

CSA SUPERFUND

COMPLIANCE DOCUMENTS

FOR THE YEAR ENDED 30 JUNE 2019

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Audit Representation Letter from Trustee(s)

CSA SUPERANNUATION FUND

Year ended 30 June 2019

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 CSA Superannuation Fund
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

A handwritten signature in black ink, appearing to read 'John Sowter', written over a dotted line.

John Sowter

ENGAGEMENT LETTER

To: The Trustees, Complete Steel Accessories Pty Ltd

Scope

You have requested that we audit the financial report of CSA Superannuation Fund, which comprises the balance sheet as at 30 June 2019, 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, CSA Superannuation Fund by


.....
John Sowter - Director
Dated:

INVESTMENT STRATEGY

CSA SUPERANNUATION FUND

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:

- Shares.
- 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.

Insurance

The members have considered their insurance requirements. A suitable level of cover has been established where considered appropriate

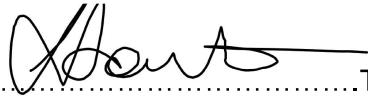
POLICIES

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.



.....Trustee – Complete Steel Accessories Pty Ltd
(Director - John Sowter)



.....Trustee – Complete Steel Accessories Pty Ltd
(Director - Edvige Sowter)

CSA SUPER FUND

39 906 276 050

65 Kings Hills Road, Mulgoa NSW 2745

16 April 2020

Dear Mrs Sowter

RE: SUPER FUND ACKNOWLEDGEMENT - NOTICE OF INTENT

We confirm the receipt of the your **notice of intent to claim or vary deduction for personal super contributions** form and have updated your accounts details accordingly.

The details of the Superannuation Fund Acknowledgement for the receipt of members' Notice Of Intent Account Details:

- Member Name: Edvige Sowter
- Member Address: 82 Hilma Street, Collaroy Plateau NSW 2097

Claims Details

- Claim Amount: \$21,306.76

CSA Super Fund (ABN 39 906 276 050) acknowledges that **Mrs Edvige Sowter** has advised in writing in accordance with Section 290-170 of the Income Tax Assessment Act 1997 of his/her intention to claim the above tax deduction for contributions paid in the financial year ended 30th June 2019

The Trustee has taken action to the deduct tax from the above account in respect of the contribution claimed.

Please retain this acknowledgement with your taxation records as it may be requested by the Australian Taxation Office (ATO) to substantiate your claim for the tax deduction for contributions recorded above.

Should you have any questions, please contact us.

Your sincerely,



John Sowter
ATF CSA Super Fund



Edvige Sowter
ATF CSA Super Fund

Minutes of Meeting of Trustee of
CSA SUPERANNUATION FUND
Held at: 65-71 KINGS HILL ROAD MULGOA NSW
On 30th June 2019

Present:

John Sowter (Chairperson)
Edvige Sowter

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 2019

<u>Member</u>	<u>Date:</u>	<u>Amount</u>	<u>Type</u>
John Sowter	Year total	\$25,000.00	Employer
John Sowter	Year total	\$5,130.82	Personal Non-concessional

Total John Sowter: \$30,130.82

Edvige Sowter	Year Total	\$3,693.24	Employer
Edvige Sowter	Year Total	\$21,306.76	Personal Concessional

Total Edvige Sowter: \$25,000.00

TOTAL MEMBER CONTRIBUTIONS: \$55,130.82

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 records.



.....
Chairperson