

Danielle Eisele M.I.P.A
PO Box 547 Yarra Glen
2019 Engagement / Substantiation Letter

Our purpose is to confirm our understanding of the terms of our engagement and the nature and limitations of the services that we provide.

Purpose, Scope and Output of the Engagement

We will provide accounting and taxation services, which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of our procedures and services will be limited exclusively for this purpose only. As a result, **no audit or review will be performed and, accordingly, no assurance will be expressed.** Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

This engagement is to provide the accounting and taxation services (prepare and lodge BAS returns for business entities, prepare annual financial statements for business entities, prepare and lodge annual income tax returns) required to complete the Compliance requirements of the Australian Taxation Office (ATO) and/or the Australian Securities Investments Commission (A.S.I.C). These services exclude ALL Superannuation advice and SGC payment obligations and financial planning as these services are not provided by this firm.

Income tax returns and financial statements will be prepared for distribution to the client for the agreed purpose. There is no assumption of responsibility for any reliance on our report by any person or entity other than yourself and those parties indicated as previously agreed. The report shall not be inferred or used for any purpose other than for which it was specifically prepared. Accordingly, our report may include a disclaimer to this effect.

Period of Engagement

This engagement will commence at our initial meeting and relate to all dealings for the year ended 30th June 2019 and any future services.

Responsibilities

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to draw your attention to our firm's system of quality control, which has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of CPA Australia, which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program.

The Client is responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information. Clients are required to arrange for reasonable access by us to relevant individuals and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us. Any advice given to the Client is only an opinion based on our knowledge of the Client's particular circumstances.

A taxpayer is responsible under self-assessment to keep full and proper records (tax invoices/receipts) in order to facilitate the preparation of a correct return and apportionment of expenses has been considered by the client. Whilst the Commissioner of Taxation will accept claims made by a taxpayer in an income tax return and issue a notice of assessment, usually without adjustment, the return may be subject to later review. Under the taxation law such a review may take place within a period of up to [4] years after tax becomes due and payable under the assessment. Furthermore, where there is fraud or evasion there is no time limit on amending the assessment. Accordingly, **you should check the return before it is signed to ensure that the information in the return is accurate.**

Where the application of a taxation law to your particular circumstances is uncertain you also have the right to request a private ruling, which will set out the Commissioner's opinion about the way a taxation law applies, or would apply, to you in those circumstances. You must provide a description of all of the facts (with supporting documentation) that are relevant to your scheme or circumstances in your private ruling application. If there is any material difference between the facts set out in the ruling and what you actually do the private ruling is ineffective.

If you rely on a private ruling you have received, the Commissioner must administer the law in the way set out in the ruling, unless it is found to be incorrect and applying the law correctly would lead to a better outcome for you. Where you disagree with the decision in the private ruling, or the Commissioner fails to issue such a ruling, you can lodge an objection against the ruling if it relates to income tax, fuel tax credit or fringe benefits tax. Your time limits in lodging an objection will depend on whether you are issued an assessment for the matter (or period) covered by the private ruling.

Fees

Our fees, including GST, will be billed at the completion of the assignment, or should the assignment exceed one month, we may interim bill (on a monthly or quarterly basis) the assignment in accordance with our time costing reports plus direct out of pocket expenses. Our payment terms are 14 days from date of invoice. If an amended return is required, due to circumstances beyond our responsibility, then additional fees will be payable.

Limitation of Liability

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' website: <http://www.professionalstandardscouncil.gov.au>.

Ownership of Documents

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Our engagement will result in the production of output documents including, if applicable, electronic documents, of which one copy will be supplied to the client, such as income tax returns or financial statements. Ownership of these documents will vest in you. All other documents produced by us, work papers / calculations etc in respect of this engagement will remain the property of the firm.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Indemnity

In consideration of our agreement to supply you with the services described in this engagement letter, you agree to indemnify this firm, its partners, associates, employees, contractors and any other person who may be sought to be made liable in excess of the limit of liability described above in respect of any claim of whatever kind, including negligence, that may be made by any person and any costs and expenses that may be incurred by us.

Disclosure Statement

I have reviewed the 2019 Income tax return and financial statements prepared for me and declare:

- That I have disclosed to you ALL income (PAYG, interest, dividends, CGT, rental etc.) earned and that it has been declared in my 2019 income tax return and financial statements;***
- That all claims for deductions and rebates which have been included in the return and financial statements are based on my specific instructions and are in connection with deriving my assessable income;***
- That if at the meeting with my tax agent I did not have available any of the receipts or other documentary evidence required to substantiate the claims made, that I will be able to produce them if required by the Tax Office.***

Confirmation of Terms

Please sign and return letter to indicate that it is in accordance with your understanding of the arrangements.

P & Hennessey Superannuation Fund

Name of Client

Lucy Hennessey

Signature of Client

Date *29/5/20* 2019