



Pay a Bill via BPAY®

Internet Banking Receipt Details

Receipt Number

I 1220 6988

Date

02/08/2020

Time

10:09 PM AEST

Transfer Details

Pay from

Super Fd Power Saver Power Saver 484 409 979

Pay to

75556

AUSTRALIAN TAXATION OFFICE

Biller alias

ATO

**Customer Reference
Number**

3126 8338 3841 960

Amount

\$2,463.00

Payer name

Graeme Pollard S S Fund

Payments that are confirmed before 5.30pm AEST Monday to Friday will be processed on the same business day. Please allow up to 2 working days for the payment to be received by the Biller.

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Pay a Bill via BPAY®

Internet Banking Receipt Details

Receipt Number

I 1150 1121

Date

30/10/2020

Time

03:38 PM AEST

Transfer Details

Pay from

Super Fd Power Saver Power Saver 484 409 979

Pay to

75556

AUSTRALIAN TAXATION OFFICE

Biller alias

ATO

**Customer Reference
Number**

3126 8338 3841 960

Amount

\$1,706.00

Payer name

Jopol Pty Ltd

Payments that are confirmed before 5.30pm AEST Monday to Friday will be processed on the same business day. Please allow up to 2 working days for the payment to be received by the Biller.

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Pay a Bill via BPAY®

Internet Banking Receipt Details

Receipt Number

I 3173 6657

Date

25/03/2021

Time

05:24 PM AEST

Transfer Details

Pay from

Super Fd Power Saver Power Saver 484 409 979

Pay to

75556

AUSTRALIAN TAXATION OFFICE

Biller alias

ATO

**Customer Reference
Number**

0013 1268 3383 8405 60

Amount

\$1,706.00

Payer name

Jopol Pty Ltd

Payments that are confirmed before 5.30pm AEST Monday to Friday will be processed on the same business day. Please allow up to 2 working days for the payment to be received by the Biller.



Pay a Bill via BPAY®

Internet Banking Receipt Details

Receipt Number

I 2136 3317

Date

28/04/2021

Time

01:22 PM AEST

Transfer Details

Pay from

Super Fd Power Saver Power Saver 484 409 979

Pay to

75556

AUSTRALIAN TAXATION OFFICE

Biller alias

ATO

**Customer Reference
Number**

3126 8338 3841 960

Amount

\$1,706.00

Payer name

Jopol Pty Ltd

Payments that are confirmed before 5.30pm AEST Monday to Friday will be processed on the same business day. Please allow up to 2 working days for the payment to be received by the Biller.



Pay a Bill via BPAY®

Internet Banking Receipt Details

Receipt Number

I 1121 7835

Date

18/06/2021

Time

12:54 PM AEST

Transfer Details

Pay from

Super Fd Power Saver Power Saver 484 409 979

Pay to

75556

AUSTRALIAN TAXATION OFFICE

Biller alias

ATO

**Customer Reference
Number**

5510 0096 0314 0314 21

Amount

\$3,690.08

Payer name

Jopol Pty Ltd GPSSFd

Payments that are confirmed before 5.30pm AEST Monday to Friday will be processed on the same business day. Please allow up to 2 working days for the payment to be received by the Biller.



Transfer funds within Australia Internet Banking Receipt Details

Receipt Number

I 2121 5805

Date

25/06/2021

Time

12:17 PM AEST

Transfer Details

Transfer from

Super Fd Power Saver Power Saver 484 409 979

Transfer to

Assured Audits Pty Ltd atf AAT

BSB: 084-572

Account Number: 496805709

Amount

\$407.00

Payer name

GRAEME POLLARD

Description

Audit Fees

Payment type

Online Payee Transfer

To increase your Payee transfer limit to \$100,000 per day, select the 'Change Payee Limit' button after selecting the Payee from the 'Payee Accounts' screen. Each Payee account increase must be requested individually.

Payments that are confirmed before 5.30pm Sydney time each Business Day will be processed on the same day. Please allow up to 2 Business Days for the payment to be received by the Payee.

407
2332
~~2849~~
2139



PO Box 216
Burleigh Heads
QLD 4220

0434 537 534

info@assuredaudits.com

Tax Invoice

Assured Audits Pty Ltd atf Assured Audits Trust
ABN 40 124 149 331

Invoice No. 3194

Date 17 June 2021

SMSF: Graeme Pollard Staff Superannuation Fund
Administrator: Best Tax Strategies
Via email: besttaxstrategies@gmail.com

Invoice for professional services rendered as below:

Audit of Graeme Pollard Staff Superannuation Fund for the Year Ended 30 June 2020

Issue of audit opinion on financial statements and compliance with the SIS Act 1993.

Management letter for Trustees and Auditor Contravention Reporting, if relevant.

Service	Excl. Amount	GST Amount	Incl. Amount
Audit Fee	\$370.00	\$37.00	\$407.00
		EXCL. TOTAL(\$)	\$370.00
		GRAND TOTAL(\$)	\$407.00

Payment terms: 14 days. Standard Terms and Conditions follow.

Select payment type:

Funds Transfer
\$407.00
Assured Audits Pty Ltd atf Assured Audits Trust
BSB 084 572
Account 496805709
Invoice Number: 3194
Include invoice number in payment description.



PO Box 216
 Burleigh Heads
 QLD 4220
 0434 537 534

info@assuredaudits.com

Invoice No. 3194

Date 17 June 2021

Tax Invoice

Assured Audits Pty Ltd a/c Assured Audits Trust
 ABN 40 124 149 331

SMSF: Groeme Pollard Staff Superannuation Fund
 Administrator: Best Tax Strategies
 Via email: besttaxstrategies@gmail.com

Invoice for professional services rendered as below:

2020
 Audit of Groeme Pollard Staff Superannuation Fund for the Year Ended 30 June
 Issue of audit opinion on financial statements and compliance with the SIS Act
 1993.
 Management letter for Trustees and Auditor Contravention Reporting, if relevant.

Service	Excl. Amount	GST Amount	Incl. Amount
Audit Fee	\$370.00	\$37.00	\$407.00
EXCL. TOTAL(\$)			\$370.00
GRAND TOTAL(\$)			\$407.00

Payment terms: 14 days. Standard Terms and Conditions follow.

Select payment type:

Funds Transfer
\$407.00
Assured Audits Pty Ltd a/c Assured Audits Trust
BSB 084 572
Account 496805709
Invoice Number: 3194
Include invoice number in payment description.

Assured Audits Pty Ltd

Fee Proposal Standard Terms and Conditions
 Fees as agreed previously on the SMSF Assured Audits Quote.
 All professional fees listed in this document include GST, searches are at cost.
 Payments terms 14 days from invoice date.

Fees:

- Fund documents provided should be provided in an organised and timely manner. If the fund has reportable breaches, an Audit Contravention Reporting (ACR) Fee will apply, as below.
- All SMSF audit documents are to be provided as electronic files, or scanning fees will apply.

Further costs may include:

If the fund has reportable SIS Act breaches, the auditor is required to produce an ACR. This fee covers preparation and lodgement of that report and any subsequent phone calls with the ATO.	\$165 per fund
Searches including property searches, and company ASIC may be required if these documents are not supplied but are necessary for us to complete the audit in accordance with professional standards.	ASIC search fee, currently \$9 per company, property searches range between states approx. \$20 to \$40 each
If funds have investments that are very large, unverifiable or information is lacking, we will call you to discuss an appropriate fee. If funds only have limited transactions, a discounted fee may apply.	Evidence based
Documents provided a hard copy paperwork will attract a processing fee for scanning.	Min \$110 per fund

Keys to Compliance

Contact us prior to the completion of your paperwork if you have any concerns regarding compliance. We will work with you prior to the audit to reduce the incidence and impact of any issues. We have a library of reference material, and some templates which may be useful, and we also have access to the ATO complex issue resolution unit so we can ask the ATO technical questions on your behalf on a no names basis, if required. We share this type of information from the ATO amongst clients free of charge.

How to Minimise Audit Costs

- Provide us with complete electronic documents. Documents supplied as hard copy paperwork will attract an additional fee for processing.
- Provide us with copies of any relevant ASIC documents or property searches to ensure that we have all information required to complete the audit.

Audit Process

- Email your acceptance of the Fee Proposal to info@assuredaudits.com and nominate your delegate(s) for all communication in regard to the fund. (two email addresses preferred)
- The checklist for submitting fund documents is on our website.
- Please complete the Engagement and Representation letter template for each fund and arrange for the trustees to sign, and email this to info@assuredaudits.com. These documents are required prior to completing the audit, as required by

professional auditing standards, GS009. One engagement letter can cover several years if the superannuation rules do not change significantly. A representation letter must be signed for all years audited, in the case of multiple year audits the time period for the representation should reflect the years audited.

4. Send via email (or dropbox) all other supporting fund documents to info@assuredaudits.com as soon as they are ready.
5. When the fund has no breaches and all documents are in order, SMSF Assured Audits will endeavour to complete your audit within 5 business days. All work is completed onshore in Australia.
6. If we identify a contravention we will email you the details and to ensure that any reporting to the ATO is accurate, request that you provide what rectifications are underway and when they will be completed.
7. On completion of the annual audit SMSF Assured Audits will provide the audit report, management letter and invoice via email. Payment terms are 14 days. If payments are not made in a timely manner services may be suspended.
8. When information is provided to us it is understood these standard terms and conditions apply.

Please provide your key email address(es) for all signed audit reports. SMSF Assured Audits would prefer if you provide two email addresses for redundancy.

Any queries please call Paul on 0434 537 534, or email info@assuredaudits.com

Assured Audits

Tips on keeping your fund compliant

I recommend you seek professional advice in managing your fund and educating yourself as a trustee.

The most common breaches can be avoided by simply following some basic rules:

- All investments must be in the name of the trustees as trustee for the SMSF eg. Tom and Sarah Clarke as trustees for the Clarke Family Superannuation Fund. Reg 4.09A.
- Insurance policies (a fund asset) must be in the name of the Superannuation Fund to claim a premium as a tax deduction.
- All assets must be stated at market value each year. All asset values must be supported by valuations or appraisals or having recent market evidence. Reg 8.02B
- SMSF's cannot loan money to members (or relatives); prima facie it is a breach S65.
- Artwork, coins and antiques have specific rules with respect to SMSF's - read more at www.ato.gov.au and search "collectibles within a SMSF". These rules changed from 1 July 2016.
- Make sure you have correct pension documentation to ensure the tax-free income of your fund, if you are deriving pension income.
- Check your investment strategy to ensure it complies with the ATO guidelines and specifically considers insurance for all members, as required by the SIS Act.
- Your Trust Deed must keep up with changes in legislation, I recommend any Trust Deed older than 2015 be reviewed or replaced as soon as possible.

The ATO Penalty Regime

Prior to 1 July 2014 the ATO did not have the power to apply a range of penalties for SMSF's. It was all or nothing legislation – you were a complying SMSF, or not. The punishment couldn't match the crime as it was too harsh to effectively wind up a fund for what may have been a simple administrative breach. Consequently, the ATO now has the power to issue the following types of notices:

- A Rectification Notice – This requires a specific action within a specific time frame to fix a contravention.
- An Education Notice – A trustee may have to undertake a (free) training course, and provide evidence to the ATO.
- An Administrative Penalty Notice – Trustees have to pay a cash fine from their own pocket after an ATO review. A review may be over the phone or a full desk audit.

Basic SMSF Audit Facts

1. The audit of a SMSF is a statutory responsibility of the trustee required under the Superannuation Industry (Supervision) Act 1993 (SIS Act).
2. You cannot lodge the annual tax return of your SMSF without having it audited first, and answering the questions about the audit on your tax return, including date and auditor's details.
3. Auditors check for compliance with accounting standards and also compliance with the Superannuation rules, as required by the ATO.
4. Due to the complexity of superannuation laws ASIC now requires registration of all auditors and you can search the register of auditors at www.connectonline.asic.gov.au.
5. The SMSF auditor must be independent of the accounting and administration function.
6. The ATO have guidelines for all reportable breaches and auditors are obliged to report breaches in many circumstances.

This information is provided in a general context only and should not be considered as advice – please seek professional advice when managing your SMSF.



Assured Audits Pty Ltd
ABN 40 124 149 331

PO Box 216
Burlieigh Heads
QLD 4220

0434 537 534

info@assuredaudits.com

17 June 2021

The Trustees
Graeme Pollard Staff Superannuation Fund
C/- Best Tax Strategies
PO Box 4
Wardell, NSW 2477

Via email

AUDIT MANAGEMENT LETTER - Graeme Pollard Staff Superannuation Fund

Dear Trustee,

I have conducted an independent audit of the financial reports for Graeme Pollard Staff Superannuation Fund ("The Fund") for the year ended 30 June 2020 and advise that the Trustees of the Fund have complied, in all material aspects with the SIS Act and SIS Regulations.

Accordingly, I enclose the signed unqualified audit report.

My audit work involves examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report in order to form an opinion as to whether, in all material respects, the financial report is fairly stated in accordance with the accounting policies described in the notes thereto. Further, my audit work involves examination, again on a test basis, of evidence supporting compliance with certain requirements of the Superannuation Industry (Supervision) Act 1993 and Regulations 1994 ("SIS").

There are inherent limitations in any audit due to the use of testing, the inherent limitations of any internal control structure, the possibility of collusion to commit fraud, and the fact that most audit evidence is persuasive rather than conclusive. As a result, my audit can only provide reasonable – not absolute – assurance that the financial statement is free from material misstatement. There is an unavoidable risk that even some material misstatement, fraud or irregularity may remain undiscovered.

Member Account Statements

Please note I have not audited the member account statements attached to the financial report as this is outside the scope of my audit engagement. While I do complete an audit of the movements in the member account during the financial year being audited, I am unable to provide an opinion as to the accuracy of historical member components and eligible service date information that relates to transactions that have occurred in prior years.

Auditors are encouraged by the Australian Taxation Office to issue management letters at the completion of each audit as a means of advising the trustees of any matters noted during the course of the audit.

Matters for attention

Investment strategy

Recent guidelines published by the ATO have highlighted a need for trustees to review their investment strategy to ensure appropriate consideration of risk, return, diversification, and liquidity in accordance with the requirements of Regulation 4.09 of the SISR. We are recommending that the Trustees should review the investment strategy and update in line with the recent ATO guidelines.

I am pleased to provide this advice in regard to your superannuation fund auditing requirements. I look forward to assisting with any queries you may have.

Yours faithfully,

Paul Cooney MIPA
Director
Assured Audits Pty Ltd



Payment Receipt

TAX INVOICE

Status:

Successful

Receipt Number:

I 2123 2588

Date:

25/06/2021

Time:

12:21 PM AEST

Transfer From:

Super Fd Power Saver 484 409 979

Transfer To:

Best Tax Strategies
BSB: 062-565
Account Number:010753861

Amount:

\$2,332.00

Transfer Made By:

Jopol Pty Ltd

Description:

Fund Acc Fees

Payment Type:

Online Payee Transfer

PAYMENT ADVISE



TAX INVOICE

Graeme Pollard Staff Super Fund
226 Invercauld Road
GOONELLABAH NSW 2480

Invoice Date
21 Jun 2021

Best Tax Strategies
PO Box 4
WARDELL NSW 2477

Invoice Number
INV-1275

ABN: 90 693 037 298

Description	Amount
Preparation of your 2020 financial statements, Preparation & lodgement for your 2020 income tax return,	2,000.00
Preparation of required minutes & documents	
Reimbursement of your expense (invoice enclosed)	132.00
	<hr/>
	Subtotal 2,132.00
	Total GST 200.00
	<hr/>
	Invoice Total 2,332.00
	Payments 0.00
	<hr/>
	Amount Due \$ 2,332.00

Payment of this invoice is due: 05 Jul 2021

PAYMENT ADVICE

To: **Best Tax Strategies**
PO Box 4
WARDELL NSW 2477

OR: DIRECT DEPOSIT TO CBA

BSB: 062 565
Acc: 10753861
Ref: INV-1275

Customer Graeme Pollard Staff
Super Fund

Invoice Number INV-1275

Amount Due 2,332.00

Due Date 05 Jul 2021

Amount Enclosed

Enter the amount you are
paying above



Transfer between my accounts Internet Banking Receipt Details

Receipt number
I 4129 8915

Date
25/06/2021

Time
12:41 PM AEST

Transfer Details

Transfer from
Super Fd Power Saver Power Saver 484 409 979

Transfer to
DIY Super Direct Saver F/Trust DIY Super Saver 484 342 250

Amount
\$1,320.00

Description
Contra Incorrect deposit

Please allow up to one working day for this transaction to be processed and appear in your record of transactions.

*CONTRA - Funds to
Acc Fees PAY.
Inadvertently/Mistakenly
Deposit to Super Fd Acc
So this transfer to
Correct*



Transfer between my accounts

Internet Banking Receipt Details

Receipt number

I 4139 5153

Date

25/06/2021

Time

01:35 PM AEST

Transfer Details

Transfer from

Super Fd Power Saver Power Saver 484 409 979

Transfer to

Maxi Saver Personal Maxi Saver 422 890 470

Amount

\$41,770.00

Description

2021 Pension Graeme

Please allow up to one working day for this transaction to be processed and appear in your record of transactions.