



EFT 1/10/21

Limited by a scheme approved under the Professional Standards Legislation

Unit 1-3 245 Milne Rd Modbury North SA 5092, P 8396 2020, E admin@northacc.com.au, www.northernaccounting services.com.au

Mr D Symons & Ms D Kealley
 Kealley Symons Super Fund
 10 Lambert Avenue
 HOLDEN HILL SA 5088

Tax Invoice
015467
 Ref: KEAL0002
 14 September, 2021

Description	Amount
<p>FOR PROFESSIONAL SERVICES PROVIDED AS FOLLOWS:</p>	<p>2,992.50</p>
<p>Meeting at this office, preparation of financial statements and reports, revaluation of assets of the fund, arranging for the fund to be audited including the provision of financial reports and supporting source documentation to the auditor, preparation of the fund taxation return, preparation of audit engagement letter and superannuation fund management/trustee representation letter, review of minimum pension payment and other compliance matters, printing, binding and forwarding financial statements, reports, taxation return and other documentation etc to you, lodging of return with the ATO, collating scanning and filing of all documents and working papers for the year.</p>	<p><i>Less 16.5%</i> 492.50 <u>2500.00</u></p>
<p>Attending to new Electronic Service Address and discussions and review of matters relating to the ComSec and the possibility of transactions possibly relating to the super fund including discussions between Michael and the auditor regarding same.</p>	
<p>Further details/services are as follows: *</p>	
<p>04/05/2021 MEETING. Meeting at this office with Michael to review the information to prepare the financial accounts and taxation return(s). 50% person/trust: 50% superfund</p>	<p><i>P.T.O.</i></p>
<p>12/05/2021 REVIEW. Review by Michael of information received at the meeting with Jill and email to Jill regarding shares and Comsec being in the super fund name or not.</p>	
<p>25/05/2021 FINANCIAL ACCOUNTS PREPARATION Preparation of audit engagement letter. Preparation of trustee representation letter. Downloaded Income Tax Account and Integrated Client Account. Downloaded PAYG Instalment Report. Coded bank statements.</p>	
<p>22/06/2021 FINANCIAL ACCOUNTS PREPARATION Coded and posted bank statements. Posted breakdown of IAS.</p>	
<p>24/06/2021 FINANCIAL ACCOUNTS PREPARATION Posted market value. Coded and posted North statements.</p>	

Description	Amount
01/07/2021 FINANCIAL ACCOUNTS PREPARATION Adjustments to financial accounts regarding additional information provided. Phone call to auditor regarding Comsec. Phone call from Jill regarding Comsec and related matters. Office consideration with Michael regarding same.	
02/07/2021 FINANCIAL ACCOUNTS PREPARATION Adjustments to financial accounts regarding additional information provided. Posted distribution receivable.	
15/07/2021 FINANCIAL ACCOUNTS PREPARATION Further adjustments to financial accounts regarding additional information provided. Scanned supporting documents. Emailed to auditor.	
21/07/2021 TAXATION RETURN(S) PREPARATION Preparation of draft taxation return.	
21/07/2021 TAX RETURN(S) PREPARATION. Finalised and printed taxation return. Preparation of letter.	
30/07/2021 DISCUSSIONS/ADVICE. Set up new Electronic Service Address provider.	
02/08/2021 FINANCIAL ACCOUNTS PREPARATION. Further set up of ESA.	
14/09/2021 REVIEW. Review by Michael of the completed financial accounts and tax returns	250.00
GST	299.25
DISBURSEMENT: Paid Super Audits for the audit of the 2020 financial accounts etc, on your behalf*	450.00
GST	45.00
<i>MH</i> TOTAL	3,786.75 #3245-00
Terms: Seven Days	Amount Due: \$ 3,786.75
Direct Credit Details: Bendigo Bank, BSB 633-000, Account Number 148349855	

Please detach the portion below and return for payment

Remittance Advice			
Kealley Symons Super Fund		Invoice: 015467	Ref: KEAL0002
Cheque	Mastercard	Visa	14 September, 2021
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amount Due: \$ 3,786.75
Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	CCV <input type="text"/>
Cardholder	Signature	Expiry Date	



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Mr D Symons & Ms D Kealley
Kealley Symons Super Fund
10 Lambert Avenue
HOLDEN HILL SA 5088

Tax Invoice
016094

Ref: KEAL0002
5 May, 2022

Description	Amount
<p>FOR PROFESSIONAL SERVICES PROVIDED AS FOLLOWS:</p>	<p>3,415.00</p>
<p>Preparation of financial statements and reports, revaluation of assets of the fund, arranging for the fund to be audited including the provision of financial reports and supporting source documentation to the auditor, preparation of the fund taxation return, preparation of audit engagement letter and superannuation fund management/trustee representation letter, preparation of minutes of meeting, preparation of Transfer Balance Account Report(s) for lodging with the ATO, preparation of Notice of Intent to claim or Vary a Tax Deduction and Tax Deduction Acknowledgement Letter, attending to documentation for the commencement of pension, review of minimum pension payment and other compliance matters, arranging for production of Actuary Certificate, printing, binding and forwarding financial statements, reports, taxation return and other documentation etc to you, lodging of return with the ATO, collating scanning and filing of all documents and working papers for the year.</p>	<p style="text-align: right;"><i>PTO</i></p>
<p>Further details/services are as follows: *</p>	
<p>02/03/2022 FINANCIAL ACCOUNTS PREPARATION Review of information provided by client.</p>	
<p>03/03/2022 FINANCIAL ACCOUNTS PREPARATION Photocopied documents need to prepare accounts for fund. Uploaded Business Online account statements and matched transactions. Calculated net income received for each apartment and posted to correct income account. Downloaded reports from ATO Portal. Uploaded Business Premium Saver bank statements and matched transactions.</p>	
<p>04/03/2022 FINANCIAL ACCOUNTS PREPARATION Scanned and uploaded North Cash account statements. Matched all North transactions and finalised matching transactions from other ANZ accounts. Photocopied various documents to send to auditor. Coded and processed Toop and Toop annual statement. Updated value of rental properties. Entered additional data in relation to North Investment distributions. Posted journal to record distributions receivable. Reallocated various expenses. Disposed on nil value assets. Reconciliation of tax accounts.</p>	<p style="text-align: right;"><i>14/5</i></p>

Description	Amount
10/03/2022 FINANCIAL ACCOUNTS PREPARATION Further to preparation of financial accounts.	
01/04/2022 FINANCIAL STATEMENTS PREPARATION Reviewed contributions and reallocated various to non-concessional. Reallocated various pension payments. Checked investment balances. Checked and adjusted depreciation. Printed ATO reports and reconciled tax accounts. Posted journals to correct taxation account balance. Prepared file for submission for actuary certificate. Transferred Doug's opening accumulation account to his pension account. Re-submitted actuary certificate.	
04/04/2022 FINANCIAL STATEMENTS PREPARATION Finalised annual return. Prepared file for sending to auditor and emailed file to auditor.	
08/04/2022 EMAIL/CORRESPONDENCE Emailed trust deed to Jill.	
12/04/2022 FINANCIAL STATEMENTS PREPARATION Provided auditor with additional information in relation to the North Investments.	
21/04/2022 FINANCIAL STATEMENTS PREPARATION Reviewed auditors report. Finalised annual return. Printed all reports for binding and tagging. Prepared file for scanning.	
26/04/2022 FINANCIAL STATEMENTS PREPARATION Adjusted letter. Lodged Transfer Balance Account reports with the ATO.	
26/04/2022 LETTER/BINDING/FORWARDING: Tagging of return(s) and other documents for signatures.	
LODGEMENT/CHECKING/FILING: Lodging of taxation return(s) with the ATO, collating, scanning and filing of records and returns.	341.50
GST	120.00
DISBURSEMENT: Actuarial Certificate paid for on your behalf.*	12.00
GST	132.00
DISBURSEMENT: Preparation and payment of Actuarial Certificate for Kealley Symons Superannuation Fund for the 2020/21 financial year.*	13.20
GST	
	

Description	Amount
	
Terms: 7 DAYS FROM THE DATE OF THIS INVOICE	
	Amount Due: \$ 4,033.70
Direct Credit Details: Bendigo Bank, BSB 633-000, Account Number 148349855	

Please detach the portion below and return for payment

Remittance Advice			
Kealley Symons Super Fund			Invoice: 016094 Ref: KEAL0002 5 May, 2022
Cheque	Mastercard	Visa	Amount Due: \$ 4,033.70
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			CCV <input type="text"/> <input type="text"/> <input type="text"/>
Cardholder	Signature	Expiry Date	

