## APOLLONI & CO. CERTIFIED PRACTISING ACCOUNTANT

## Fred Apolloni B. Comm (Accy) CPA

Upstairs, 27-29 Princes Highway P.O. Box 272, Fairy Meadow NSW 2519

Phone: **(02) 4283 5106** fax: **(02) 4283 1909** 

Our Ref: FA:KG

Your Ref:

13th April 2012

The Trustee
Sirotich Family Superannuation Fund
10 Coreen Avenue
WOLLONGONG NSW 2500

Dear Sir

## Re: Engagement of our services

We are now required by CPA Australia to have in place an engagement letter and I would like to take this opportunity to formalise our firm's appointment as your Accountant and Tax Agent of the Superannuation Fund and now set out our understanding of the terms of this engagement.

We will be responsible for the following:-

- 1 Preparation of Annual Financial Statements.
- 2. Preparation of Interim Financial Statements, if required.
- 3. Preparation of Income Tax Return for the Superannuation Fund.
- 4. Review of Superannuation Fund Statement, if applicable
- 5. Preparation of Superannuation Fund Minutes to comply with statutory requirements.
- Review and assist in preparation of your BAS/GST, PAYGW and PAYGI obligations to the Australian Taxation Office as necessary.
- 7. When requested, advising or instructing staff on the maintenance of the accounting and internal control systems.
- 8 Advice as requested from time to time.
- 9. Any other Accounting or Taxation assignments you may require from time to

No attempt will be made to audit, independently verify or confirm additions of numbers contained in information received by the firm.

We understand, however, that an audit of the financial statements is required and a separate engagement letter will be provided in respect of the audit.

To help use prepare your financial statements/tax returns, you will need to provide us the following:

- Up to date and reconciled General Ledger/Cash Book.
- 2. Copies of your Business Activity Statements that were reported to the Australian Taxation Office.
- 3. Copy of Bank Statements.
- 4. Details of assts purchased and sold.
- 5. Details of all investment income received.
- 6. Details of any members funds rolled over into this fund.
- Copy of contract notes for shares purchased and sold.
- 8. Other items as requested from time to time.

You or your staff will be responsible for maintaining and regularly balancing all books of accounts, and the maintenance of an adequate accounting and internal control system.

Our involvement in this type of engagement will not disclose fraud, defalcations or other irregularities which may occur. However, any material weaknesses in the accounting or internal control systems which come to our notice will be drawn to your attention.

Any information acquired by us in the course of our engagement is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or by your express consent. Our files may, however, 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 signing this letter you acknowledge that, if requested, our files relating to this engagement will be made available under this program. The same strict confidentiality requirements apply under this program as apply to us.

Advice and assistance will be up to date and based on current legislation and other law. Unless special arrangements are made, advice will not be automatically updated to take account of subsequent amendment to legislation, case law or rulings by the Australian Taxation Office.

Advice provided other than in writing will usually be on an "in principle" basis. Where advice is particularly complex, or reliance on it will be particularly crucial, full reliance should only be place on subsequent written confirmation of that advice.

## <u>Fees</u>

Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus direct out-of-pocket expenses.

If at any time you have difficulty in meeting our credit terms, alternative arrangement must be made prior to the expiry of the thirty (30) day limit.

This letter will be effective for future years unless we advise you of any change in our engagement.

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

If you would like to discuss any matters in relation to the terms of our engagement or the contents of this letter, please do not hesitate to contact me on 02 4283 5106.

Yours faithfully

F. APOLLONI APOLLONI & CO.

D. Sirotich - Trustee

For and on behalf of the Sirotich Family Superannuation Fund