

Investment Strategy

The FR & B Atkins Superannuation Fund ('the Fund')

Members and Trustees

Mr FR Atkins

Mrs B Atkins

Objectives

The trustees of the (*Superannuation Fund*) ('the Trustee') have formulated the following investment objectives and strategy in accordance with section 52(2)(f) of the Superannuation Industry (Supervision) Act, 1993 ('SIS Act').

The Trustee aims to:

- provide superannuation benefits to members and their dependants to meet their retirement needs.
- ensure that an appropriate mix of investments are held by the Fund to support these needs.

As a general investment objective the Trustee aims to achieve reasonable medium to long term growth whilst maintaining a low level of volatility and risk. The Trustee does accept that short term volatility will occur within asset classes however the Trustee will seek sufficient diversification within the Fund's investment portfolio to minimise such risk and volatility.

Investment Strategy

The fund trustees have indicated that the fund investment strategy is for a Balanced investment approach.

Reasons for concluding on a Balanced investment approach are as follows:

1. The members of the fund are currently in retirement so the investment horizon of the Fund is estimated to be 10 years.
2. All of the individual members of the fund see themselves as being Balanced investors.
3. The fund is currently in a pension phase. Pension obligations are estimated as 5% of the fund assets. Current income generated from investments is expected to cover pension obligations and therefore some growth investments are needed to maintain and grow capital with an investment horizon of still 10 years.

The recommended investment strategy is extremely flexible with respect to the asset classes that can be invested into by the Fund, thereby assisting to diversify the Fund's portfolio more extensively. The following paragraphs cover the main factors that have been considered in constructing this investment strategy, including diversification and liquidity, and providing guidelines for the Fund on these areas.

Balanced Investment Strategy

Investment strategy: The investment strategy of the fund is to invest in a balanced portfolio with exposure to cash, fixed interest and Australian shares, with some exposure to property and international equities desirable.

Investment objective: The Fund's investment objective is to achieve tax-effective income and some capital growth over the short to medium-term (2 to 3 years) from primarily cash and fixed interest investments with some exposure to property securities and equities, both domestic and international. The fund is willing to accept a medium level of risk from these investments. A negative return would be acceptable 1 in 10 years. A return objective of at least CPI + 3.0% over rolling three year periods is sought.

Risk: Assets associated with this investment strategy may exhibit some price volatility. It is possible that some investments may show a loss in the short to medium-term. With balanced exposure to growth assets this should lower the fund's risk profile to a medium level.

Liquidity: Cash must be held within the fund so that it is always in a position to meet its expenses. Especially where a fund's assets produce irregular income, a minimum of 5% of the fund should be held in liquid cash funds.

Purchases will not be approved unless the fund will have the necessary cash when settlement is due. Should the fund's cash reserves be insufficient to meet its short-term liabilities, there must be a contribution of enough money or the trustee is empowered to sell sufficient assets to meet those liabilities.

It is envisaged that should members or their dependants require payment of benefits, they will be permitted to take an in specie transfer of assets in lieu of cash (if permitted by superannuation law at the relevant time).

Diversification: Asset class diversification is provided for by the ranges listed below in line with the investment strategy, which may be reviewed and adjusted over time with the trustees' approval.

Diversification within the asset classes will reduce the risk to the portfolio from movement in the price of individual assets. Where the trustee is satisfied that a lack of diversification does not present any danger to the fund's ability to pay benefits, a greater commitment to an individual asset is permitted.

Asset category and class exposure: The investment strategy may be initially implemented in a staged manner. Once established however, the fund must comply with its weighting to cash, fixed interest and growth asset categories at all times. The trustee can on a case-by-case basis approve weightings (up to 5%) outside asset class ranges.

The fund trustees have indicated that the fund investment strategy is for a Balanced investment approach. This will allow for the investment of funds into the following asset classes:

ASSET CLASS	Range	Benchmark
Cash & Term Deposits	5%-100%	34%
Australian fixed interest	0%-55%	0%
International fixed interest	0%-30%	0%
Australian equities	0%-50%	3%
International equities	0%-30%	0%
Property	0%-70%	63%
Other	0%-5%	0%

Portfolio Characteristics

Suggested minimum time frame for investment	Five to Ten years
Level of short-term investment risk	Moderate
Return objective (relative to other investment strategies)	Moderate
Overall asset mix	Growth / Income (50/50) %

These ranges are purely indicative and the Trustee may vary the allocations at any time if satisfied that the current market conditions or the Fund's circumstances warrant such a change. If the Trustees wish to invest outside the parameters, the investment strategy of the Fund must be revised in writing and all decisions minuted.

The Trustee may from time to time seek the professional advice of an accountant, solicitor or financial planner in the formulation of the investment strategy.

In formulating this strategy the Trustee has taken into consideration relevant features of the investment types in accordance with both the Fund's objectives and the superannuation laws.

The Trustee considered:

- The risk and return of investments;
- Diversification of investments
- Liquidity and cash-flow requirements; and
- Ability to the Fund to discharge its liabilities.

Policies

The policies adopted by the Trustee in order to achieve these objectives are:

- Regular monitoring of the performance of the Fund's investments which would cover the rate of return in income and capital growth, the risk profile of the overall investment mix and the expected cash flow requirements of the Fund.
- Balancing the Fund's investment portfolio due to changes in market conditions.

The Trustee aims to ensure the investments of the Fund continue to comply with the overall strategy and so may review the strategy as required however it will be reviewed at least annually and the Trustee reserves the right to change the strategy at any time.

Insurance

The trustees have considered whether the Fund will hold a contract of insurance that provides insurance cover for its members

Based on a needs analysis by the trustees, and taking into account insurance that is held outside of super and the ages of the members, the following was concluded:

MEMBER	INSURANCE TYPE	AMOUNT
Frank Reuben Atkins	None	None
Brenda Atkins	None	None

The trustees will continue to review the need for insurance cover for its members.

Signed by / on behalf of the Trustee

FR Atkins (Trustee)



B Atkins (Trustee)



Date

1 July 2020

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANUATION FUND
35 TOMLINSON CRES, ALBANY 30 JUNE 2019

PRESENT:

FR Atkins
B Atkins

INVESTMENTS, INVESTMENT STRATEGY & INSURANCE:

A review of the investments and investment strategy of the fund is undertaken. After giving due consideration to the liquidity requirements of the pension entitlements and given due consideration to risk, expected returns and diversification, it is resolved that the current investment strategy and investments of the fund are in general still appropriate. However, the asset ranges in the investment strategy will be updated slightly to increase the allocation of assets to listed Australian shares and slightly reduce the asset allocation to cash investments.

The insurance needs of the members are also reviewed and it is resolved at this point in time not to hold any insurances on the life of either members.

CONTRIBUTIONS:

The following contributions have been made during the 2019 financial year:

26/06/2019	FR Atkins – Concessional	25,000.00
26/06/2019	B Atkins – Concessional	25,000.00

BENEFIT PAYMENTS:

Member Brenda Atkins has requested periodic lump sum payments from her accumulation account. These total as follows:


Periodic Payments re Lawnmowing	286.00
Lump Sum Payment 26/06/2019	<u>22,000.00</u>
Total	\$22,286.00

The following pension payments have been paid during the 2019 financial year:

FR Atkins 26/06/2019	64,000.00
B Atkins 26/06/2019	<u>74,000.00</u>
Total	\$138,000.00

CLOSURE:

There being no further business the meeting is declared closed.
This resolution is deemed to be a minute when signed.


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FR Atkins


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B Atkins

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANNUATION FUND
9 ROE PARADE, EMU POINT 1 JULY 2018

PRESENT:

FR Atkins
B Atkins

LUMP SUM WITHDRAWALS:


A request for periodic lump sum payments or withdrawals of \$35.00 to \$38.00 for lawnmowing has been received from member Brenda Atkins.

The trustees are satisfied that this request is in accordance with the terms of the pension and the fund trust deed. It is resolved to accept this request. Payment will be made as and when required. The total of these payments will be confirmed via a resolution at the end of the financial year.

CLOSURE:

There being no further business the meeting is declared closed.
This resolution is deemed to be a minute when signed.


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FR Atkins


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B Atkins

1 July 2018

FR & B Atkins Superannuation Fund
9 Roe Parade
EMU POINT WA 6330

Dear Trustees,

I hereby request that periodic lump sum payments for lawnmowing that total between \$35.00 and \$38.00 be made from my accumulation account within the FR & B Atkins Superannuation Fund.

I request that these payments are made as and when required, often on a monthly basis, and which will be confirmed via a resolution at 30 June 2019.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Brenda Atkins', is written over a horizontal dotted line.

Brenda Atkins

1 July 2018

Mrs B Atkins
9 Roe Parade
EMU POINT WA 6330

Dear Brenda,

Consideration has been given to your request for periodic lump sum payments totalling between \$35.00 and \$38.00 from your accumulation account within the FR & B Atkins Superannuation Fund. The trustees have agreed to your request and payment will be made as and when required.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Frank R Atkins', is written over a horizontal dotted line.

Frank R Atkins

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANNUATION FUND
9 ROE PARADE, EMU POINT 26 JUNE 2019

PRESENT:

FR Atkins
B Atkins

LUMP SUM WITHDRAWAL:

A request for a lump sum payment or withdrawal of \$22,000.00 has been received from member Brenda Atkins.

The trustees are satisfied that this request is in accordance with the terms of the fund trust deed. It is resolved to accept this request. Payment will be made as and when required. The total of these payments will be confirmed via a resolution at the end of the financial year.

CLOSURE:

There being no further business the meeting is declared closed.
This resolution is deemed to be a minute when signed.


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FR Atkins


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B Atkins

26 June 2019

FR & B Atkins Superannuation Fund
9 Roe Parade
EMU POINT WA 6330

Dear Trustees,

I hereby request that a lump sum payment totalling \$22,000.00 be made from my accumulation account within the FR & B Atkins Superannuation Fund.

Yours sincerely


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Brenda Atkins

26 June 2019

Mrs B Atkins
9 Roe Parade
EMU POINT WA 6330

Dear Brenda,

Consideration has been given to your request for lump sum payment totalling \$22,000.00 from your accumulation account within the FR & B Atkins Superannuation Fund. The trustees have agreed to your request and payment will be made today.

Yours sincerely



Frank R Atkins

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANNUATION FUND
9 ROE PARADE, EMU POINT 26 JUNE 2019

PRESENT:

FR Atkins
B Atkins


PENSION PAYMENT:

A request for a pension payment or withdrawal totalling \$74,000.00 has been received from member Brenda Atkins.

The trustees are satisfied that this request is in accordance with the terms of the pension and the fund trust deed. It is resolved to accept this request. Payment will be made today. Should multiple payments have been made, the total of these will be confirmed via a resolution at the end of the financial year.

CLOSURE:

There being no further business the meeting is declared closed.
This resolution is deemed to be a minute when signed.

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FR Atkins

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B Atkins

26 June 2019

FR & B Atkins Superannuation Fund
9 Roe Parade
EMU POINT WA 6330

Dear Trustees,

I hereby request that a pension payment totalling \$74,000.00 be made from my entitlement within the FR & B Atkins Superannuation Fund.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Brenda Atkins', written over a horizontal dotted line.

Brenda Atkins

26 June 2019

Mrs B Atkins
9 Roe Parade
EMU POINT WA 6330

Dear Brenda,

Consideration has been given to your request for a payment totalling \$74,000.00 from your pension account within the FR & B Atkins Superannuation Fund. The trustees have agreed to your request and payment will be made today.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Frank R Atkins', is written above a horizontal dotted line.

Frank R Atkins

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANNUATION FUND
9 ROE PARADE, EMU POINT 26 JUNE 2019

PRESENT:

FR Atkins
B Atkins

PENSION PAYMENT:

A request for a pension payment or withdrawal totalling \$64,000.00 has been received from member Frank R Atkins.

The trustees are satisfied that this request is in accordance with the terms of the pension and the fund trust deed. It is resolved to accept this request. Payment will be made today. Should multiple payments have been made, the total of these will be confirmed via a resolution at the end of the financial year.

CLOSURE:

There being no further business the meeting is declared closed.
This resolution is deemed to be a minute when signed.


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FR Atkins


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B Atkins


26 June 2019

FR & B Atkins Superannuation Fund
9 Roe Parade
EMU POINT WA 6330

Dear Trustees,

I hereby request that a pension payment totalling \$64,000.00 be made from my entitlement within the FR & B Atkins Superannuation Fund.

Yours sincerely



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Frank R Atkins

26 June 2019

Mr FR Atkins
9 Roe Parade
EMU POINT WA 6330

Dear Brenda,

Consideration has been given to your request for a payment totalling \$64,000.00 from your pension account within the FR & B Atkins Superannuation Fund. The trustees have agreed to your request and payment will be made today.

Yours sincerely


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Brenda Atkins

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANNUATION FUND
9 ROE PARADE, EMU POINT 26 JUNE 2019

PRESENT:


FR Atkins
B Atkins


CONTRIBUTION:

It is resolved to accept a member contribution of \$25,000.00 from member FR Atkins.

CLOSURE:

There being no further business the meeting is declared closed.
This resolution is deemed to be a minute when signed.


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FR Atkins


.....
B Atkins

RESOLUTION OF THE TRUSTEES OF
THE FR & B ATKINS SUPERANNUATION FUND
9 ROE PARADE, EMU POINT 26 JUNE 2019

PRESENT:

FR Atkins

B Atkins


CONTRIBUTION:

It is resolved to accept a member contribution of \$25,000.00 from member B Atkins.

CLOSURE:

There being no further business the meeting is declared closed.

This resolution is deemed to be a minute when signed.


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FR Atkins


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B Atkins

Notice of intent to claim a deduction for personal superannuation contributions – s 290-170 of ITAA 1997.

Section A: Your details

1 Tax file number (TFN): 124 776 436
2. Name: Frank Reuben Atkins
3 Date of birth: 21 July 1952
4 Current postal address: 9 Roe Parade, Emu Point WA 6330

Section B: Super fund's details

5 Fund name: The FR & B Atkins Superannuation Fund
6 Fund ABN: 29 473 975 770

Section C: Contribution details

7 Personal contribution details:

Financial year ended: 30 June 2019

My personal contributions to this fund covered by this notice **\$25,000.00**

The amount of these personal contributions I will be claiming as a tax deduction \$ **\$25,000.00**

Section D: Declaration

I am lodging this notice before both of the following dates:

- *the day that I lodged my income tax return for the year stated in section C, and*
- *the end of the income year after the year stated in section C.*

At the time of completing this notice:

- *I intend to claim the personal contributions stated in section C as a tax deduction.*
- *I am a member of the super fund stated in section C*
- *my super fund stated in section B still holds these contributions*
- *this super fund has not begun to pay a superannuation income stream based in whole or part on these contributions,*

The information given on this notice is correct and complete.

Signature: 

Date: 30/06/2019

Reply letter from Trustee to Member for contributions deduction

30 June 2019

Mr FR Atkins
9 Roe Parade
EMU POINT WA 6330

I, Brenda Atkins on behalf of the Trustees of the FR & B Atkins Superannuation Fund acknowledge receipt of your written notification to treat \$25,000.00 of your \$25,000.00 contributions as though you have claimed a tax deduction for those contributions in your income tax return.

Please keep this notice as a part of your income tax return papers, as this may be used as evidence of the appropriate notification by you of the nature of the contributions in accordance with Section 290-170(3) of the *Income Tax Assessment Act 1997*.

Yours sincerely


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B Atkins

Notice of intent to claim a deduction for personal superannuation contributions – s 290-170 of ITAA 1997.

Section A: Your details

1 Tax file number (TFN): 119 341 185
2. Name: Brenda Atkins
3 Date of birth: 17 August 1953
4 Current postal address: 9 Roe Parade, Emu Point WA 6330

Section B: Super fund's details

5 Fund name: The FR & B Atkins Superannuation Fund
6 Fund ABN: 29 473 975 770

Section C: Contribution details

7 Personal contribution details:

Financial year ended: 30 June 2019

My personal contributions to this fund covered by this notice **\$25,000.00**

The amount of these personal contributions I will be claiming as a tax deduction \$ **\$25,000.00**

Section D: Declaration

I am lodging this notice before both of the following dates:

- *the day that I lodged my income tax return for the year stated in section C, and*
- *the end of the income year after the year stated in section C.*

At the time of completing this notice:

- *I intend to claim the personal contributions stated in section C as a tax deduction.*
- *I am a member of the super fund stated in section C*
- *my super fund stated in section B still holds these contributions*
- *this super fund has not begun to pay a superannuation income stream based in whole or part on these contributions,*

The information given on this notice is correct and complete.

Signature: 

Date: 30/06/2019

Reply letter from Trustee to Member for contributions deduction

30 June 2019

Mrs B Atkins
9 Roe Parade
EMU POINT WA 6330

I, Frank R Atkins on behalf of the Trustees of the FR & B Atkins Superannuation Fund acknowledge receipt of your written notification to treat \$25,000.00 of your \$25,000.00 contributions as though you have claimed a tax deduction for those contributions in your income tax return.

Please keep this notice as a part of your income tax return papers, as this may be used as evidence of the appropriate notification by you of the nature of the contributions in accordance with Section 290-170(3) of the *Income Tax Assessment Act 1997*.

Yours sincerely


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FR Atkins

THE FR & B ATKINS SUPERANNUATION FUND

2019 YEAR

I, Frank R Atkins of 9 Roe Parade EMU POINT, do hereby declare that I am not a disqualified person as defined under the SIS legislation, and therefore can fulfil my duties as trustee for the FR & B Atkins Superannuation Fund.

I have not been convicted of dishonest conduct.

I have not been subject to a civil penalty order imposed under SIS legislation.

I am not insolvent.

FR & B. ATKINS.

I hereby agree to act as Trustee for the ~~Pearson Bertola~~ Superannuation Fund.

Signed  Date / /

Frank

THE FR & B ATKINS SUPERANNUATION FUND

2019 YEAR

I, Brenda Atkins of 9 Roe Parade EMU POINT, do hereby declare that I am not a disqualified person as defined under the SIS legislation, and therefore can fulfil my duties as trustee for the FR & B Atkins Superannuation Fund.

I have not been convicted of dishonest conduct.

I have not been subject to a civil penalty order imposed under SIS legislation.

I am not insolvent.

I hereby agree to act as Trustee for the FR & B Atkins Superannuation Fund.

Signed  Date / /

Brenda

1 July 2018

Mr FR Atkins
9 Roe Parade
EMU POINT WA 6330

Dear Frank

Re: ACCOUNT BASED PENSION BENEFITS

Under the superannuation legislation for your age you must take at least 5% of your member entitlement as a pension. You can draw more than the minimum pension and your minimum pension withdrawal for the 2019 financial year is calculated as follows:

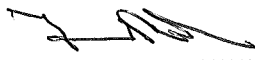
Pension #	Account Balance	Minimum (5%)	Minimum Pension Required to be paid Prior to 30/6/2021
Pension 1	\$1,260,354.26	\$63,020.00	\$63,020.00

The trustees expect to pay your pension for the year ended 30 June 2019 by an annual payment of \$64,000. If you wish to change the frequency of payment or the amount, please advise the trustees in writing as soon as possible.

Manner of Payment: The Trustees will continue to pay your pension entitlement directly into your bank account.

Could you please confirm these arrangements as soon as possible.

Yours sincerely,



FR ATKINS



B ATKINS

1 July 2018

FR & B Atkins Superannuation Fund

9 Roe Parade

EMU POINT WA 6330

Dear Trustees

I, Frank Reuben Atkins, hereby confirm that for the year ended 30 June 2019, I wish to receive a regular annual pension payment of \$64,000. I acknowledge that this is above the minimum amount as specified in your letter and reserve the right to alter the frequency or amount of our pension in the future.

Yours faithfully


.....
FR ATKINS

1 July 2018

Mrs B Atkins
9 Roe Parade
EMU POINT WA 6330

Dear Brenda

Re: ACCOUNT BASED PENSION BENEFITS

Under the superannuation legislation for your age you must take at least 4% of your member entitlement as a pension. You can draw more than the minimum pension and your minimum pension withdrawal for the 2019 financial year is calculated as follows:

Pension #	Account Balance	Minimum (5%)	Minimum Pension Required to be paid Prior to 30/6/2021
Pension 1	\$1,837,291.49	\$73,490.00	\$73,490.00

The trustees expect to pay your pension for the year ended 30 June 2019 by an annual payment of \$74,000. If you wish to change the frequency of payment or the amount, please advise the trustees in writing as soon as possible.

Manner of Payment: The Trustees will continue to pay your pension entitlement directly into your bank account.

Could you please confirm these arrangements as soon as possible.

Yours sincerely,



FR ATKINS



B ATKINS

1 July 2018

FR & B Atkins Superannuation Fund

9 Roe Parade

EMU POINT WA 6330

Dear Trustees

I, Brenda Atkins, hereby confirm that for the year ended 30 June 2019, I wish to receive a regular annual pension payment of \$74,000. I acknowledge that this is above the minimum amount as specified in your letter and reserve the right to alter the frequency or amount of our pension in the future.

Yours faithfully

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B ATKINS

FR & B ATKINS SUPERANNUATION FUND

STATEMENT BY TRUSTEE
FOR THE YEAR ENDED 30TH JUNE 2019

In the opinion of the trustees of FR & B ATKINS SUPERANNUATION FUND :

- (i) The financial statements for the current year present fairly the financial position of the Superannuation Fund at the end of the year and the benefits accrued as a result of its operations during the year;
- (ii) The financial statements have been prepared in accordance with the requirements of the Trust Deed; and
- (iii) The operation of the Superannuation Fund has been carried out in accordance with its Trust Deed and in compliance with the requirements of the Superannuation Industry (Supervision) Act 1993 during the year.

Signed in accordance with a resolution of the trustee.

Date 23-6-2019

Trustee 

Place ALBANY

MINUTES OF MEETING OF TRUSTEES FOR
FR & B ATKINS SUPERANNUATION FUND
HELD ON 31 MAY 2022

PRESENT

FR ATKINS
B ATKINS

ACCOUNTS

It is resolved to accept the 2019 Financial Statements and sign the necessary documentation including Taxation Return, Trustees Statement, and Audit Report.

The Member statements given are hereby issued to the members.

The investment performance for the fund is considered satisfactory in view of low-inflation and interest rates currently prevailing.

Advantage Partners (WA) Pty Ltd are confirmed as Accountants.

CLOSURE

The meeting is closed.

FR ATKINS..........DATE/...../.....

B ATKINS..........DATE/...../.....