

**STACEY MARK WILLIS AND PRISCILLA ANDREA WILLIS
AS TRUSTEE FOR
WILLIS SMSF**

ABN 72 919 417 049

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020**

Prepared by:

TST Advisory

p: (02) 9757 2293

e: service@tstadvisory.com.au

w: www.tstadvisory.com.au

a: Shop 264, Stockland Mall, Wetherill Park, NSW 2164

**WILLIS SMSF
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020**

CONTENTS

Operating Statement

Statement of Financial Position

Notes to the Financial Statements

Income Tax Return

Trustee Declaration

Audit Representation Letter

Engagement Letter

Investment Strategy

Minutes of meeting - General

Minutes of meeting - Contributions & Benefits Paid

Minutes of meeting - Special

Independent Auditors' Report to the Members

**WILLIS SMSF
OPERATING STATEMENT
AS AT 30 JUNE 2020**

	Notes	2020 \$	\$	2019 \$	\$
Contributions					
STACEY MARK WILLIS					
Employer Contribution	SD 20	7,543		5,150	
Govt Co Contribution		-		567	
			7,543		5,717
PRISCILLA ANDREA WILLIS					
Employer Contribution	SD 20	4,010		1,350	
			4,010		1,350
Net Contributions Received			11,552		7,067
Investment Revenue					
Interest	SD 18	20		17	
Unrealised change in market value	Note 6	11,080		(2,420)	
Net Rental Income	Note 12	7,220		5,750	
			18,321		3,347
Total Investment Revenue			18,321		3,347
			29,873		10,415
Expenses					
Accounting fees		-		1,430	
Insurance	SD 23 + SD24	6,251		5,663	
Supervisory levy		259		259	
			6,510		7,352
Net Investment Revenue			23,363		3,063
Benefits Accrued before Income Tax			23,363		3,063
Income Tax Benefit/(Expense)	Note 7		(1,842)		(737)
Write Back of Provision for Deferred Income Tax Benefit			(1,662)		363
Benefits Accrued as a Result of Operations			19,858		2,689

The accompanying notes form part of these financial statements

WILLIS SMSF
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	Notes	2020		2019	
		\$	\$	\$	\$
Investments					
Property - 15 Avondale Rd	<i>SD 25</i>	472,500		462,000	
			<u>472,500</u>		<u>462,000</u>
Other Assets					
ANZ 2136-41389	<i>SD 17</i>	25,929		12,807	
			<u>25,929</u>		<u>12,807</u>
Total Assets			<u>498,429</u>		<u>474,807</u>
Liabilities					
Deferred Tax Liability	<i>Note 7</i>	38,349		36,686	
ATO Liability	<i>Note 7 + SD21</i>	3,098		996	
Total Liabilities			<u>41,446</u>		<u>37,683</u>
Net Assets			<u>456,983</u>		<u>437,124</u>
Liability for Accrued Benefits (Note 3, 4, 5)					
Allocated to Members' Accounts			<u>456,983</u>		<u>437,124</u>

The accompanying notes form part of these financial statements

WILLIS SMSF
NOTES TO THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2020

1. WILLIS SMSF

The WILLIS SMSF is a defined contribution plan which provides benefits to its members under a Trust Deed dated .

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

This financial report is a special purpose financial report prepared for distribution to members to satisfy the accountability requirements of the Superannuation Industry (Supervision) Act 1993 and the trust deed. The Trustees have determined that the fund is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the following accounting standards:

AAS 3 Accounting for Income Tax

AAS 5 Materiality in Financial Statements

AAS 8 Events Occurring After Reporting Date.

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report is prepared on an accruals basis. It is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, that are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(b) Measurement of Investments

Investments of the fund have been measured at fair market value.

WILLIS SMSF
NOTES TO THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2020

(c) Income Tax

The superannuation fund adopts the liability method of tax effect accounting whereby the income tax expense shown in the operating statement is based on the benefits accrued as a result of operations before income tax adjusted for any permanent differences.

Timing differences that arise due to the different accounting periods in which items of revenue and expense are included in the determination of the benefits accrued as a result of operations and taxable income, are brought to account as either provision for deferred income tax or future income tax benefit at the rate applicable to superannuation funds.

Future income tax benefits are not brought to account unless realisation of the asset is assured beyond reasonable doubt. Future income tax benefits in relation to tax losses are not brought to account unless there is virtual certainty of realisation of the benefit.

(d) Superannuation Contributions Surcharge

The trustee is unable to determine the amount of the surcharge liability for the current reporting period with sufficient reliability for recognition in the financial report until an assessment is received from the Australian Taxation Office. Accordingly, the superannuation fund is recognising the superannuation contributions surcharge as an expense at the time of receipt of an assessment from the Australian Taxation Office. The cost of the surcharge is charged to the relevant member's account.

(e) Events Occurring After Reporting Date

Subsequent to the balancing date, on the 7th August 2020, the individual trustees, being Priscilla Andrea Willis and Stacey Mark Willis, has resolved to appoint a corporate trustee. As a result of this appointment, both individual will resign as trustees of the Willis Fund.

WILLIS SMSF
NOTES TO THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2020

3. LIABILITY FOR ACCRUED BENEFITS

The liability for accrued benefits is the Fund's present obligation to pay benefits to members and beneficiaries and has been calculated as the difference between the carrying amounts of the assets and the carrying amounts of the sundry liabilities and income tax liabilities as at the reporting date.

Changes in the Liability for Accrued Benefits

	2020	2019
	\$	\$
Liability for Accrued Benefits at beginning of the year	437,124	434,436
Plus: Increase in Accrued Benefits	19,858	2,689
Liability for Accrued Benefits at end of the year	456,983	437,124
	2020	2019
<u>STACEY MARK WILLIS</u>		
Opening Balance:	204,458	201,090
Element Taxed in Fund	204,458	201,090
Employer Contributions	7,543	5,150
Tax On Contributions	(1,131)	(773)
Share of Earnings	5,524	(1,853)
Tax On Earnings	(51)	109
Deferred Tax on Earnings	(769)	167
Government Co-contributions	-	567
Closing Balance	215,573	204,458
	2020	2019
<u>PRISCILLA ANDREA WILLIS</u>		
Opening Balance	232,666	233,346
Element Taxed in Fund	232,666	233,346
Employer Contributions	4,010	1,350
Tax On Contributions	(601)	(203)
Share of Earnings	6,286	(2,151)
Tax On Earnings	(59)	128
Deferred Tax on Earnings	(892)	195
Closing Balance	241,410	232,666
TOTAL MEMBERS' BALANCE	456,983	437,124

WILLIS SMSF
NOTES TO THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2020

4. VESTED BENEFITS

Vested Benefits are benefits which are not conditional upon continued membership of the Fund (or any factor other than resignation from the Fund) and include benefits which members were entitled to receive had they terminated their Fund membership at the reporting date.

	2020	2019
	\$	\$
Vested Benefits	456,983	437,124

5. GUARANTEED BENEFITS

No guarantees have been made in respect of any part of the liability for accrued benefits.

6. CHANGES IN MARKET VALUE

	\$	\$
Property - 15 Avondale Rd	11,080	(2,420)
Shares in Listed Companies (Australian)	-	-
Other Assets	-	-
	11,080	(2,420)

WILLIS SMSF
NOTES TO THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2020

7. INCOME TAX

The prima facie tax payable on the benefits accrued as a result of operations is reconciled to the income tax provided in the accounts as follows:

	\$	\$
Net Revenue	<u>23,363</u>	<u>3,063</u>
Prima Facie Income Tax Expense @ 15%	<u>3,504</u>	<u>459</u>
Add / (Less) Permanent Differences:		
Government Co--contribution	-	(567)
Movement in market value of assets	<u>(11,080)</u>	<u>2,420</u>
	(11,080)	1,852
Adjusted Taxable Income	<u>12,282</u>	<u>4,915</u>
Income Tax Expense	<u>1,842</u>	<u>737</u>
Deferred Tax Liability	38,349	36,686
Current year ATO Liability		
Income Tax Expense	1,842	737
Supervisory Levy Payable	<u>259</u>	<u>259</u>
	<u>2,101</u>	<u>996</u>

8. TERMINATION OF THE FUND

In accordance with the Fund's Trust Deed and rules, the Fund shall be wound up upon the happening of any of the following events:

- (a) All sponsors resolve to permanently cease contributing to the fund;
- (b) There is no member entitled to any benefits under the deed; or
- (c) (i) An order is made or an effective resolution is passed for the winding up of the Principal Sponsor being an incorporated body (being other than for the purpose of amalgamation or reconstruction or if the Principal Sponsor for any reason permanently ceases to pursue objects of the company; or
- (ii) The Principal sponsor, not being an incorporated body, is dissolved, or the enterprise of the Principal Sponsor in any way ceases to exist other than for the purpose of succession or reconstruction, and all participating sponsors agree to permanently cease contributing to the Fund.

WILLIS SMSF
NOTES TO THE FINANCIAL STATEMENTS
AS AT 30 JUNE 2020

9. MEMBERSHIP

As at the balance date of the Plan there was 2 members (2019 - 2 members).

10. INTEREST

	2020	2019
	\$	\$
ANZ 2136-41389 Account	20	17
	<u>20</u>	<u>17</u>

11. PROPERTY

	2020	2019
	\$	\$
Property - "15 Avondale Road Mongarlowe NSW 2622"		
Property - At Cost	189,000	189,000
Add: Legal Fees	2,027	2,027
Add: Stamp Duty	5,125	5,125
Add: Capital Improvements	23,217	23,217
Less: Accumulated Capital Works Deductions	(2,526)	(1,945)
Add: Market Value Adjustment	255,657	244,576
	<u>472,500</u>	<u>462,000</u>

12. RENTAL PROPERTY INCOME

	2020	2019
	\$	\$
15 Avondale Road, Mongarlowe NSW 2622		
Income		
Rental Income (52 weeks * \$175 pw)	9,100	9,100
	<u>9,100</u>	<u>9,100</u>
Expenses		
Capital Works Deduction	580	580
Palerang Council	1,299	1,272
Repairs and Maintenance	-	1,498
	<u>1,880</u>	<u>3,350</u>
Total Net Rental Income	<u>7,220</u>	<u>5,750</u>

SMSF Tax Return**2020**

1 Jul 2019—30 Jun 2020

TFN Recorded

PART A ELECTRONIC LODGMENT DECLARATION (FORM P, T, F, SMSF OR EX)

This declaration is to be completed where the tax return is to be lodged via the Tax Office's electronic lodgment service (ELS). It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to request the provision of tax file numbers (TFNs). The ATO will use the TFNs to identify each partner or beneficiary or entity in our records. It is not an offence not to provide the TFNs. However, you cannot lodge your tax return electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and to disclose it to other government agencies. For information about your privacy go to ato.gov.au/privacy

The Australian Business Register

The Commissioner of Taxation, as Registrar of the Australian Business Register, may use the ABN and business details which you provide on this tax return to maintain the integrity of the register.

Please refer to the privacy statement on the Australian Business Register (ABR) website (www.abr.gov.au) for further information – it outlines our commitment to safeguarding your details.

Electronic Funds Transfer – Direct Debit

Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

<u>Tax File Number</u>	<u>Name of partnership, trust, fund or entity</u>	<u>Year</u>
TFN Recorded	Willis Fund	2020



I authorise my tax agent to electronically transmit this tax return via the electronic lodgment service.

Important

Before making this declaration please check to ensure that all income has been disclosed and the tax return is true and correct in every detail. If you are in doubt about any aspect of the tax return, place all the facts before the Tax Office. The tax law provides heavy penalties for false or misleading statements on tax returns.

Declaration - I declare that:

- the information provided to my registered tax agent for the preparation of this tax return, including any applicable schedules is true and correct, and
- the agent is authorised to lodge this tax return.

<u>Signature of partner, trustee or director</u>	<u>Date</u>
 	21/09/2020

PART B ELECTRONIC FUNDS TRANSFER CONSENT

This declaration is to be completed when an electronic funds transfer EFT of a refund is requested and the tax return is being lodged through the electronic lodgment service ELS.


This declaration must be signed by the taxpayer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed.

Important

Care should be taken when completing EFT details as the payment of any refund, including any family tax benefit, will be made to the account specified.

Agent Ref No.	Account Name
25375372	PW & SMW ATF WILLIS FUND

I authorise the refund to be deposited directly to the account specified.

Signature 	Date 21/09/2020
--	---------------------------

PART D TAX AGENTS CERTIFICATE (SHARED FACILITIES USERS ONLY)

Client Ref	Agent Ref No.	Contact Name	Contact No.
	25375372	TST ADVISORY	0297572293

Declaration - I declare that:

- I have prepared this tax return and/or family tax benefit tax claim in accordance with the information supplied by the taxpayer
- I have received a declaration made by the taxpayer that the information provided to me for the preparation of this document is true and correct, and
- I am authorised by the taxpayer to lodge this tax return and any applicable schedules that are attached.

Agent's Signature	Date
--------------------------	-------------

Section A: Fund information

Period start				01/07/2019
Period end				30/06/2020
1 TAX FILE NUMBER				TFN Recorded
2 NAME OF SELF-MANAGED SUPERANNUATION FUND (SMSF)				Willis Fund
3 AUSTRALIAN BUSINESS NUMBER				97 120 535 291
4 CURRENT POSTAL ADDRESS				
Address	Town/City	State	Postcode	
188 Quarry Rd	BOSSLEY PARK	NSW	2176	
5 ANNUAL RETURN STATUS				
Is this the first required return for a newly registered SMSF?				No
6 SMSF AUDITOR				
Title				Mr
First name				TONY
Family name				BOYS
SMSF auditor number				100014140
Contact number				61-410712708
Auditor Address	Town/City	State	Postcode	
PO BOX 3376	RUNDLE MALL	SA	5000	
7 ELECTRONIC FUNDS TRANSFER (EFT)				
A. Fund's financial institution account details				
BSB number				012468
Account number				213641389
Account name				PW & SMW ATF WILLIS FUND
I would like my tax refunds made to this account				Yes
C. Electronic service address alias				CLICKSUPER
8 STATUS OF SMSF				
Australian superannuation fund?				A Yes
Fund benefit structure				B A
Does the fund trust deed allow acceptance of the Government's Super Co-contribution and Low Income Super Contribution?				C Yes

Section B: Income

11 INCOME				
Prior year losses brought forward				
Did you have a CGT event during the year?				G No

Losses carried forward

Net Capital Losses from Collectables		\$0.00
Other Net Capital Losses		\$0.00
Gross rent and other leasing and hiring	B	\$7,220.00
Gross interest income	C	\$20.00
Assessable contributions	(R1 + R2 + R3 less R6) R	\$11,552.00
Assessable employer contributions	R1	\$11,552.00
No-TFN-quoted contributions	R3	\$0.00
Gross income	W	\$18,792.00
Total assessable income	V	\$18,792.00

Section C: Deductions and non-deductible expenses**12 DEDUCTIONS**

		Deductions		Non-Deductible Expenses
Other amounts	L1	\$6,510.00	L2	
		O - Other expenses not listed elsewhere		
Totals	N	\$6,510.00	Y	
Total SMSF expenses		(N + Y)	Z	\$6,510.00
Taxable income or loss		(TOTAL ASSESSABLE INCOME less TOTAL DEDUCTIONS)	O	\$12,282.00

Section D: Income tax calculation statement**13 CALCULATION STATEMENT**

Taxable income		A	\$12,282.00
Tax on taxable income		T1	\$1,842.30
Tax on no-TFN-quoted contributions		J	\$0.00
Gross tax		B	\$1,842.30
Subtotal	(B less C - cannot be less than zero)	T2	\$1,842.30
Subtotal	(T2 less D - cannot be less than zero)	T3	\$1,842.30
REFUNDABLE TAX OFFSETS	(E1 + E2 + E3 + E4)	E	\$0.00
Complying fund's franking credits tax offset		E1	\$0.00
Tax Payable		T5	\$1,842.30
Tax offset refunds (Remainder of refundable tax offsets)		I	\$0.00
Supervisory levy		L	\$259.00
Supervisory levy adjustment for wound up funds		M	\$0.00
Supervisory levy adjustment for new funds		N	\$0.00
Amount payable		S	\$2,101.30

Section H: Assets and liabilities

15	ASSETS		
15b	Australian direct investments		
	Cash and term deposits	E	\$25,930.00
	Residential real property	L	\$472,500.00
15d	Overseas direct investments		
Total Australian and overseas assets		U	\$498,430.00
16	LIABILITIES		
	Total member closing account balances	W	\$456,984.00
	Other liabilities	Y	\$41,446.00
Total liabilities		Z	\$498,430.00

Section K: Declarations

PREFERRED TRUSTEE OR DIRECTOR CONTACT DETAILS

Title	Trustee for
First name	Stacey
Family name	Willis
Contact number	04 04660387
Email address	toplinelawns@hotmail.com

TAX AGENT'S CONTACT DETAILS

Practice name	Tax Spot
Title	Mr
First name	Derek
Family name	Dhaliwal
Contact number	02 97572293

Member 1 — Willis, Priscilla (TFN Recorded)

Account status		Open
Tax File Number		TFN Recorded
INDIVIDUAL NAME		
Title		Mrs
Given name		Priscilla
Other given names		
Family name		Willis
Suffix		
Date of birth		6 Apr 1977
Date of death		
CONTRIBUTIONS		
Opening account balance		\$232,666.25
Employer contributions	A	\$3,408.16
Principal Employer ABN	A1	
Personal contributions	B	
CGT small business retirement exemption	C	
CGT small business 15 year exemption	D	
Personal injury election	E	
Spouse and child contributions	F	
Other third party contributions	G	
Proceeds from primary residence disposal	H	
Receipt date	H1	
Assessable foreign superannuation fund amount	I	
Non-assessable foreign superannuation fund amount	J	
Transfer from reserve: assessable amount	K	
Transfer from reserve: non-assessable amount	L	
Contributions from non-complying funds and previously non-complying funds	T	
Any other contributions (including Super Co-contributions and Low Income Super Contributions)	M	
Total Contributions	N	\$3,408.16

OTHER TRANSACTIONS

Allocated earnings or losses	O	\$5,335.43
Inward rollovers and transfers	P	
Outward rollovers and transfers	Q	
TRIS Count		
Accumulation phase account balance	S1	\$241,409.84
Retirement phase account balance – Non CDBIS	S2	
Retirement phase account balance – CDBIS	S3	
Accumulation phase value	X1	
Retirement phase value	X2	
Outstanding Limited recourse borrowing arrangement	Y	
Lump Sum payment	R1	
Income stream payment	R2	
Closing account balance	S	\$241,409.84

Member 2 — Willis, Stacey (TFN Recorded)

Account status	Open
Tax File Number	TFN Recorded
INDIVIDUAL NAME	
Title	Mr
Given name	Stacey
Other given names	
Family name	Willis
Suffix	
Date of birth	8 Jul 1975
Date of death	
CONTRIBUTIONS	
Opening account balance	\$204,458.96
Employer contributions	A \$6,411.13
Principal Employer ABN	A1
Personal contributions	B
CGT small business retirement exemption	C
CGT small business 15 year exemption	D
Personal injury election	E
Spouse and child contributions	F
Other third party contributions	G
Proceeds from primary residence disposal	H
Receipt date	H1
Assessable foreign superannuation fund amount	I
Non-assessable foreign superannuation fund amount	J
Transfer from reserve: assessable amount	K
Transfer from reserve: non-assessable amount	L
Contributions from non-complying funds and previously non-complying funds	T
Any other contributions (including Super Co-contributions and Low Income Super Contributions)	M
Total Contributions	N \$6,411.13

OTHER TRANSACTIONS

Allocated earnings or losses	O	\$4,704.13
Inward rollovers and transfers	P	
Outward rollovers and transfers	Q	
TRIS Count		
Accumulation phase account balance	S1	\$215,574.22
Retirement phase account balance – Non CDBIS	S2	
Retirement phase account balance – CDBIS	S3	
Accumulation phase value	X1	
Retirement phase value	X2	
Outstanding Limited recourse borrowing arrangement	Y	
Lump Sum payment	R1	
Income stream payment	R2	
Closing account balance	S	\$215,574.22

Worksheets

16 LIABILITIES**Y** Other liabilities

Description	Amount
Deferred Tax Liability	\$38,348.00
Current Year ATO Liability	\$3,098.00
Total	\$41,446.00



Self managed super fund trustee declaration

I understand that as an individual trustee or director of the corporate trustee of

Fund name

Willis SMSF

I am responsible for ensuring that the fund complies with the *Superannuation Industry (Supervision) Act 1993* (SISA) and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing the fund's compliance with the law.

If I do not comply with the legislation, the Commissioner may take the following actions:

- impose administrative penalties on me
- enter into agreements with me to rectify any contraventions of the legislation
- disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- remove the fund's complying status resulting in a significant tax penalty on the fund, and
- prosecute me under the law, resulting in fines or imprisonment.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

SOLE PURPOSE

I understand it is my responsibility to ensure the fund is maintained for the purpose of providing benefits to its members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies.

TRUSTEE DUTIES

I understand that by law I must:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best interests of all the members of the fund
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- not enter into any contract, or do anything, that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- prepare and implement an investment strategy that takes the whole of the fund's circumstances into account, which includes, but is not limited to
 - the risks associated with the fund's investments
 - the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
 - investment diversity and the fund's exposure to risk due to inadequate diversification, and
 - the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities, and
- allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund, and
 - the members' benefit entitlements.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from the following:

- lending money of the fund to, or providing financial assistance to, a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly including the provision of credit)
- acquiring assets (other than listed securities, business real property or managed funds) for the fund from members or associates or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund
- having more than 5% of the fund's total assets at any time of the year as loans to, or investments in, related parties of the fund (including trusts) and assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party (these assets are in-house assets), and
- entering into investments on behalf of the fund that are not made or maintained on an arm's length (commercial) basis, ensuring that the purchase or sale price of the fund's assets reflect market value.

Accepting contributions and paying a benefit

I understand that I can only accept contributions and pay benefits (pensions or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund’s governing rules (including its trust deed) have been met.

Administration

I understand that the trustees of the fund must:

- keep and retain for at least 10 years
 - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees)
 - records of all changes of trustees, including directors of the corporate trustee
 - each trustee’s consent to be appointed as a trustee of the fund or a director of the corporate trustee, and
 - all trustee declarations
- ensure that the following are prepared and retained for at least 5 years
 - a statement of financial position
 - an operating statement, and
 - accounts and statements that correctly record and explain the transactions and financial position of the fund
- notify the Tax Office within 28 days of any changes in
 - trustees, directors of the corporate trustee or members of the fund
 - fund name
 - details of the contact person, contact phone and facsimile numbers, and
 - the postal address, registered address, or address for service of notices for the fund
- notify the Tax Office in writing as soon as practicable (not later than 28 days) after becoming aware that the fund has ceased to be a self managed superannuation fund or ceased to exist
- ensure that an approved auditor is appointed to audit the fund for each income year and provide that auditor with documents as requested, and
- lodge the fund’s annual return by the due date.

DECLARATION

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self managed superannuation fund named on this declaration (or if the fund’s name changes, that name). I understand that:

- I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and if I fail to do this, penalties may apply, and
- I may have to make this document available for inspection by a member of staff of the Tax Office and if I fail to do this, penalties may apply.

Trustee’s or director’s name

Stacey Willis	Priscilla Willis
---------------	------------------

Trustee’s or director’s signature

Date

Day	Month	Year
21	09	2020
□ □	□ □	□ □ □ □

Witness’ name (witness must be over the age of 18 years)

Witness’ signature

Date

Day	Month	Year
□ □	□ □	□ □ □ □

Audit Representation Letter from Trustee(s)

WILLIS SUPERANNUATION FUND

Year ended 30 June 2020

To the auditor,

Dear Sir,

With respect to the audit of the financial statements of the above-mentioned fund for the year ended stated, the following representations are made which are true and correct to the best of my (our) knowledge and belief that will address the necessary compliance requirements of the *Superannuation Industry (Supervision) Act 1993*.

Preparation of the ATO Income Tax & Regulatory Return

The information disclosed in the annual return is complete and accurate.

Sole Purpose of the Fund

The sole purpose of the Fund is to provide retirement and/or death benefits to its members and/or beneficiaries.

Accounting Policies

All the significant accounting policies of the Fund are adequately described in the Financial Statements and the Notes thereto. These policies are consistently applied unless specifically noted in the Financial Statements and Notes.

Fund Books/Records/Minutes

All financial books, records and relevant material relating to the transactions and activities of the Fund have been made available to you, including minutes of the Trustees' meetings, the Trust Deed (as amended) and the Rules of the Fund. The Financial Statements accurately disclose the Revenue and Expenses and the full extent of the Assets and Liabilities of the Fund.

Asset Form

The assets of the Fund are being held in an acceptable form suitable for the benefit of the members of the Fund, and have been stated at their net market value.

Ownership and Pledging of Assets

1. The Fund has satisfactory title to all assets shown in the Financial Statements
2. Investments are registered in the name of WILLIS SMSF
3. No assets of the Fund have been pledged to secure liabilities of the Fund or of any other fund or entity.

Investments

1. Investments are carried in the books at their net market value.
2. Amounts stated are considered reasonable in the current market condition, and there has not been any permanent diminution in their value below the amounts recorded in the Financial Statements.
3. There are no commitments, fixed or contingent, for the purchase or sale of long term investments.
4. Investment transactions and investments held are in accordance with the Investment Strategy, which has been determined with due regard to risk, return, liquidity and diversity.
5. The Trustee(s) have complied with all the Investment Standards stipulated in the Regulations relating to the SIS Act as amended.

Trust Deed Amendments

All amendments (if any) to the Trust Deed were made in order for the Fund to comply with the SIS Act, Regulations and any other applicable legislation relating to the operation and governance of the Fund.

Governing Rules

The Fund is being conducted in accordance with its Trust Deed and Governing Rules.

Legislative Requirements

The Fund is being conducted in accordance with the *Superannuation Industry (Supervision) Act 1993*, and the Regulations of the said Act.

Trustee Responsibilities

The Trustees are aware of their responsibilities to the Members and the various regulatory bodies.

Trustee Covenants

The Trustee(s) have complied with all the Trustee Covenants set out in section 52 of the *Superannuation (Supervision) Act 1993*.

Disqualified person not to act as a Trustee

There is no reason why any Trustee should be prohibited from acting as a Trustee of this Superannuation Fund.

Information to Members

Information relating to the transactions and activities of the Fund has been supplied in a timely manner.

Meetings

Meetings have been conducted in accordance with the Trust Deed and the requirements of the SIS Act. Resolutions and issues on which the Trustee(s) have voted, or on which they were required to vote have been passed by at least a 2/3rds majority of the Trustees.

Subsequent Events

Since the end of the financial year stated in the Financial Statements till the date of this letter, there have been no events or transactions that would have a material effect upon the Fund either financially or operationally.

Yours faithfully



Priscilla Andrea Willis



Stacey Mark Willis

ENGAGEMENT LETTER

To: The Trustees, Stacey Mark Willis & Priscilla Andrea Willis

Scope

You have requested that we audit the financial report of “Willis SMSF”, which comprises the balance sheet as at 30 June 2020, and the income statement for the year then ended a summary of significant accounting policies, other explanatory notes and the trustees’ declaration. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter. Our audit will be conducted with the objective of expressing an opinion on the financial report and compliance with the *Superannuation Industry Supervisory Act 1993*.

We will conduct our audit in accordance with Australian Auditing Standards. Those Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement. An audit involves performing audit procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. An audit also includes evaluating the appropriateness of the financial reporting framework, accounting policies used and the reasonableness of accounting estimates made by the Trustees, as well as evaluating the overall presentation of the financial report.

Because of 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 material misstatements may remain undiscovered. In making our risk assessments, we consider internal control relevant to the entity’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 entity’s internal control.

We take this opportunity to remind you that the responsibility for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Superannuation Industry Supervisory Act 1993* is that of the trustees. Our auditor’s report will explain that the trustees are responsible for the preparation and the fair presentation of the financial report in accordance with the applicable financial reporting framework and this responsibility includes:

- designing, implementing and maintaining internal control relevant to the preparation of a financial report that is free from misstatement, whether due to fraud or error;
- selecting and applying appropriate accounting policies; and
- making accounting estimates that are reasonable in the circumstances.

As part of our audit process, we will request from the trustees written confirmation concerning representations made to us in connection with the audit.

Other Matters under the *Corporations Act 2001*

Independence

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the *Corporations Act 2001* in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that we have contravened the independence requirements of the *Corporations Act 2001*, we shall notify you on a timely basis.


We look forward to your full cooperation and make available to us whatever records, documentation and other information we request in connection with our audit.

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 audit of the financial report.

Yours faithfully,

A.W. Boys
Registered Company Auditor 67793
Dated

Acknowledged on behalf of, Willis SMSF by



Priscilla Andrea Willis



Stacey Mark Willis

INVESTMENT STRATEGY

WILLIS SUPERFUND

INVESTMENT OBJECTIVES

The trustees of the above superannuation fund believe that the following general investment objectives should be considered:

- To provide superannuation benefits to the members of the fund to meet their retirement needs.
- To ensure that an appropriate mix of assets are owned by the fund by taking into account the age of the members.
- To achieve a rate of return greater than the CPI increases.
- To maintain a low level of capital volatility.
- To ensure that assets of the fund are liquid enough to meet expected cash flow requirements.

INVESTMENT STRATEGY

To achieve the above investment objectives of the fund, the trustees have determined that the fund will consider investments in the following areas:

- Investment properties.
- Cash and any other interest-bearing deposits.

The trustees believe that a return in excess of CPI when averaged over a five-year period is considered to be a good return on investment.

In determining this strategy, the trustees have considered all investment objectives, the fund's trust deed and any other relevant legislation.

It is noted that the trustees should also seek appropriate professional advice when required.

POLICIES

The policies of the fund are as follows:

- To continually monitor the performance of the fund's investments.
- To monitor the liquidity requirements of the fund.
- To monitor the economic and market conditions.

The trustees reserve the right to alter any of the above asset classes, percentages and returns on investment values as and when they see fit.



Priscilla Andrea Willis



Stacey Mark Willis

Minutes of Meeting of Trustee of
WILLIS SMSF
Held at: 188 QUARRY RD, BOSSLEY PARK, NSW, 2176
On 26th June 2020

Present: Stacey Mark Willis
Priscilla Andrea Willis

Minutes: The Chairperson reported that the minutes of the previous meeting had been signed as a true record.

Financial Statements

Of Superannuation Fund: It was resolved that the financial statements would be prepared as a Special Purpose Financial Report as, in the opinion of the Trustees, the Superannuation Fund is a non-reporting entity and therefore is not required to comply with all the Australian Accounting Standards.

The Chairperson tabled the Financial Statements and Notes to the financial statements of the Superannuation Fund in respect of the year ended and it was resolved that such Statements be and are hereby adopted as tabled.

Trustee's Declaration: It was resolved that the Trustee's Declaration of the Superannuation Fund be signed.

Form F Annual Return: Being satisfied that the fund had complied with the requirements of the Superannuation Industry (Supervision) Act 1993 and regulations during the year ended 30 June 2020, it was resolved that the Annual return be approved, signed and lodged with the Australian Taxation Office.

Investment Strategy: The investment performance was reviewed and found to be within the acceptable investment ranges outlined in the investment strategy. After considering the risk, rate or return and liquidity of the investments and the ability of the fund to discharge its existing liabilities it was resolved that no changes in the investment strategy were required.

Allocation of Income: It was resolved that the income of the fund would be allocated to the members based on their percentage of fund balances at the beginning of the financial year.

Auditors and Tax


Agents: It was resolved that A.W. Boys act as the auditor for the fund for the year ending 30 June 2020.

Trustee Status: Each of the trustees confirmed that they are qualified to act as trustees of the fund and that they are not disqualified persons as defined by section 121 of the SIS Act.

All resolutions for this meeting were made in accordance with regulation 4.8 of the SIS Act and regulations.

There being no further business the meeting then closed.

Signed as a true record.



Priscilla Andrea Willis



Stacey Mark Willis

Minutes of Meeting of Trustee of
WILLIS SMSF
Held at: 188 QUARRY RD, BOSSLEY PARK, NSW, 2176
On 26th June 2020

Present: Stacey Mark Willis
Priscilla Andrea Willis

Minutes: The Chairperson reported that the minutes of the previous meeting had been signed as a true record.

Contribution made by Members:


It was resolved that the following contributions have been made by members for the financial year ended 30 June 2020.

<u>Member</u>	<u>Amount</u>	<u>Type</u>
Stacey Willis:	\$7,543.00	Employer
Priscilla Willis:	\$4,010.00	Employer

Trustee Status: Each of the trustees confirmed that they are qualified to act as trustees of the fund and that they are not disqualified persons as defined by section 121 of the SIS Act.

All resolutions for this meeting were made in accordance with regulation 4.8 of the SIS Act and regulations.

Signed as a true record.



Priscilla Andrea Willis



Stacey Mark Willis

Minutes of Meeting of Trustee of
WILLIS SMSF
Held at: 188 QUARRY RD, BOSSLEY PARK, NSW, 2176
On 26th June 2020

Present: Stacey Mark Willis
Priscilla Andrea Willis

Minutes: The Chairperson reported that the minutes of the previous meeting had been signed as a true record.

**Funds withdrawn / paid
into SMSF account:**


Following fund has been withdrawn and re-deposited into the funds' bank account

01 April 2020	\$565.00	withdrawn in error
02 April 2020	\$565.00	re-deposited
14 April 2020	\$1,500.00	withdrawn in error
14 April 2020	\$1,500.00	re-deposited

All resolutions for this meeting were made in accordance with regulation 4.8 of the SIS Act and regulations.

There being no further business the meeting then closed.

Signed as a true record.



Priscilla Andrea Willis



Stacey Mark Willis