



16 September 2010

Dear Trustee/ Administrator

2010 ANNUAL SUPERANNUATION RETURNS

APRA's records indicate that you are the trustee or administrator of a Non-Small APRA Fund that is due to submit the 2010 annual superannuation return to APRA. The annual return and accompanying audit reports are due within four months after the year of income of the entity. The returns and reports for entities that balance on 30 June are due by **31 October 2010**.

Important resources

Instructions to the forms are available on the APRA website at:

<http://www.apra.gov.au/Statistics/Finalised-Set-of-Prudential-Forms.cfm>

To help reduce the amount of data quality queries you receive, it is recommended you refer to the following guidance before submitting the annual return;

- A list of validation rules which D2A uses to validate data submitted by superannuation entities can be found at: <http://www.apra.gov.au/Statistics/upload/D2A-Validation-Rules-Super-July-2010.xls>
- Items frequently reported incorrectly in the 'other tables' of the returns, available from: <http://www.apra.gov.au/Statistics/Super-info.cfm>
- The most common errors identified for the 2009 annual return, listed in [Attachment A](#)

Trustee authorisation requirements

Any submission (or resubmission) of the return must be authorised by the trustee.

For the APRA annual superannuation return, the return must be signed and authorised in one of the following ways:

1. Where a trustee lodges the annual return electronically (using the D2A system) using a digital certificate issued by APRA, authorisation using a digital certificate is viewed by APRA as a trustee signing and authorising the return.
2. Where a trustee manually completes the annual return and mails it to APRA's head office - an authorised officer of the trustee must sign every page of the paper form (plus item 6 of SRF 260.0 Trustee Statement).
3. Where a trustee uses an agent (e.g. administrator/accountant) to lodge the annual return (whether on paper, or using D2A), the agent is required to print the return and ensure that an authorised officer of the trustee signs every page of each of the forms (plus item 6 of SRF 260.0 Trustee Statement) as evidence that the trustee has reviewed and authorised the return in total. (APRA has determined that this signed return is not required to be submitted to APRA, provided it is retained by the trustee and made available for onsite inspection by APRA.)

Funds winding up

A trustee of a superannuation entity that winds up during the year must complete and submit all forms on the APRA annual return and include wind up details in the Superannuation Entity Profile form (SRF 250.0, item 4.1-4.4).

Data Quality

You should ensure that you provide accurate data to APRA. All data reported on the annual superannuation return is reported as at the end of the year of income of the entity.

APRA will request trustees or administrators to resubmit returns that contain inaccurate or incomplete information, or to provide an explanation for any significant anomalies in the return. The most common errors identified in 2009 are outlined in [Attachment A](#). APRA has released guidelines to assist superannuation entities explain data to APRA. It describes the information APRA expects reporting entities to provide in their explanations and how to correct submitted data. The new guidelines can be found at: http://www.apra.gov.au/Statistics/upload/SA_GL_PED_042010_v2.pdf

If an item has been reclassified during the year of income, please resubmit previous annual returns to reflect the correct classification of the item. This ensures consistency and accuracy across the annual returns and may reduce requests for clarification from APRA. If you confirm that data reported in the return is correct, an explanation as to why the data is correct is required.

APRA uses validation rules within D2A to validate the data submitted by reporting entities. Entities are expected to correct any reporting errors identified by these rules. A list of D2A validation rules for superannuation entities can be found at: <http://www.apra.gov.au/Statistics/upload/D2A-Validation-Rules-Super-July-2010.xls>

A list of all the items that APRA will review during the data quality process, together with helpful reporting tips and a table of items frequently reported incorrectly in the other fields of the return, is available from: <http://www.apra.gov.au/Statistics/Super-info.cfm>

Levies

Your entities' supervisory and financial assistance levies are based on the data reported in the annual return. Information on levies is available on the APRA website at: <http://www.apra.gov.au/Superannuation/Levies.cfm>.

APRA Support

Support is available from APRA to help trustees meet their reporting obligations. Please note there may be delays in accessing APRA's support facility close to the 31 October deadline, due to the large volume of requests usually received at this time. If you require further information, please contact the APRA Contact Centre on 1300 13 10 60.

Yours sincerely



Rosemary Nyul
Manager, Data Collections

Attachment A

Data Quality

The most common errors identified for the 2009 annual return:

- Entities reported a significant difference in 'total other investment income' (SRF 200.0, item 14.1) between the annual return and the fourth quarter quarterly return.
- Entities did not report 'custodian fees' (SRF 200.0, item 17.2), where the fund uses a custodian (SRF 250.0, item 5.2).
- Entities reported a 20 per cent difference in total liabilities (SRF 210.0, item 11) between the annual return and the fourth quarter quarterly return.
- Entities reported a significant difference in 'total other receivables' (SRF 210.0, item 2.8) between the annual return and the fourth quarter quarterly return.
- Entities reported a significant difference in 'payables and sundry creditors' (SRF 210.0, item 10) between the annual return and the fourth quarter quarterly return.
- Entities were asked to check their data when a low VBI (net assets available to pay benefits) (SRF 210.0, item 12) on the total of actuarially determined vested benefits (SRF 240.0, Part C, item 1.2) and accumulation vested benefits (SRF 240.0, Part C, item 2.2) was reported.
- Entities reported the last estimate actuarially determined accrued benefits (SRF 240.0, Part C, item 1.1, column 2) less than vested benefits (SRF 240.0, Part C, item 1.2, column 2) and/or preserved benefits (SRF 240.0, Part C, item 1.3, column 1).
- Entities reported a significant difference in 'investment income receivable' (SRF 210.0, item 2.3), between the annual return and the fourth quarter quarterly return.

For a list of all current data quality queries and further information to assist with the completion of APRA reporting forms, please refer to the below link to the APRA website.

<http://www.apra.gov.au/Statistics/Super-info.cfm>