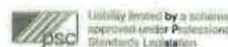




27 June 2018  
 ourref:jn20180627-1

Income Tax & Financial Reporting  
 Superannuation & SMSF Compliance  
 Law Society Trust Examiners  
 Financial Planning  
 Business Structures & Estate Planning  
 Business Mentoring / Due Diligence

The Trustee(s)  
 Theprestos1 Pty Ltd  
 ATF Theprestos SMSF1  
 PO Box 252  
 FIVE DOCK NSW 2046



**Theprestos SMSF1**  
**Engagement of AMCO Public Accountants Pty Ltd**

Dear Shane and Theresa,

This letter supersedes all previous letters of engagements and now confirms the agreed services and terms upon which we will execute such assignments. We continue to act in your best interest at all times and offer the highest level of professional services.

The scope of the engagement is as set out below and any additions shall be by separate agreement as agreed to from time to time.

As your Tax / ASIC agent we will ( *Please indicate acceptance against each assignment* ) : -

- Prepare your personal/business income tax return(s)
- Lodge your personal/business income tax return(s)
- Provide general taxation advice, including business tax advice on request
- Act as your contact with Australian Tax Office for matters relating to your taxation affairs
- Act as your contact with Australian Securities Investments Commission. Our annual fee is currently \$198.00 (inclusive of GST).
- Prepare and lodge your BAS, PAYG and any other statutory requirements as specifically agreed upon.

**Professional Fees and Payments**

All professional fees for the services provided to you will be based on the time and degree of skill and acumen required to complete the tasks required, including out of pocket expenses and statutory charges, unless otherwise agreed between the parties.

Fixed fee for service can also be provided if scope of work can be ascertained and agreed upon.

Our current professional fees ( inclusive of GST ) are:

Principal(s)	\$ 230.00 per hour
Senior Tax Accountant	\$ 135.00 per hour
Tax Accountant	\$ 125.00 per hour
Accounting /Tax Staff	\$ 65.00 per hour
Secretarial/other staff	\$ 40.00 per hour

*For work undertaken for periods of less than an hour, the rate shall be charged in 15 minute blocks, or part thereof. Please also note that the above hourly rates are revised as at 1<sup>st</sup> July of each year in line with CPI and/or market movements, whichever is the higher index.*

### **Terms of Payment**

Our terms of payment are strictly 14 days from the date of each invoice. We will provide you with an itinerated account of all fees, costs and disbursements upon request. It should also be noted that invoices are raised when matters are completed notwithstanding that minor adjustments may still be work in progress provided that they are not material in nature and will be authorised accordingly.

### **Responsibility for Accounting and Internal Control Systems**

We advise that the responsibility for the maintenance of a business accounting system and internal control systems rests with you, including the protection of and prevention against fraud. You will be responsible for the maintenance and keeping of books of account. If any material weakness in the accounting system or internal control systems comes to our notice, we will advise accordingly.

It is important to remember that you are personally responsible and liable for the information contained in any statutory return. You must retain all necessary supporting documentation to back up any claim. We will not take responsibility for any failure on your behalf to maintain adequate records or for failure to provide all necessary details.

### **Ownership of Documents**

The final financial statements, tax return and any other documents which we are specifically engaged to prepare, together with any other original documents given to us, shall remain your property. Any other documents brought into existence by us including general journals, working papers, the general ledger, draft financial statements and/or tax returns, will remain our property at all times. However, we will always provide you with copies of any documents that you may require from time to time.

### **Standards**

We aim to provide the highest standard of professional service and are focused on the concerns of our clients. If for any reason you feel you have not received the service level expected or have an issue to raise, please, at first instance, contact myself to discuss how the problem may be resolved.

### **Previous Accountant**

As a matter of professional courtesy, and in line with the requirements of the IPA, we will need to inform your previous accountant that we have been engaged by you as your new accountant and to receive from them any outstanding matters and files. You may refuse to provide this information but in doing it may cause problems in the efficient transfer of your files.

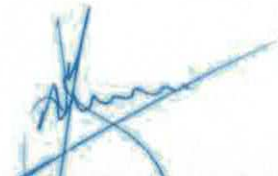
### **Previous Returns**

Please note that we are **not** engaged to review the accuracy of any returns lodged by your previous accountant.


If you are in agreement with above terms of engagement please sign and return the attached duplicate letter to me.


Should you have any further queries in relation to the above, please do not hesitate to contact me.

Yours faithfully,



AMCO Public Accountants  
Danny Mazevski  
Chartered Tax Advisor  
FIPA / FTMA / FTIA Exec. MBA (Un.NSW/Syd). DFS (Planning) JP

X   
.....  
Signature - Shane Preston

X   
.....  
Signature - Theresa Preston

Date: 30/06/18

**Minutes of Meeting of Trustees of  
Theprestos SMSF1**

Held At: 141B Fuller Street, NARRABEEN NSW 2101

On: 10 August 2017

Present: Shane Preston  
Theresa Preston

Chairperson or Sole Director: Shane Preston

The Members of **Theprestos SMSF1** hereby to report on this day of 10 August 2017 that due to external factors outside the members control, an amount of \$20,000 for Salary Sacrifice for Shane was payable into the SMSF on the 16 June 2017 but was not received due to employer's delay until 10 August 2017.

The list of events that took place are as follows:

16/06/17 - Shane Preston requested his employer that he wishes to Salary Sacrifice \$20,000 of his June wages before the 30 June 2017. The Payroll officer accepted the request on the same day via email and confirmed it will be paid before 30 June 2017 as required.

15/07/17 - Shane Preston received his 2017 Group Certificate and showed the \$20,000 Salary

Sacrifice

17/07/17 - Shane Preston followed up with his employer noting that the payment still hasn't been made and the payroll department will follow up why the payment was made.

10/08/17 - Theprestos SMSF1 received the \$20,000 contribution.

Based on the Salary Sacrifice being correctly accounted for on the 2017 PAYG certificate, the Trustees have accordingly accounted for the contribution being in the 2017 Superannuation Accounts & related contribution tax will be applied.

Signed by Members as true and accurate record:

Shane Preston  
Member

Theresa Preston  
Member

Date: 10 August 2017



Australian Government  
Australian Taxation Office

Enquiries: 1800 815 886  
Monday to Friday 8.00am to 6.00pm

**PAYMENT SLIP**

Income Tax Superannuation Fund - 77

Client name: THE TRUSTEE FOR THEPRESTOS SMSF1

Client ID: 378 557 049

EFT code: 378 55704 900 016 6177

**Payment methods**

Please pay by BPAY



Billers Code: 75556

Customer Reference Number: 378 55704 900 016 6177

BPAY: contact your financial institution to make this payment from your cheque or savings account.

**Credit card:** payments can be made online or by phone, a card payment fee applies. Go to [www.ato.gov.au/howtopay](http://www.ato.gov.au/howtopay) or phone 1300 898 089.

**Direct credit:** you can electronically transfer funds to the ATO's direct credit bank account using online banking facilities. Use BSB 093 003, account number 316 385 and your EFT code. Phone 1800 815 886 for assistance if required.

**Direct debit:** have your payment deducted from your financial institution account (not credit cards). Phone 1800 802 308 for a direct debit request form and/or details.

**Post office:** payments can be made at any post office by cash, cheque or EFTPOS (where available and subject to daily limits). A \$3,000 limit applies to cash payments. Your payment slip must be presented with your payment.

**Mail payments:** mail the payment slip together with your cheque or money order to:

**WA, SA, NT, TAS or VIC residents**  
Australian Taxation Office  
Locked Bag 1936  
ALBURY NSW 1936

**NSW, ACT or QLD residents**  
Australian Taxation Office  
Locked Bag 1793  
PENRITH NSW 1793

Do **not** send cash. See below for cheque information. Do not use pins, staples, paper clips or adhesive tape. Please allow sufficient time for your payment to reach us on or before its due date.

Cheques/money orders should be for amounts in Australian dollars and payable to 'Deputy Commissioner of Taxation'. Cheques should be crossed 'Not Negotiable'. **Payments cannot be made in person at any ATO branch or shopfront.**

*PAD 25000*  
*\* F3357831029*  
*03/07/18*

EFT code 378 55704 900 016 6177



\*182 0001615775 00378557049 000



Australian Government  
Australian Taxation Office

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NAT 70948-03.2012

Australian Taxation Office

### PAYMENT SLIP

Income Tax Superannuation Fund - 77  
THE TRUSTEE FOR THEPRESTOS SMSF1

ATO code 0001 6157 75

Client ID 378 557 049

Amount paid \$ **3,601.73**

*PAID \$3601.73*  
*\* F3357831029*  
*03/07/18*

EFT code 378 55704 900 016 6177



\*182 0001615775 00378557049 000

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