ON YOUR COMPUTER OR TABLET

You can access your member dashboard through a range of devices including your computer, iPad or tablet. When accessing your dashboard for the first time on a particular device you will need to allow cookies and pop-ups through your browser.



# THE 'MY FUND RECORD' TAB

**Fund Details**

Fund Name: Cavendish Daily Presentation Fund  
Fund ID: DEMO\_CAV

**Tax Office Registration Details**

ABN: 95-999-999-999  
TFN: 11-111-111

**Current Trust Deed**

Deed Date: 01 March 2007  
Deed Type: Establishment  
Deed Source: Prescribed

**Trustees/Members**

Name	Role	Member
Bill Presentation	Director	Yes
Jane Presentation	Director	Yes

**Contact Details**

Street Address: 123 Smith Street Company, NSW, Australia  
Home Phone: 02 1234 5678  
Work Phone: 1300 123 456  
Mobile: 0123 456 789  
Fax:

**Relationships**

Client Services: Kevin McFadden  
Main Contact: Bill Presentation  
Adviser: Bill Cavendish  
W: 08 12345678

**Communications & Alerts**

**Communications**

Item	Person to Notify	How
Annual Reports		
General Items		
Minutes		
Payments		
Your Fees		

**Alerts - General**

Type	Person to Notify	When	How
Tasks for Completion	Bill Presentation	1 day after task created	Email
Overdue Tasks	Bill Presentation	After 14 days from notice then monthly	Email
Tax Payment	Bill Presentation	14 days before due	Email
APM Term Deposit Maturity	Bill Presentation	7 days before maturity	Email
Outside the Investment Strategy	Bill Presentation	Once per Month	Email

**Alerts - Contributions**

Upgrade to our daily service to get alerted when members are approaching their contribution limits.

## FUND DETAILS AND MEMBER DETAILS

These sections have the details of your SMSF – who the trustees are, all the member details, Australian Business Number (ABN), Tax File Numbers (TFN) and death benefit beneficiaries.

You can change some of these details on the 'Tasks' tab by selecting the 'Change Details' button. If you change an address, phone number, email or any other item about the fund we can ensure all the relevant government authorities are updated for you, including the Australian Tax Office (ATO) and the Australian Securities and Investments Commission (ASIC) as necessary.

## COMMUNICATIONS & ALERTS

You can choose to receive communications by SMS, email, post or dashboard.

Understanding how communication preferences work on your online dashboard and then setting them up to suit your needs is crucial to efficiently managing your SMSF.

- All tasks will appear on the online dashboard regardless of the communication preference you have set
- All system documents are saved on the dashboard in the 'My Documents' tab
- You can elect to receive an email or SMS to notify you when there is a task on the dashboard
- You can set different alert and delivery preferences for specific types of documents.

### Setting your communication preferences

1. Go to the 'Fund Details' tab
2. Click 'Change Details'
3. Select 'Communications & Alerts' and then select your preferences.

**Important:** Please ensure your communication preferences are set when you login for the first time.

## THE 'MY FUND RECORD' TAB

Code	Investment	Units	Market Price (\$)	Market Value (\$)	Portfolio (%)
<b>Bank</b>					
	Adelaide Bank Cash Account		--	\$36,800.00	4.36%
	AMP Cash Account		--	\$169,878.31	19.07%
	Macquarie Cash Management Trust		--	\$15,700.00	1.78%
	<b>Bank Total</b>			<b>\$234,378.31</b>	
<b>Listed Securities Market</b>					
AMP	AMP Limited	4433	\$3.85	\$17,067.05	1.92%
ASX	ASX Limited	199	\$29.82	\$4,741.38	0.53%
BP	BP Billiton Limited	1031	\$31.45	\$32,424.95	3.64%
CBA	Commonwealth Bank of Australia	291	\$53.10	\$15,452.10	1.73%
CPJ	CompuShare Limited	530	\$7.41	\$3,927.30	0.44%
LEI	Leighton Holdings Limited	102	\$16.27	\$1,668.54	0.19%

### CURRENT INVESTMENTS

View the investment position of your SMSF and a summary of all your investments as at the last reconciliation date.

To view the summary of your portfolio for a previous year, input the relevant date in the 'Valuation Date' field.



### INVESTMENT STRATEGY

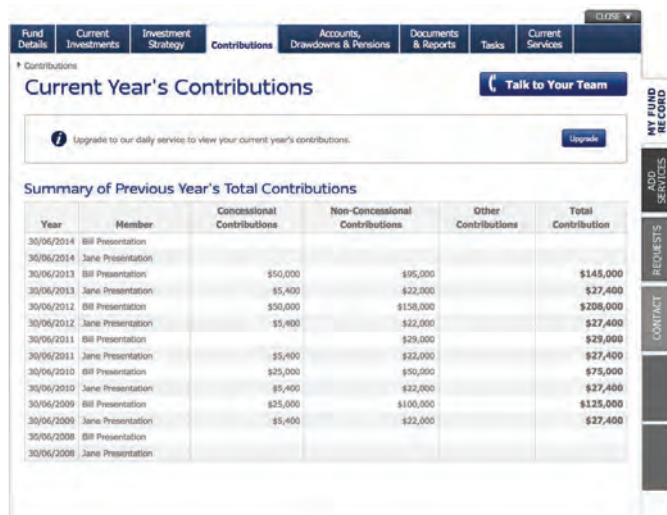
Before you start investing, an investment strategy will need to be prepared. With our online tool, you can:

- View your planned strategy against actual investments by asset class (as at last reconciliation date)
- See what is in each sector – simply move your mouse over your strategy items
- Change your strategy – we will generate a minute, which you can sign online by entering your password.

#### Changing an investment strategy

1. Go to the 'Investment Strategy' tab
2. Click the 'Change Strategy' button
3. Complete the form. A minute will be generated for the trustees to sign.

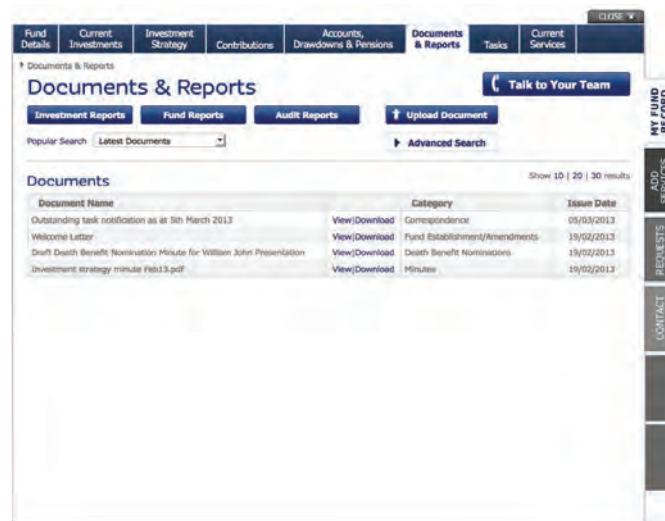
## THE 'MY FUND RECORD' TAB



Year	Member	Concessional Contributions	Non-Concessional Contributions	Other Contributions	Total Contribution
30/06/2014	Bill Presentation				
30/06/2014	Jane Presentation				
30/06/2013	Bill Presentation	\$50,000	\$95,000		\$145,000
30/06/2013	Jane Presentation	\$5,400	\$22,000		\$27,400
30/06/2012	Bill Presentation	\$50,000	\$158,000		\$208,000
30/06/2012	Jane Presentation	\$5,400	\$22,000		\$27,400
30/06/2011	Bill Presentation		\$29,000		\$29,000
30/06/2011	Jane Presentation	\$5,400	\$22,000		\$27,400
30/06/2010	Bill Presentation	\$25,000	\$50,000		\$75,000
30/06/2010	Jane Presentation	\$5,400	\$22,000		\$27,400
30/06/2009	Bill Presentation	\$25,000	\$100,000		\$125,000
30/06/2009	Jane Presentation	\$5,400	\$22,000		\$27,400
30/06/2008	Bill Presentation				
30/06/2008	Jane Presentation				

### CONTRIBUTIONS

In the 'Contributions' tab, you can view a breakdown of your contributions in the previous years by member against their cap.



Document Name	Category	Issue Date
Outstanding task notification as at 5th March 2013	Correspondence	05/03/2013
Welcome Letter	Fund Establishment/Amendments	19/02/2013
Draft Death Benefit Nomination Minute for William John Presentation	Death Benefit Nominations	19/02/2013
Investment strategy minute Feb13.pdf	Minutes	19/02/2013

### DOCUMENTS & REPORTS

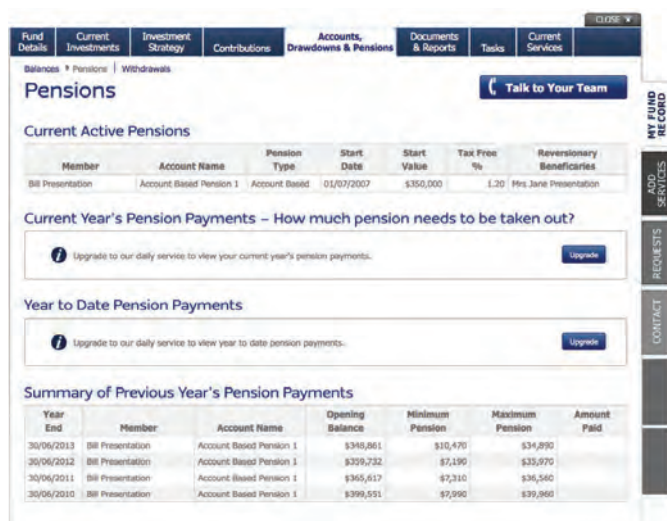
Access a range of investment, fund and audit reports to monitor fund contributions, pension levels and investment performance for previous financial years.

To run a report

1. Click on either the investment, fund or audit report buttons
2. Select the report you would like to run
3. Select the date range for the report and click 'Continue'.

### TASKS

When there is a task that requires input or action on your SMSF, it will appear on your dashboard and within the 'Tasks' tab. This may be a minute for trustees to sign or a tax notification. Our 'Communications & Alerts' system can let you know by SMS or email when a task has been uploaded to your dashboard.



Member	Account Name	Pension Type	Start Date	Start Value	Tax Free %	Reversionary Beneficiaries
Bill Presentation	Account Based Pension 1	Account Based	01/07/2007	\$350,000	1.20	Mrs Jane Presentation

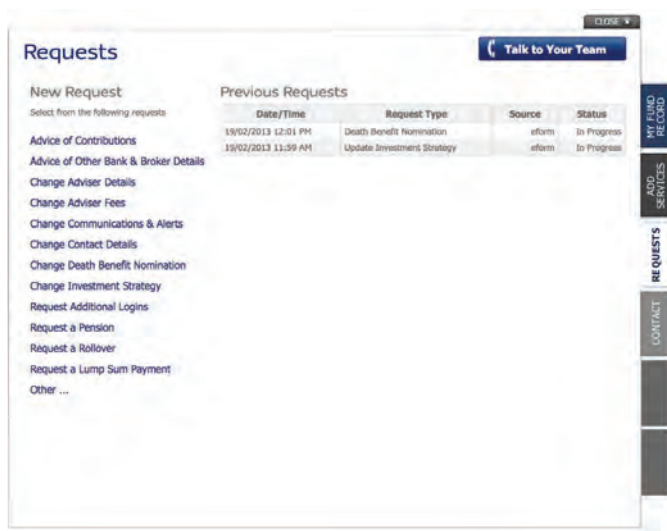
### ACCOUNTS, DRAWDOWNS & PENSIONS

Within this tab, you will be able to see the balance of each member account, a full list of all pensions including all transactions and any lump sum withdrawals made as at the last reconciliation date.

### CURRENT SERVICES

This tab summarises your Cavendish services.

## THE 'REQUESTS' TAB



### THE 'REQUESTS' TAB

The 'Requests' tab allows you to submit requests to us and monitor their progress. You can create requests at any time including a pension establishment, to rollover funds from another superannuation account or to update your contact details.

## UPGRADING TO CAVENDISH ONLINE

Throughout your dashboard, you will notice a number of 'Upgrade' buttons. Clicking on any of these buttons will allow you to upgrade to the Cavendish Online service, which gives you an up-to-date overview of your fund position with access to all the information you need to manage your SMSF efficiently throughout the year including:

- A consolidated view your SMSF investment position and pending tasks
- Access to a wide range of services that make SMSF management simpler, such as contributions and pensions monitoring
- Seamless administration of your SMSF allowing you to focus on growing your fund
- Timely and intuitive information to help drive decision making
- Choice of communication preferences including SMS, email, post or online dashboard
- The ability to run reports for specific dates, not just until the last reconciliation date.

For more details on the Cavendish Online service, call your Client Manager.

### HOW TO GET STARTED

To login to your member dashboard:

1. Visit [cavendishsuper.com.au](http://cavendishsuper.com.au)
2. Click on the 'Log in' button
3. Select 'Online Dashboard'.

If you don't have a login please contact your Client Manager who will provide you with your details.





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**FIND OUT MORE**

Visit: [cavendishsuper.com.au](http://cavendishsuper.com.au)

Call: 1800 808 354

Email: [enquiries@cavendishsuper.com.au](mailto:enquiries@cavendishsuper.com.au)

Postal address: GPO Box 9981 Adelaide SA 5001

Issued by SMSF Operation Pty Ltd ABN 30 007 778 341 a corporate authorised representative of SMSF Administration Solutions Pty Ltd ABN 76 097 695 988 AFSL 291195

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