

## **Audit Representation Letter from Trustees**

### **J & G Swindells Pty Ltd atf J & G Swindells Superannuation Fund**

**Year ended 30 June 2021**

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 J & G Swindells 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.

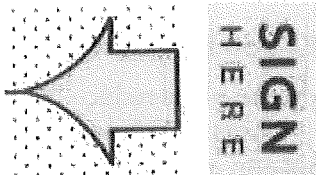
**Subsequent Events**

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



-----x  
**Jeffrey Mark Swindells**  
Director of Trustee Company



-----x  
**Gillian Swindells**  
Director of Trustee Company

**J & G SWINDELLS PTY LTD**  
**ATF**  
**J & G SWINDELLS SUPERANNUATION FUND**  
**1 THE GRANGE STREET, THE VINES WA 6069**

11 March 2022

**D Baker & Associates Pty Ltd**  
PO Box 310  
Midland WA 6936

Dear Sir / Madam,

In preparation for your examination of the special purpose financial report of the **J & G Swindells Superannuation Fund** as at 30 June 2021, the following representations are made which are true to the best of our knowledge and belief:

**1. Risk of Fraud**

The risk that the financial report is materially misstated due to fraud is considered to be low as a result of the following:

- a) The trustees are signatories on all transactions, no other party has the authority to act on behalf of the trustee; and
- b) Reconciliations are undertaken by the fund's accountant for both investments held, and all bank accounts maintained by the fund.

We have not identified any specific risks of fraud; however we acknowledge that if fraud existed within the fund, the most likely areas of concern would be investments or cash being mis-appropriated or contributions being intercepted prior to being banked into the fund's bank account.

**2. Procedures for Identifying and Responding to Fraud**


As trustee we believe the procedures in place reduce the risk of fraud, however, should fraudulent activity be identified, the trustee would ensure all trustees are aware of the situation and the fund's accountant and auditor would be informed.

Depending on the situation, steps would be implemented to cease the fraudulent activity and controls would be put in place to limit any future activity from affecting the fund.

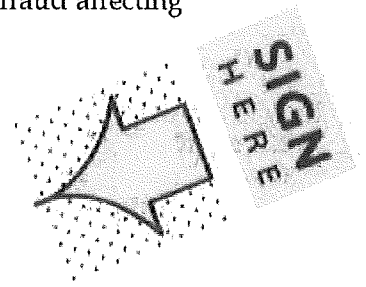
**3. Existence of Fraud**

We confirm we have no knowledge of any actual, suspected or alleged fraud affecting the fund.

Yours faithfully

  
\_\_\_\_\_  
**Jeffrey Mark Swindells**  
Director of Trustee Company

  
\_\_\_\_\_  
**Gillian Swindells**  
Director of Trustee Company



**J & G SWINDELLS PTY LTD**  
**ATF**  
**J & G SWINDELLS SUPERANNUATION FUND**

MINUTES OF THE MEETING OF TRUSTEE OF THE SUPER FUND HELD AT 1 THE GRANGE STREET, THE VINES WA 6069 ON THE 30<sup>TH</sup> JUNE 2021

**Present:** Jeffrey Swindells (Chairman)  
Gillian Swindells

**Date:** 30/06/2021


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The Trustee advises the members that they have approved the payment of the following expenses for the year:

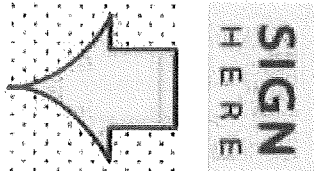
- Accounting fees	\$3,230.00
- Bank Fees	\$3.60
- ATO Supervisory Levy	\$259.00
- ASIC Fees	\$55.00
- BT Income Protect Premiums	\$17,020.06
- BT Term Life Premiums	\$8,654.51

**Closure:** There being no further matters to discuss, the meeting was declared closed

SIGNED AS A TRUE AND CORRECT RECORD.

  
.....  
Jeffrey Swindells  
Director of Trustee Company

  
.....  
Gillian Swindells  
Director of Trustee Company



**J & G SWINDELLS PTY LTD  
ATF  
J & G SWINDELLS SUPERANNUATION FUND**

MINUTES OF MEETING OF THE TRUSTEE OF THE SUPER FUND HELD AT 1 THE GRANGE STREET,  
THE VINES WA 6069, PERTH ON THE 30 JUNE 2021

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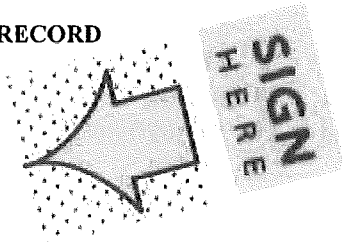
**PRESENT:** Jeffrey Swindells (Chairman)  
Gillian Swindells

**ALLOCATION OF NET PROCEEDS:** The trustee has complete discretion in whether to allocate the net year proceeds either proportionately, partially or exclusively or to allow the accumulation in the general accounts. Therefore, it was resolved that for the year ended 30 June 2021, that net earnings be distributed in proportion to the members opening balances.

**CLOSURE:** There being no further matters to discuss the meeting was declared closed.

**SIGNED AS A TRUE AND CORRECT RECORD**

  
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Chairman



**J & G SWINDELLS PTY LTD  
ATF  
J & G SWINDELLS SUPERANNUATION FUND**

MINUTES OF MEETING OF TRUSTEE OF THE SUPER FUND HELD AT 1 THE GRANGE STREET, THE VINES WA 6069, PERTH ON THE 30 JUNE 2021

**PRESENT:** Jeffrey Swindells (Chairman)  
Gillian Swindells


**SUPERFUND  
CONTRIBUTIONS**

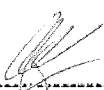
**30.06.20:** The chairman tabled a schedule of Super Contributions to 30<sup>th</sup> June 2021. The details are as follows:

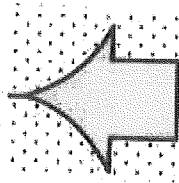
Jeffrey Swindells	Concessional Contributions	\$18,330.10
Gillian Swindells	Concessional Contributions	\$18,863.51

**CLOSURE:** There being no further matters to discuss, the meeting was declared closed.

SIGNED AS A TRUE AND CORRECT RECORD

  
----- X  
Jeffrey Swindells  
Director of Trustee Company

  
----- X  
Gillian Swindells  
Director of Trustee Company



**SIGN  
HERE**

