

A & C Hickey Pty Ltd Superannuation Fund
C/- Vally Pty Limited
PO Box 3085
Merewether NSW 2291

Dear Sir/Madam

**Audit Engagement of
A & C Hickey Pty Ltd Superannuation Fund
for the Year Ended 30 June 2018 and future years**

You have requested that we audit the financial report of the abovenamed superannuation fund, and we are pleased to confirm our acceptance and understanding of this engagement by means of this letter.

OBJECTIVE AND SCOPE OF THE AUDIT

Our audit will be conducted with the objective of expressing an opinion on the financial report and express a conclusion on the trustee's compliance with the provisions of the SISA and SISR as follows:

- Financial report, which comprises the statement of financial position, operating statement and notes to the financial statements; and
- Compliance with the requirements of the Superannuation Industry (Supervision) Act 1993 (SISA), Superannuation Industry (Supervision) Regulations 1994 (SISR) with the relevant requirements of the following provisions (refer Appendix 1 for further explanations to the meanings of the SIS Sections and Regulations).

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

FINANCIAL AUDIT – AUDITOR'S RESPONSIBILITY

Our audit will be conducted in accordance with Australian Auditing Standards issued by the Auditing and Assurance Standards Board (AUASB). These standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance as to whether the financial report is free from material misstatement.

A financial audit involves performing audit procedures to obtain audit evidence about the amount and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risk of material misstatement of the financial report, whether due to fraud or error. A financial audit also includes evaluating the appropriateness of the financial reporting framework, accounting policies used and the reasonableness of accounting estimates made by the trustee, as well as evaluating the overall presentation of the financial report. 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 materials misstatements may remain undiscovered.

In making our risk assessment, we consider internal controls relevant to the fund's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the fund's internal controls. However, we expect to provide you with a separate letter concerning any significant deficiencies in the fund's system of accounting and internal controls that come to our attention during the audit of the financial report. This will be in the form of an audit completion letter.

FINANCIAL AUDIT – TRUSTEE’S RESPONSIBILITY

The trustee is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies used are consistent with the financial reporting requirements of the SMSF’s governing rules, comply with the requirements of the SISA and the SISR and are appropriate to meet the needs of the members. The trustee’s responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; making accounting estimates that are reasonable in the circumstances; and making available to us all books of the fund, including any registers and general documents, minutes and other relevant papers of all Trustee meetings and giving us any information, explanation and assistance we require for the purpose of our audit.

Section 35(C) of SIS requires that trustees must give to the auditor any document that the auditor requests in writing within 14 days of the request. As part of our audit process, we will request from the trustee written confirmation concerning representations made to us in connection with the audit. The representation letter must be signed and returned to us prior to signing the audit report. Our audit report is prepared for the members of the fund and we disclaim any assumption of responsibility for any reliance on our report, or on the financial report to which it relates, to any person other than the members of the fund, or for any purpose other than that for which it was prepared.

COMPLIANCE ENGAGEMENT – AUDITOR’S RESPONSIBILITY

Our compliance engagement will be conducted in accordance with applicable Standards on Assurance Engagements, issued by the Auditing and Assurance Standards Board (AUASB), to provide reasonable assurance that the trustee of the fund has complied, in all material respects, with the provisions of the SISA and SISR specified in the ATO’s approved form auditor’s report.

Our responsibility is to express a conclusion on the trustee’s compliance, based on the compliance engagement. Our procedures include examination, on a test basis, of evidence supporting compliance with those requirements of the SISA and the SISR.

These tests will not be performed continuously throughout the period, are not designed to detect all instances of non-compliance, and will not cover any other provisions of the SISA and the SISR apart from those specified. Our procedures with respect to Section 62 include testing that the fund trust deed establishes the fund solely for the provision of retirement benefits for fund members or their dependants in the case of the member’s death before retirement; a review of investments to ensure the fund is not providing financial assistance to members, unless allowed under the legislation; and that no preserved benefits have been paid before a condition of release has been met.

Our procedures with respect to Regulation 4.09 included testing that the fund trustee has an investment strategy, that the trustee has given consideration to risk, return, liquidity and diversification and that the fund’s investments are made in line with that investment strategy. No opinion is made on the investment strategy or the appropriateness of those investments to the members.

COMPLIANCE ENGAGEMENT – TRUSTEE’S RESPONSIBILITY

It is the responsibility of the trustee to ensure that the fund, at all times, complies with the SISA and SISR as well as any other legislation relevant to the fund. As part of the audit process we will request from the trustees written confirmation concerning representations made to us in connection with the audit. This representation letter must be signed and returned to us prior to signing the audit report.

REPORT ON SIGNIFICANT MATTERS

Under Section 129 of the SISA, we are required to report to you in writing, if during the course of, or in connection with, our audit, we become aware of any contravention of the SISA or SISR which we believe has occurred, is occurring or may occur. Furthermore, you should be aware that we are also required to notify the Australian Taxation Office (ATO) of certain contraventions of the SISA and SISR that we become aware of during the audit, which meet the tests stipulated by the ATO, irrespective of materiality of the contravention or action taken by the trustees to rectify the matter. Finally, under Section 130, we are required to report to you and the ATO if we believe the financial position of the fund may be, or may be about to become unsatisfactory.

You should not assume that any matters reported to you, or that a report that there are no matters to be communicated, indicates that there are no additional matters, or matter that you should be aware of in meeting your responsibilities. The completed audit report may be provided to you as a signed hard copy or a signed electronic version.

INDEPENDENCE

We confirm that, to the best of our knowledge and belief, the engagement team meets the current independence requirements of APES 110, Code of Ethics for Professional Accountants as issued by the Accounting Professional & Ethical Standard Board in relation to the audit of the fund. In conducting our financial audit and compliance engagement, should we become aware that we have contravened the independence requirements, we shall notify you on a timely basis.

FEES

Our fees are based on a standard schedule of fees as agreed with your accountant/administrator after taking into account the degree of responsibility and skill involved. For ease of administration, an invoice for audit fees is addressed to your accountant/administrator unless alternate arrangements have been agreed to. However, ultimate responsibility for ensuring that the audit fee is paid rests with the trustees of the fund.

We reserve the right to withhold the audit report until all outstanding invoices have been paid in full. We reserve the right to issue an invoice for our audit fee on substantial completion of the audit. The audit fees are reviewed annually by us. We reserve the right to alter our standard fee structure in the future. We will endeavour to advise you of any such alterations to the fee structure well in advance. However, a new engagement letter may not be issued if the fee structure is the only change required to this engagement letter.

The services offered under this letter of engagement will be provided and invoiced by SiDCOR Chartered Accountants.

RESPONSIBILITY FOR LOSS

We must take reasonable care in performing services for you under this agreement. If you suffer loss or damage partly as a result of our fault in providing the services, and partly as a result of your own fault, your claim for damages against us for breach of contract will be reduced, as in a negligence claim made by you or the superannuation fund that you are engaging our services on behalf of, to the extent that is just and equitable having regard to your share in the responsibility for that loss or damage. As a firm participating in a scheme approved under Professional Services Legislation, our liability may be limited under the scheme.

In the event that we do not receive sufficient information more than 4 weeks prior to the due lodgement date to complete our audit and in the event that our outstanding queries resulting from our audit are not resolved within 2 weeks of us issuing our outstanding matters letter, we accept no responsibility for any interest, penalties or losses incurred.

Further the responsibility to lodge the fund's annual return, other forms and statements statutorily required by the Australian Taxation Office, is that of the trustees of the fund or its accountants/fund administrators. We accept no responsibility for late lodgement or failure of these lodgements.

OTHER**Engagement of Sub-Contractors**

We may engage sub-contractors to provide some of the services offered in connection with this agreement.

Fund Data Externally Hosted

The fund data will be hosted by an Australian external provider. We will keep secure all information obtained during the audit to ensure that it is not misused, lost or improperly accessed, modified or disclosed.

Professional Standards and Confidentiality

SiDCOR Chartered Accountants takes its obligations under the Privacy Act (1988) seriously. Our Privacy Policy is available for your review on our website.

In order for us to carry out your audit we will require personal information about you including your name, address, place and date of birth, employment and investment details and other information as necessary. We may also receive information such as your Tax File Number. This information is kept confidential and secure by SiDCOR Chartered Accountants via secure terminal servers located within Australia.

By signing this engagement letter you consent to us receiving this information either from you directly, or through a third party as engaged or directed by you, including your accountant, advisor or administrator. You consent to SiDCOR Chartered Accountants retaining this information in a secure format for as long as SiDCOR Chartered Accountants deem appropriate at its discretion, which may exceed the minimum required times. Further, at various times SiDCOR Chartered Accountants may engage contractors to carry out some or part of your audit activities on behalf of SiDCOR Chartered Accountants and you consent to SiDCOR Chartered Accountants doing so. In all circumstances SiDCOR Chartered Accountants ensures that any contractors used are contractually obligated to comply with Australian privacy laws and principles regarding the handling of personal information and provides training to achieve this. Further, all information is transmitted and stored on secure terminal servers located in Australia to ensure that your information is kept secure at all times.

This letter will be effective for future years unless we advise you of its amendment or replacement, or the engagement is terminated.

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our financial audit and compliance engagement of the fund.

Yours sincerely
SiDCOR Chartered Accountants



Scott Douglas
Approved SMSF Auditor

CONSENT AND COMMENCEMENT

We consent to the terms of this engagement as set out on pages 1 to 5 and have read all terms and conditions contained herein.

We understand that by signing this document, we agree with all statements included in the document and consent to your commencement of the engagement.

Agreed and acknowledged on behalf of the trustees of A & C Hickey Pty Ltd Superannuation Fund year ended 30 June 2018.

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Signature (Trustee/Director)

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Signature (Trustee/Director)

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Signature (Trustee/Director)

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Signature (Trustee/Director)