



MCA (QLD) Accountants Pty Ltd  
ABN 38 142 374 883

**Director:** Anthony Micalizzi CA  
**Director:** Taneile White CA

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29 June 2018

The Trustees  
The H & C Superannuation Fund  
4 Marineview Avenue  
SCARNESS QLD 4655

Dear Trustees,

## **RE: H & C SUPERANNUATION FUND**

The purpose of this letter is to provide you with further information regarding our fees and to set out our understanding of the terms of this engagement and the nature of the services we will provide for the year ended 30 June 2018.

### **SCOPE OF OUR WORK**

We will perform the following services:

- Preparation of financial statements
- Preparation of income tax returns
- General advice on various tax and accounting issues

Our procedures will be limited to those related to the above services, and accordingly (except where indicated above):

- no audit or review will be performed, and therefore no assurance will be expressed;
- our engagement cannot be relied upon to disclose fraud or other irregularities or errors. However, we will inform you if any such matters do come to our attention in the course of our engagement.

### **TIMING OF YOUR WORK**

**We advise in order to meet Australian Tax Office deadline requirements we require your work to be forwarded no later than 31 January every year. We will contact you in the near future with respect to providing you with a check list of the information we will require.**

### **INFORMATION TO BE PROVIDED BY YOU**

Under this engagement, you will be responsible for providing all information required to enable us to prepare your financial accounts and taxation returns as efficiently and quickly as possible.

We draw your attention to the fact the firm is covered by a Limitation of Liability Scheme as prescribed by the relevant state professional standards legislation.

Please contact our office if you wish to discuss any of the issues addressed in this letter or require additional information.

Yours sincerely  
**MCA Chartered Accountants**



**Taneile White**  
**Director**

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I understand and acknowledge the terms of your engagement.



Name: Fiona Crompton  
Date: 29 June 2018

## **OUR FEES**

Our fees, which will be billed as work progresses, are based on the time taken by staff assigned to the engagement plus direct out of pocket expenses. Our hourly charge rate is as follows:

Tony Micalizzi	\$330 per hour plus GST
Taneile White	\$210 per hour plus GST
Peter Foo	\$140 per hour plus GST
Courtney Henderson	\$140 per hour plus GST
Sam Micalizzi	\$140 per hour plus GST
Susan Scully	\$100 per hour plus GST
Beverley Cope	\$70 per hour plus GST
David Hamilton	\$60 per hour plus GST

**This quotation is conditional upon receiving the required information to a satisfactory standard. Should this not be the case, we reserve the right to amend this quotation at a later date.**

## **CHANGE ORDER**

In the event that you do not provide all of the information required to complete your work, or if we find that we are required to complete work beyond the scope of our quotation, we will furnish you with a Change Order which will specify the additional cost of our services. We will not commence that work until you have signed and returned the Change Order to us.

## **CLIENT SERVICE**

Our main objective is to assist our clients maintain and increase profitability. Our staff are available to you at any time should you have any queries or require advice on a business-related matter.

Your file is being managed by Taneile White.

We are committed to providing high quality client service. If you have any concerns or queries about the service you are receiving, please contact the director in charge of your file immediately. We will look into the matter promptly and thoroughly, to address any problems.

We value your comments and would be pleased to hear from you in relation to our service.

We thank you for the opportunity to be of service to you.

## AUDITOR ENGAGEMENT LETTER

To: The Trustees of the The H & C Superannuation Fund

### Scope

You have requested that we audit the financial report of the The H & C Superannuation Fund, which comprises the balance sheet as at 30 June 2018, 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.

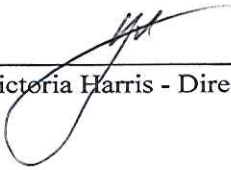
Yours faithfully,

.....  
A.W. Boys  
Registered Company Auditor 67793  
Dated

Acknowledged on behalf of the The H & C Superannuation Fund by  
**H & C Consolidated Pty Ltd**  
Trustee

  
\_\_\_\_\_  
Stuart Crompton – Director

2-3-19  
Date

  
\_\_\_\_\_  
Victoria Harris - Director

20-2-19  
Date

*T. Harris* x  
Thomas Harris – Director

20-2-19  
Date

*F. Crompton* x  
Fiona Crompton – Director

15/03/19  
Date

The H & C Superannuation Fund  
Trustee Representation Letter  
For The Year Ended 30 June 2018

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The Audit Partner  
Anthony W Boys

Dear Sir,

In connection with your examination of the financial reports of the The H & C Superannuation Fund as at 30 June 2018, and for the year then ended, the following representations are made which are true to the best of our knowledge and belief.

(1) Fund Books/Records/Minutes

All financial books, records and related data have been made available to you, including minutes of trustees' meetings and trust deed.

(2) Asset Form

The assets of the fund are being held in a form suitable for the benefit of the members of the fund.

(3) Ownership and Pledging of Assets

- a) The fund has satisfactory title to all assets appearing in the statement of Financial Position.
- b) No assets of the fund have been pledged to secure liabilities of the fund or of others.

(4) Investments

- a) Investments are carried in the books at market value at 30 June 2018.
- b) There are no commitments, fixed or contingent, for the purchase or sale of long-term investments.

(5) Trust Deed

The fund is being conducted in accordance with its trust deed.

(6) Superannuation Legislation

The fund has breached several sections of the Superannuation Industry (Supervision) Act, the Superannuation Industry (Supervision) Regulations, and relevant prescribed requirements.

These include the following:

a) S126K Disqualified Persons

(7)

- a) The trustees have been nominated and may only be removed in such manner and circumstances as are allowed in the trust deed.
- b) Any vacancy among the trustees is filled in accordance with the trust deed.
- c) The trustees have complied with all the trustee standards set out in the Regulations and the covenant prescribed by SIS section 52.

(8) Investment Standards

The trustees have complied with all the Investment Standards set out in the Superannuation Industry (Supervision) Regulations.

(9) Subsequent Events

Victoria Harris is not qualified to act as Trustee of the fund. She is a disqualified person as defined by Section 121 of the SIS Act.

Yours Faithfully

**H & C Consolidated Pty Ltd**  
Trustee

  
..... x      2.3.19  
Stuart Crompton - Director      Date

  
..... x      20.2.19  
Victoria Harris - Director      Date

  
..... x      20-2-19  
Thomas Harris - Director      Date

  
..... x      15/03/19  
Fiona Crompton - Director      Date



**H & C CONSOLIDATED PTY LTD  
ATF THE H & C SUPERANNUATION FUND  
MINUTES OF A MEETING OF THE DIRECTOR(S) HELD ON / /2018  
AT 4 MARINEVIEW AVENUE SCARENESS QUEENSLAND 4655**

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**PRESENT:** Thomas Harris  
Victoria Harris  
Stuart Crompton  
Fiona Crompton (Chairman)

**MINUTES OF PREVIOUS MEETING:** The minutes of the previous meeting were read and confirmed

**ALLOCATION OF NET INCOME:** It was resolved that the net income of the fund be proportionally Allocated to members based on the members daily fund balance.

**REPORTS AND STATEMENTS:** The statement of Financial Position, Operating Statement, and notes thereto, Trustee's Declaration, Auditors Report, Members Reports, Income Tax and Regulatory Return for the period ended 30 June 2018 were tabled.

It was resolved that:

- a. The Statement of Financial Position, Operating Statement and Notes thereto, Auditors Report and Members Reports be adopted by the Trustee and the Trustee be authorised to sign the Trustee statement,
- b. The Income Tax and Regulatory return be adopted and signed by a representative of the trustee, and
- c. The trustee's Certificate be adopted and signed by the Trustee.

**REVIEW OF INVESTMENT STRATEGY:** It was resolved that the Fund's existing investment strategy has been reviewed by the Trustee who, after considering:

- I. The risk involved in making, holding and realizing, and the likely return from, the Fund's investment having regard to its objectives and its expressed cash flow requirements,
- II. The composition of the Fund's investment as a whole including the extent to which the investments are diverse or involve the funds being exposed to risks from inadequate diversification,

- III. The liquidity of the Fund's investments having regard to its expected cash flow requirements, and
- IV. The ability of the Fund to discharge its existing and prospective liabilities.

Is satisfied that the said investment strategy requires no further modification or adaption at this time.

**TRUSTEE STATUS:**

The Trustee(s) note that Victoria Harris is not qualified to act as Trustee of the fund. She is a disqualified person as defined by Section 121 of the SIS Act.

**AUDITOR:**

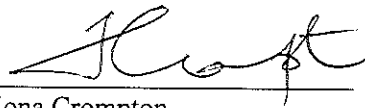
It was resolved that:

Anthony W Boys (67793)

Act as auditors of the fund for the next financial Year.

**CLOSURE:**

There being no further business the meeting was closed.



Fiona Crompton  
Chairperson

12 February 2019

The Trustee  
The H & C Superannuation Fund  
4 Marineview Avenue  
SCARNESS QLD 4655

Dear Sir,

We confirm that we, as members of the above fund, have paid the following contributions to the The H & C Superannuation Fund during the 2017-2018 year as **Member Contributions**, and that we will not be claiming deductions in our personal income tax returns for these contributions.

For Stuart Crompton	\$730.50	Non-Concessional
For Victoria Harris	\$730.50	Non-Concessional
For Thomas Harris	\$730.50	Non-Concessional
For Fiona Crompton	\$730.50	Non-Concessional

We also confirm the following contributions were received by the above fund as **Employer Contributions**.

For Stuart Crompton	\$8,385.62	Concessional
For Thomas Harris	\$4,427.50	Concessional
For Fiona Crompton	\$1,753.03	Concessional

Yours faithfully



..... x  
**Stuart Crompton**  
Member



..... x  
**Victoria Harris**  
Member



..... x  
**Thomas Harris**  
Member



..... x  
**Fiona Crompton**  
Member



MCA (QLD) Accountants Pty Ltd  
ABN 38 142 374 883  
**Director:** Anthony Micalizzi CA  
**Director:** Taneile White CA

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PO Box 163  
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**Phone:** 07 3252 9477  
**Fax:** 07 3252 9677

**Email:** reception@mcaql.com.au

15 February 2019

The Trustees  
H & C Superannuation Fund  
4 Marineview Avenue  
SCARNESS QLD 4655

Dear Victoria,

**RE: H & C SUPERANNUATION FUND  
FINANCIAL STATEMENTS AND INCOME TAX RETURN – 2018**

We have completed the Financial Accounts for your Superannuation Fund for the year ended 30 June 2018, and enclose the following documents.

**1. Financial Statements**

The Financial Statements for the H & C Superannuation Fund for the year ended 30 June 2018. Please sign the trustees declaration where indicated and return the financial statements for the auditor to sign.

**2. Income Tax**

We enclose the Annual Return for the H & C Superannuation Fund for the year ended 30 June 2018.

Please review the return, and if you are satisfied with its accuracy, sign the return where indicated and forward to our office.

As the return will be lodged electronically, please also sign the Electronic Lodgement Declaration in the return. The Commissioner of Taxation requires you to retain the declaration for five years from the date of signing.

We estimate that the following tax will be assessed on this return:

Taxable Income	\$ 17,564.00
Gross Tax	\$ 2,634.60
Less – Eligible Credits	\$ (11.00)
Tax Assessed	\$ 2,623.60
Less – Instalments Paid	\$ (524.00)
Add – Supervisory levy	\$ 259.00
Amount of Payment/(refund)	\$ 2,358.60

The tax return will be due for lodgement on 15 May 2019.

The balance of tax payable is due for payment on the abovementioned lodgement due date. Please arrange for payment using the enclosed payment slip. Please diarise the payment date to avoid late payment and the incurring of associated interest penalties.

### **3. Secretarial Documents**

- Minutes of Meetings of the Director of Trustees

Please review these documents. If you are satisfied with their accuracy, please sign where indicated and return the documents to our office.

### **4. Audit Documents**

- Auditor's Engagement Letter
- MCA Engagement Letter
- Trustee Representation Letter for the year ended 30 June 2018.
- Members Contribution Confirmation

As Trustees of the Fund, we require you to confirm certain details for audit purposes. Please read these documents carefully, sign where indicated and return to our office.

### **5. Members Statements**

We also enclose member's statements as at 30 June 2018.

### **6. Additional Documents**

Please note that we require the following documents for auditor to complete the audit of this fund:

- Tenancy agreement
- Market rental valuation
- Market valuation of Unit 4, 19 Miles Road Berimah

### **7. Subsequent Events**

Due to subsequent circumstances it is likely that the audit report will be qualified.

Further, as a member is now a disqualified person Section 121 of the SIS Act the fund will need to be liquidated and this member and the balance rolled out. They will also need to resign as director of the corporate trustee. The timeframe for this restructure is six months.

We advise you will need to seek advice regarding these circumstances and the restructure from a qualified specialist.

Once we have received the above signed documents we will be able to complete the audit of the fund. After the audit of the fund has been completed, the Income Tax Return will be lodged.

We advise that we have relied on information you provided to us in preparing the financial statements and income tax returns for the year. We advise that you are responsible for the accuracy and completeness of the information provided to us and that any advice given by us is only an opinion based on our knowledge of your business.

If you should wish a copy of the Financial Report and Annual Return, either as a bound paper copy or an electronic document, please contact our office and we will be pleased to oblige.

Yours Sincerely  
MCA Chartered Accountants

A handwritten signature in black ink, appearing to read 'Taneile White', written in a cursive style.

**Taneile White**  
**Director**