

Edmund Brailey

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Suite 4405, 4th Floor, Building 4
4 Daydream Street, WARRIEWOOD NSW 2102

13 May 2022

The Trustee
Ward Superannuation Fund
8 Fitzmaurice Drive
Bentley Park Queensland 4869

Dear Trustee,

RE: AUDIT OF Ward Superannuation Fund

Thank you for your request to complete the compliance and financial audit of the Ward Superannuation Fund for the 30 June 2021 financial year. I am pleased to confirm my willingness to accept this appointment and this letter provides you with my understanding of the terms of the engagement, my responsibilities, and the process I will undertake to complete the audit.

Once you have had an opportunity to review my engagement terms, and assuming my terms are consistent with your expectations, **please have the relevant signatories sign a copy of the letter and return it to me (by email to edmundbraileysmsf@gmail.com or by mail).**

Once received, the engagement acknowledgement will be held on your client file. If you have any queries or concerns, please contact me and I will be pleased to discuss these with you.

I will begin work once I have received this confirmation from you.

SCOPE OF SERVICES

Compliance Engagement

This engagement will be performed in accordance with the applicable standards on assurance engagements, the objective of which will be to express an audit conclusion on the compliance by the trustee with the following specified requirements of the SIS Act and SISR:

- Sections: 17A, 35AE, 35B, 35C(2), 62, 65, 66, 67,67A, 67B, 82-85, 103, 104, 104A, 105, 109, 126K
- Regulations: 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14, 13.18AA

My audit tests will not be performed continuously throughout the period. I will not cover every provision of the SIS Act or SIS regulations nor will they detect all instances of non-compliance.

Financial Statement Audit

The financial statement audit will be conducted in accordance with Australian Auditing standards. My procedures will include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial reports, evaluation of accounting policies, appropriateness of the financial reporting framework and significant accounting estimates. These procedures will enable me to form an opinion as to whether, in all material respects:

- The financial reports:
 - Are presented fairly in accordance with the accounting policies described in the notes to the financial statements; and
 - Fairly represent the financial position of the fund at balance date and its operating results for the year then ended.

The work undertaken by me to form an opinion is based on my judgment regarding the nature, timing and extent of audit procedures for gathering audit evidence and the drawing of conclusions based on that evidence. It is important to note that most audit evidence is persuasive rather than conclusive and that there are inherent limitations in any audit. As a result, my audit can only provide reasonable, not absolute, assurance that the financial statements are free of material misstatement. Due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system, there is an unavoidable risk that even some material misstatements may remain uncovered.

I confirm that Mr Edmund Brailey is an approved auditor as defined by regulation 9A of the SISR.

I will provide the Trustee with a written report that:

- Identifies any contravention of the SIS Act and the SIS Regulations;
- Summarises the findings of the audit, any action taken or proposed by the trustee, and any recommendations regarding administrative procedures or systems of the fund; and
- Provides an opinion on whether:
 - The financial report represents fairly the financial position of the fund, its results of operations and its cash flows; and
 - The fund has complied with the relevant provisions of the SIS Act and the SISR during the income year.

Where any breaches have occurred, I am required to determine whether or not these are reportable breaches. The ATO provides a series of tests that must be applied in making this determination. A contravention report must be completed and lodged with the ATO for any reportable breaches. For funds that are less than 15 months old at balance date, every

contravention above \$2,000 must be reported. I will advise you of reportable breaches that we identify.

Trustee obligations

Responsibility for the preparation of financial reports including adequate disclosure is that of the Trustee of the fund. This includes the maintenance of adequate accounting records and internal controls, the selection and application of accounting policies the safeguarding of the assets of the fund and compliance, at all times, with the requirements of the superannuation legislation. These duties are imposed upon the Trustee by the trust deed and the SIS Act. The Trustee is required to keep minutes of meetings, reports and records of changes of Trustee for ten years.

As part of my audit process, I will request the Trustee to provide me with written confirmation regarding any representations made to me in connection with the audit.

I look forward to your full co-operation and trust that you will make any records, documentation and other information required in connection to my audit available to me.

Records & working papers

In the course of our engagement I will prepare various working papers and notes consistent with my internal quality control system. These working papers remain the property of my firm and will be retained by me to support any future queries on work completed. Original source records provided by you to me to assist in the completion of your work will be returned to you at the completion of each engagement. Where appropriate, I may take copies to retain on the relevant entities file.

Compliance with professional standards

Where I suspect there may be any non-compliance with laws or regulations, I am required under APES 110 issued by the Accounting Professional & Ethical Standards Board to consider this matter. This may involve making further enquiries, considering the position and taking actions considered to be appropriate, with the objective being to rectify, remediate or mitigate the consequences of the non-compliance. This extends to a public interest duty as defined by APES 110.

PRIVACY & CONFIDENTIALITY

My obligation to you

The conduct of my audit in accordance with Australian Auditing Standards means that information acquired by me in the course of the audit is subject to strict confidentiality requirements. Information will not be disclosed by me to other parties except as required or allowed for by law or professional standards, or with your express consent.

I am compliant with the Privacy Act 1988 (Privacy Act). A copy of my privacy policy is available on request from my office.

I will treat as confidential and maintain the confidentiality of all information and records that you provide to me. This information will only be disclosed to a third party where you provide

specific authority for me to provide this information to them, or where I am subject to a legal duty or professional standard to disclose the information.

My audit files may be subject to review as part of the quality control review program of Chartered Accountants Australia & New Zealand which monitors the compliance of its members with professional standards. By signing this letter you acknowledge that, if requested, my audit files relating to this audit will be made available under this program. Should this occur, I will advise you. Under this review program the same strict confidentiality requirements that apply to me, apply to the reviewer.

Your obligation to me

Where you provide personal information to me on behalf of another person, you confirm that the provision of this information is compliant with the Privacy Act, you have authority to provide this information to me, and the individual involved is aware that this information is being provided to me and why.

Team interaction

This engagement will be managed by Edmund Brailey. From time to time during the completion of your work, I may engage various staff and/or contract personnel who I consider appropriate for the completion of your work. These personnel will have access to your accounting and taxation records only for the purpose of completing the accounting and taxation engagements agreed. In all cases, these personnel will be subject to my supervision and control.

Fees

My fee for the 2021 financial year audit of the Ward Superannuation Fund will be charged on an hourly rate basis. The current hourly rates are as follows:

Partner	\$360 - \$420
Manager	\$250 - \$300
Senior Accountant	\$200 - \$230
Intermediate Accountant	\$160 - \$190
Junior Accountant	\$125 - \$150
Secretarial	\$110

If I can assist you with any information on this matter or can assist you in any other way, please do not hesitate to contact me by phoning 0427 476 409 or via e-mail to edmundbraileysmf@gmail.com.

Yours faithfully,

Edmund Brailey

Acknowledged on behalf of the Ward Superannuation Fund by:

_____ Date: 13 May 2022
David Ward
Trustee

_____ Date: 13 May 2022
Amanda Ward
Trustee