|  |  |
| --- | --- |
| **CUSTOM LETTER** |  |

|  |
| --- |
|  |

Customise your DOCX letter and document template using the following mail merge fields by adding, deleting or moving fields.

**General**

|  |  |
| --- | --- |
| **Field** | **Description** |
|  | Include text within opening and closing if tags for Reporting Entity or Non Reporting Entity |
|  | Fund Name from Fund Details Screen |
|  | Fund Code from Fund Details Screen |
|  | Date report is generated |
|  | Reporting Financial Year End Date from Reports Screen (end date) |
|  | Date Formed from Fund Details Screen |
|  | Deed Last Modified from Fund Details Screen |
|  | Fund contact's first name |
|  | Fund contact's surname |
|  | Fund contact's telephone |
|  | Fund investment advisor's first name |
|  | Fund investment advisor's surname |
|  | Fund investment advisor's telephone |
|  | Fund auditor's first name |
|  | Fund auditor's surname |
|  | Fund auditor’s preferred name |
|  | Fund auditor's address |
|  | Fund accountant's first name |
|  | Fund accountant's surname |
|  | Fund accountant’s preferred name |
|  | Fund accountant's address |
|  | Fund accountant's email address |
|  | Fund auditor's company name |
|  | Fund tax agent |
|  | SMSF auditor number of the auditor related to the fund from Contact Screen |
|  | Professional Body the fund auditor is affiliated with from Contact Screen |
|  | Fund auditor's professional body number from Contact Screen |
|  | Fund ABN from Fund Details Screen |
|  | Fund TFN from Fund Details Screen |
|  | Displays Fund ABN if available, otherwise displays Fund TFN |
|  | Fund physical / registered address from Fund Details Screen. |
|  | Physical Address field from Fund Details |
|  | Physical Suburb / Town field from Fund Details |
|  | Physical Address State field from Fund Details |
|  | Physical Address State field in abbreviation form |
|  | Physical Address Post Code field from Fund Details |
|  | Fund postal address field from Fund Details Screen |
|  | Postal Address field from Fund Details |
|  | Postal Address Suburb / Town field from Fund Details |
|  | Postal Address State field from Fund Details |
|  | Postal Address State field in abbreviation form |
|  | Postal Address Post Code field from Fund Details |
|  | Reporting Financial Start Year from Reports Screen (start date) |
|  | Displays trustee's First Name from Fund Relationships Screen if the fund has individual trustees, otherwise displays director's First Name for corporate trustee |
|  | Displays trustee's Surname from Fund Relationships Screen if the fund has individual trustees, otherwise displays director's Surname for corporate trustee |
|  | Displays trustee's other names from Contacts Screen if the fund has individual trustees, otherwise displays director's other names for corporate trustee |
|  | Displays trustee's preferred name from Contacts Screen if the fund has individual trustees, otherwise displays director's preferred name for corporate trustee |
|  | Display first individual Trustee contact from Fund Relationships Screen |
|  | Display second individual Trustee contact from Fund Relationships Screen |
|  | Display third individual Trustee contact from Fund Relationships Screen |
|  | Display fourth individual Trustee contact from Fund Relationships Screen |
|  | Corporate Trustee Representative 1 from the Contact in Fund Relationships Screen |
|  | Corporate Trustee Representative 2 from the Contact in Fund Relationships Screen |
|  | Corporate Trustee Representative 3 from the Contact in Fund Relationships Screen |
|  | Corporate Trustee Representative 4 from the Contact in Fund Relationships Screen |
|  | Display first representative for Tax Agent from Fund Relationships Screen |
|  | Display second representative for Tax Agent from Fund Relationships Screen |
|  | Display third representative for Tax Agent from Fund Relationships Screen |
|  | Display fourth representative for Tax Agent from Fund Relationships Screen |
|  | Display fifth representative for Tax Agent from Fund Relationships Screen |
|  | Displays member's name from Contacts Screen for the selected member |
|  | Displays members other names from Contacts Screen for the selected member |
|  | Displays member's preferred name from Contacts Screen for the selected member |
|  | Displays Pension member's date of birth from Contacts Screen for the selected member |
|  | Displays Pension member's Place of Birth, State of Birth and Country of Birth from Contacts Screen for the selected member |
|  | Displays total maximum pension payment amount from Pension Summary Report for all Pension Accounts for the selected member |
|  | Displays total minimum pension payment amount from Pension Summary Report for all Pension Accounts for the selected member |
|  | Displays other contributions for member |
|  | Displays government contributions for member |
|  | Displays member's PensionReversionaryRequest from Contacts Screen for the selected member |
|  | Displays member'sPensionReversionaryConfirm from Contacts Screen for the selected member |
|  | Displays member's address from Contacts Screen for the selected member |
|  | Displays Pension Type from members screen for the selected member |
|  | Start date from members screen for the selected member |
|  | Display sum of transactions to chart accounts with Expenses - Investment Expenses Tax Label within reporting period |
|  | Display sum of all pension payment transactions within reporting period |
|  | Display sum of all employer contribution transactions within reporting period |
|  | Display sum of all personal concessional contribution transactions within reporting period |
|  | Display sum of all personal non concessional contribution transactions within reporting period |
|  | Member Balance for the selected member |
|  | Members Taxable balance for the selected member |
|  | Members Tax Free balance for selected member |
|  | Members Tax Free proportion for selected member |
|  | Members Minimum Pension Payment |
|  | Members Maximum Pension Payment |
|  | Taxable proportion percentage for a pension member |
|  | Display sum of all Members Minimum Pension Payment |
|  | Displays the following and maximum pension payment for members on transition to retirement pension: -  "Your Maximum income stream applicable is <max pension for the TRIS>." |
|  | List Members Minimum Pension Payment |
|  | List Members Maximum Pension Payment |
| |  |  |  | | --- | --- | --- | |  |  |  | |  | for |  | | Displays all member balance for each member's first name in one line comma separated.  e.g. for 2 members will be "[Member Balance 1] for [Member First Name 1] and[Member Balance 2] for [Member First Name 2]  for 4 members will be"[Member Balance 1] for [Member First Name 1],[Member Balance 2] for [Member First Name 2],[Member Balance 3] for [Member First Name 3] and[Member Balance 4] for [Member First Name 4] |
| |  |  | | --- | --- | |  | $ | | Displays all sub member balance for each member's first name in one line comma separated |
|  | Taxable Income or Loss |
|  | General Ledger Balance of account 88000 |

**Trustee Minute / Resolution**

|  |  |
| --- | --- |
| **Field** | **Description** |
|  | Displays all trustees First Name and Surname in one line comma separated if the fund has individual trustees, otherwise displaysfor corporate trustee.  E.g. for individual trustees - 2 trustees will be "John Jones and Mary Jones"; 4 trustees will be "John Smith, Mary Smith, Abby Smith and Paul Smith". |
|  | Displays all trustees First Name and Surname in one line comma separated if the fund has individual trustees, otherwise displays all directors First Name and Surname for corporate trustee. |
|  | Displays all current members First Name and Surname in one line comma separated. |
|  | "**ACN:**" + Corporate Trustee ACN from the Contact in Fund Relationships Screen |
|  | Displays "**Trustee(s)**" if the fund has individual trustees, otherwise displays "**Director(s)**" for corporate trustee. |
|  | Displays address from the first trustee if the fund has individual trustees, otherwise displays address from the corporate trustee company. |

**Operating Statement**

|  |  |
| --- | --- |
| **Field** | **Description** |
|  | Display Increase / Decrease in market value from Operating Statement. |
|  | Display Benefits Accrued From Operations from Operating Statement. |
|  | Display Total Income from Operating Statement. |
|  | Display Income from Operating Statement excluding member related income. |
|  | Display Rollouts from Operating Statement. |
|  | Display Roll-Ins from Operating Statement. |

**Compilation Report**

|  |  |
| --- | --- |
| **Field** | **Description** |
|  | Displays text **"statement of financial position as at , the operating statement,"** if the fund is a reporting entity, otherwise displays **"balance sheet as at and the income statement,"** for non-reporting entity. |

**Auditor’s Report**

|  |  |
| --- | --- |
| **Field** | **Description** |
| true | Displays the following if auditor's opinion is qualified  **Basis for Qualified / Disclaimer of / Adverse approved SMSF auditor’s opinion**  This section should be modified if the financial report is not a true and fair presentation of the financial position of the fund, or if in the opinion of the approved SMSF auditor the financial position of the fund may be, or may be about to become, unsatisfactory or there are other conditions that warrant a qualification.  **Qualified / Disclaimer of / Adverse approved SMSF auditor’s opinion**  In my opinion, except for the effects on the financial statements of the matter/s referred to in the preceding paragraph, the financial report presents fairly, in all material respects, in accordance with the accounting policies described in the notes to the financial statements, the financial position of the fund at and the results of its operations for the year then ended.  ; otherwise hide the above 2 paragraphs if auditor's opinion is non-qualified |

**Notes to the Financial Statements**

|  |  |
| --- | --- |
| **Field** | **Description** |
|  | End date from the Reporting period field (reports screen)-1 |
|  | List out names of all sub account with system label "System Dividend" attached to this fund and its market value at end of current and prior reporting period.  Condition: must have transactions within the reporting start and end dates  \*Fields need to be used within the list tag.  Sum up market values for the listing above. |
|  | List out names of all sub account with system label "System Trust Distribution" attached to this fund and its market value at end of current and prior reporting period.  Condition: must have transactions within the reporting start and end dates  \*Fields need to be used within the list tag.  Sum up market values for the listing above. |
|  | List out names of sub account with system label "System Rental" attached to this fund and its market value at end of current and prior reporting period.  Condition: must have transactions within the reporting start and end dates  \*Fields need to be used within the list tag.  Sum up market values for the listing above. |
|  | Sum off all transactions for all active member accounts from Member Start Date to Reporting Start Date  Sum all Debit Amount and Credit Amount transactions entered to all Sub Account Class accounts for the relevant Member Code (for example - JONJOH12345P) from the Date Formed to the start date in the Reporting Period. |
|  | Sum off all transactions for all active member accounts from Member Start Date to (Reporting Start Date -1)  Sum all Debit Amount and Credit Amount transactions entered to all Sub Account Class accounts for the relevant Member Code (for example - JONJOH12345P) from the Date Formed to the start date in the Reporting Period. |
|  | Total Income - Total Expenses within reporting period. |
|  | Total Income - Total Expenses within (reporting period - 1) |
|  | AccruedBenefitsBeginning+OperatingBenefits |
|  | AccruedBenefitsBeginningPrior +OperatingBenefitsPrior |
|  | Current year member movements |
|  | Prior year member movements |
|  | Total of 48500 + 48600+ 49300 accounts within the reporting period |
|  | Total of 48500 + 48600+ 49300 accounts within the (reporting period -1) |
|  | Total of the 89000 account within the reporting period. |
|  | Total of the 89000 account within the (reporting period -1) |
|  | [Total Income - Total Expenses] X 15%(Fund Tax Rate) within the reporting period. |
|  | If Refundable display text:  We estimate that the fund will receive the following refund from the ATO  If Payable display text:  ​We estimate that the fund will have the following amount payable to the ATO |
|  | [Total Income - Total Expenses] X 15%(Fund Tax Rate) within the (reporting period -1). |
|  | Total of all Debit transactions to 24700 account within reporting period X 15%(Fund Tax Rate) |
|  | Total of all Debit transactions to 24700 account within (reporting period -1) X 15%(Fund Tax Rate) |
|  | Total from accounts with "System Pensions Paid" label within reporting period X 15%(Fund Tax Rate) |
|  | Total from accounts with "System Pensions Paid" label within (reporting period -1) X 15%(Fund Tax Rate) |
|  | Total of all Credit transactions to 24700 account within reporting period X 15%(Fund Tax Rate) |
|  | Total of all Credit transactions to 24700 account within (reporting period -1) X 15%(Fund Tax Rate) |
|  | Total of transactions to accounts where account type = "Income" within the reporting period X Actuary Percentage X 15%(Fund tax rate) |
|  | Total of transactions to accounts where account type = "Income" within the (reporting period -1) X Actuary Percentage X 15%(Fund tax rate) |
|  | Total of 89000 account within the reporting period |
|  | Total of 89000 account within the (reporting period -1) |
|  | AMOUNT DUE OR REFUNDABLE |
| % | The funds rate of return for the year |