



# 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** 09/21/2022

|      |       |      |
|------|-------|------|
| Day  | Month | Year |
| □□ / | □□ /  | □□□□ |

**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 2022**

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



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Priscilla Andrea Willis



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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 2022, 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,

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A.W. Boys  
Registered Company Auditor 67793  
Dated

Acknowledged on behalf of, Willis SMSF by



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Priscilla Andrea Willis



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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.



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Priscilla Andrea Willis



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Stacey Mark Willis

Minutes of Meeting of Trustee of  
WILLIS SMSF  
Held at: 188 QUARRY RD, BOSSLEY PARK, NSW, 2176  
On 28<sup>th</sup> June 2022

**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 2022, 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 2022.

**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.



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Priscilla Andrea Willis



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Stacey Mark Willis

Minutes of Meeting of Trustee of  
WILLIS SMSF  
Held at: 188 QUARRY RD, BOSSLEY PARK, NSW, 2176  
On 28<sup>th</sup> June 2022

**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 2022.

| <u>Member</u>     | <u>Amount</u> | <u>Type</u>         |
|-------------------|---------------|---------------------|
| Stacey Willis:    | \$13,387.28   | Employer            |
|                   | \$ 6,800.00   | Deductible Personal |
| Priscilla Willis: | \$ 4,602.26   | Employer            |
|                   | \$ 6,500.00   | Deductible Personal |

**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.



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Priscilla Andrea Willis



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Stacey Mark Willis

Minutes of Meeting of Trustee of  
WILLIS SMSF  
Held at: 188 QUARRY RD, BOSSLEY PARK, NSW, 2176  
On 28<sup>th</sup> June 2022

**Present:** STACEY MARK WILLIS (Chairperson)  
PRISCILLA ANDREA WILLIS

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

**Property Purchase:** It was resolved to purchase a rural investment property located at 180 Craggs Road Wog Wog NSW 2622, the contract dated 6<sup>th</sup> August 2021, with a settlement date of 20<sup>th</sup> August 2021. The purchase aligns with the agreed investment strategy. The acquisition is reflected in the financial statement and tax return for FY 2021-22.

**Trustee's Declaration:**

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.



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Priscilla Andrea Willis



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Stacey Mark Willis

WILLIS FUND  
97 120 535 291  
188 Quarry Road, Bossley Park, NSW 2176

21<sup>st</sup> September 2022

Dear Mr Willis

**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: Priscilla Willis
- Member Address: 188 Quarry Road, Bossley Park, NSW 2022
- Claim Amount: \$6,500.00

MAJC SMSF (ABN 86 694 089 703) acknowledges that **Mrs Priscilla Willis** 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 2022.

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.

Yours sincerely,



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Stacey Willis



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Priscilla Willis

WILLIS FUND  
97 120 535 291  
188 Quarry Road, Bossley Park, NSW 2176

21<sup>st</sup> September 2022

Dear Mr Willis

**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: Stacey Willis
- Member Address: 188 Quarry Road, Bossley Park, NSW 2022
- Claim Amount: \$6,800.00

MAJC SMSF (ABN 86 694 089 703) acknowledges that **Mr Stacey Willis** 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 2022.

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.

Yours sincerely,



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Stacey Willis



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Priscilla Willis



# Notice of intent to claim or vary a deduction for personal super contributions

## COMPLETING THIS STATEMENT

- Print clearly using a black pen only.
- Use BLOCK LETTERS and print one character per box.
- Place  in ALL applicable boxes.

**!** The instructions contain important information about completing this notice. Refer to them for more information about how to complete and lodge this notice.

## Section A: Your details

### 1 Tax file number (TFN)

**!** You don't have to provide your TFN to your super fund. However, if your super fund does not have your TFN, they cannot accept personal contributions. Your super fund will not accept this notice as valid if they cannot accept or are forced to return the contributions it applies to.

2 0 0 2 6 5 9 6 7

### 2 Name

Title: Mr  Mrs  Miss  Ms  Other

Family name  
W I L L I S

First given name  
P R I S C I L L A

Date of birth: Day 0 6 / Month 0 4 / Year 1 9 7 7

### 4 Current postal address

1 8 8 QUARRY ROAD

Suburb/town/locality: BOSSLEY PARK  
State/territory: NSW  
Postcode: 2176

Country if outside of Australia

5 Daytime phone number (include area code) 0 4 0 4 6 6 0 3 8 7

## Section B: Super fund's details

### 6 Fund name

W I L L I S F U N D

7 Fund Australian business number (ABN) 9 7 1 2 0 5 3 5 2 9 1

8 Member account number

## Section C: Contribution details

### 9 Personal contribution details

Financial year ended 30 June 20 2 2

My personal contributions to this fund covered by this notice \$ 6,500.00

The amount of these personal contributions I will be claiming as a tax deduction \$ 6,500.00

Is this notice varying an earlier notice? No  Yes



# Section D: Declaration

In signing one of the declarations on this form you should be aware that the law has changed to expand the administrative penalty provisions to include penalties for making false or misleading statements that do not result in a shortfall amount.

This may include making false or misleading statements to an entity other than the ATO if the statement is required or allowed to be made under tax law, for example, a notice of intent to deduct super contributions given to a super fund.

**!** For more information about these penalties, refer to Superannuation and false or misleading statements which do not result in a shortfall amount at <http://www.ato.gov.au/content/00270103.htm>

Complete and sign one of the following statements that applies to you:

## INTENTION TO CLAIM A TAX DEDUCTION

**!** Complete this declaration if you have **not** previously lodged a valid notice with your super fund for these contributions.

I declare that at the time of lodging this notice:

- I intend to claim the personal contributions stated as a tax deduction
- I am a member of the identified super fund
- the identified super fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions
- I have not included any of the contributions in an earlier valid notice.

I declare that I am lodging this notice at the earlier of **either**:

- before the end of the day that I lodged my income tax return for the income year in which the personal contributions covered by this notice were made, **or**
- before the end of the income year following the year in which the contribution was made.

I declare that the information given on this notice is correct and complete.

Name (Print in BLOCK LETTERS)

P R I S C I L L A W I L L I S

Signature



Date

Day: 20 / Month: 09 / Year: 2022

OR

## VARIATION OF PREVIOUS VALID DEDUCTION NOTICE

**!** Complete this declaration if you have already lodged a valid notice with your fund for these contributions and you wish to **reduce** the amount stated in that notice.

I declare that at the time of lodging this notice:

- I intend to claim the personal contributions stated as a tax deduction
- I am a member of the identified super fund
- the identified super fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions.

- I have not yet lodged my income tax return for the relevant year and this variation notice is being lodged on or before 30 June in the financial year following the year in which the personal contributions covered by the notice were made, **or**
- the ATO has disallowed my claim for a deduction for the relevant year and this notice reduces the amount stated in my previous valid notice by the amount that has been disallowed.

I declare that I wish to vary my previous valid notice for these contributions by **reducing** the amount I advised in my previous notice and I confirm that either:

- I have lodged my income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, **or**

I declare that the information given on this notice is correct and complete.

Name (Print in BLOCK LETTERS)

Signature



Date

Day: / Month: / Year:

**➔** Send your completed variation notice to your super fund. **Do not send it to us.** The information on this notice is for you and your super fund. We don't collect this information; we only provide a format for you to provide the information to your super fund.



# Notice of intent to claim or vary a deduction for personal super contributions

## COMPLETING THIS STATEMENT

- Print clearly using a black pen only.
- Use BLOCK LETTERS and print one character per box.
- Place  in ALL applicable boxes.

**!** The instructions contain important information about completing this notice. Refer to them for more information about how to complete and lodge this notice.

## Section A: Your details

### 1 Tax file number (TFN)

**!** You don't have to provide your TFN to your super fund. However, if your super fund does not have your TFN, they cannot accept personal contributions. Your super fund will not accept this notice as valid if they cannot accept or are forced to return the contributions it applies to.

### 2 Name

Title: Mr  Mrs  Miss  Ms  Other

Family name

First given name

Other given names

3 Date of birth   /   /

### 4 Current postal address

Suburb/town/locality

State/territory

Postcode

Country if outside of Australia

5 Daytime phone number (include area code)

## Section B: Super fund's details

### 6 Fund name

7 Fund Australian business number (ABN)

8 Member account number

## Section C: Contribution details

### 9 Personal contribution details

Financial year ended 30 June 20

My personal contributions to this fund covered by this notice \$    ,    .

The amount of these personal contributions I will be claiming as a tax deduction \$    ,    .

Is this notice varying an earlier notice? No  Yes

## Section D: Declaration

In signing one of the declarations on this form you should be aware that the law has changed to expand the administrative penalty provisions to include penalties for making false or misleading statements that do not result in a shortfall amount.

This may include making false or misleading statements to an entity other than the ATO if the statement is required or allowed to be made under tax law, for example, a notice of intent to deduct super contributions given to a super fund.

❗ For more information about these penalties, refer to Superannuation and false or misleading statements which do not result in a shortfall amount at <http://www.ato.gov.au/content/00270103.htm>

Complete and sign one of the following statements that applies to you:

### INTENTION TO CLAIM A TAX DEDUCTION

❗ Complete this declaration if you have **not** previously lodged a valid notice with your super fund for these contributions.

I declare that at the time of lodging this notice:

- I intend to claim the personal contributions stated as a tax deduction
- I am a member of the identified super fund
- the identified super fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions
- I have not included any of the contributions in an earlier valid notice.

I declare that I am lodging this notice at the earlier of **either**:

- before the end of the day that I lodged my income tax return for the income year in which the personal contributions covered by this notice were made, **or**
- before the end of the income year following the year in which the contribution was made.

I declare that the information given on this notice is correct and complete.

Name (Print in BLOCK LETTERS)

S T A C E Y W I L L I S

Signature



Date

Day Month Year  
2 0 / 0 9 / 2 0 2 2

OR

### VARIATION OF PREVIOUS VALID DEDUCTION NOTICE

❗ Complete this declaration if you have already lodged a valid notice with your fund for these contributions and you wish to **reduce** the amount stated in that notice.

I declare that at the time of lodging this notice:

- I intend to claim the personal contributions stated as a tax deduction
- I am a member of the identified super fund
- the identified super fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions.

- I have not yet lodged my income tax return for the relevant year and this variation notice is being lodged on or before 30 June in the financial year following the year in which the personal contributions covered by the notice were made, **or**
- the ATO has disallowed my claim for a deduction for the relevant year and this notice reduces the amount stated in my previous valid notice by the amount that has been disallowed.

I declare that I wish to vary my previous valid notice for these contributions by **reducing** the amount I advised in my previous notice and I confirm that either:

- I have lodged my income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, **or**

I declare that the information given on this notice is correct and complete.

Name (Print in BLOCK LETTERS)

Signature



Date

Day Month Year  
 / /

➔ Send your completed variation notice to your super fund. **Do not send it to us.** The information on this notice is for you and your super fund. We don't collect this information; we only provide a format for you to provide the information to your super fund.

**SMSF Tax Return****2022**

1 Jul 2021—30 Jun 2022

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](http://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](http://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.

| <b>Tax File Number</b> | <b>Name of partnership, trust, fund or entity</b> | <b>Year</b> |
|------------------------|---|-------------|
| TFN Recorded           | Willis Fund                                       | 2022        |


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.

| <b>Signature of partner, trustee or director</b>  | <b>Date</b> |
|---|-------------|
|   | 09/21/2022  |

**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. | BSB Number | Account Number | Account Name             |
|---------------|------------|----------------|--------------------------|
| 25375372      | 012468     | 213641389      | PW & SMW ATF WILLIS FUND |

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

| Signature   | Date       |
|---|------------|
|   | 09/21/2022 |

**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 01/07/2021

Period end 30/06/2022

**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

**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>B</b>                        | \$6,946.00         |
| Gross interest income                   | <b>C</b>                        | \$12.00            |
| <b>Assessable contributions</b>         | (R1 + R2 + R3 less R6) <b>R</b> | \$31,290.00        |
| Assessable employer contributions       | <b>R1</b>                       | \$17,990.00        |
| Assessable personal contributions       | <b>R2</b>                       | \$13,300.00        |
| No-TFN-quoted contributions             | <b>R3</b>                       | \$0.00             |
| Other income                            |                                 | \$286.00           |
| <b>Total other income</b>               | <b>S</b>                        | <b>\$286.00</b>    |
| <b>Gross income</b>                     | <b>W</b>                        | <b>\$38,534.00</b> |
| <b>Total assessable income</b>          | <b>V</b>                        | <b>\$38,534.00</b> |

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

|                               |           | Deductions                                      | Non-Deductible Expenses     |
|-------------------------------|-----------|---|-----------------------------|
| Insurance premiums – members  | <b>F1</b> | \$7,836.00                                      | <b>F2</b>                   |
| Other amounts                 | <b>L1</b> | \$259.00  | <b>L2</b>                   |
|                               |           | O - Other expenses not listed elsewhere         |                             |
| <b>Totals</b>                 | <b>N</b>  | <b>\$8,095.00</b>                               | <b>Y</b>                    |
| <b>Total SMSF expenses</b>    |           | (N + Y)   | <b>Z</b> <b>\$8,095.00</b>  |
| <b>Taxable income or loss</b> |           | (TOTAL ASSESSABLE INCOME less TOTAL DEDUCTIONS) | <b>O</b> <b>\$30,439.00</b> |

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

|  |  |           |                   |
|--|--|-----------|-------------------|
| Taxable income                               |  | <b>A</b>  | \$30,439.00       |
| Tax on taxable income                        |  | <b>T1</b> | \$4,565.85        |
| Tax on no-TFN-quoted contributions           |  | <b>J</b>  | \$0.00            |
| Gross tax                                    |  | <b>B</b>  | \$4,565.85        |
| <b>Subtotal</b>                              | (B less C – cannot be less than zero)  | <b>T2</b> | <b>\$4,565.85</b> |
| <b>Subtotal</b>                              | (T2 less D – cannot be less than zero) | <b>T3</b> | <b>\$4,565.85</b> |
| <b>REFUNDABLE TAX OFFSETS</b>                | (E1 + E2 + E3 + E4)                    | <b>E</b>  | \$0.00            |
| Complying fund's franking credits tax offset |  | <b>E1</b> | \$0.00            |
| Tax Payable                                  |  | <b>T5</b> | \$4,565.85        |

|  |          |                   |
|--|----------|-------------------|
| Tax offset refunds (Remainder of refundable tax offsets) | I        | \$0.00            |
| PAYG instalments raised                                  | K        | \$1,840.00        |
| Supervisory levy   | L        | \$259.00          |
| Supervisory levy adjustment for wound up funds           | M        | \$0.00            |
| Supervisory levy adjustment for new funds                | N        | \$0.00            |
| <b>Amount payable</b>                                    | <b>S</b> | <b>\$2,984.85</b> |

## Section H: Assets and liabilities

|   |          |                     |
|---|----------|---------------------|
| <b>15</b> ASSETS                            |          |                     |
| <b>15b</b> Australian direct investments    |          |                     |
| Cash and term deposits                      | E        | \$11,313.00         |
| Residential real property                   | L        | \$593,602.00        |
| <b>15d</b> Overseas direct investments      |          |                     |
| <b>Total Australian and overseas assets</b> | <b>U</b> | <b>\$604,915.00</b> |
| <b>16</b> LIABILITIES                       |          |                     |
| Total member closing account balances       | W        | \$568,580.00        |
| Other liabilities                           | Y        | \$36,334.00         |
| <b>Total liabilities</b>                    | <b>Z</b> | <b>\$604,914.00</b> |

## Section K: Declarations

### PREFERRED TRUSTEE OR DIRECTOR CONTACT DETAILS

|                             |                          |
|-----------------------------|--------------------------|
| Title                       | Mr                       |
| First name                  | Stacey                   |
| Family name                 | Willis                   |
| Non-individual trustee name | Willis Fund Pty Ltd      |
| Contact number              | 04 04660387              |
| Email address               | toplinelawns@hotmail.com |

### TAX AGENT'S CONTACT DETAILS

|                |              |
|----------------|--------------|
| Practice name  | TST Advisory |
| 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               |
| <b>INDIVIDUAL NAME</b>  |                            |
| Title   | Mrs                        |
| Given name  | Priscilla                  |
| Other given names   |                            |
| Family name   | Willis                     |
| Suffix  |                            |
| Date of birth   | 6 Apr 1977                 |
| Date of death   |                            |
| <b>CONTRIBUTIONS</b>  |                            |
| Opening account balance   | \$282,953.71               |
| Employer contributions  | <b>A</b> \$3,911.92        |
| Principal Employer ABN  | <b>A1</b>                  |
| Personal contributions  | <b>B</b> \$5,525.00        |
| CGT small business retirement exemption   | <b>C</b>                   |
| CGT small business 15 year exemption  | <b>D</b>                   |
| Personal injury election  | <b>E</b>                   |
| Spouse and child contributions  | <b>F</b>                   |
| Other third party contributions   | <b>G</b>                   |
| Proceeds from primary residence disposal  | <b>H</b>                   |
| Receipt date  | <b>H1</b>                  |
| Assessable foreign superannuation fund amount   | <b>I</b>                   |
| Non-assessable foreign superannuation fund amount   | <b>J</b>                   |
| Transfer from reserve: assessable amount  | <b>K</b>                   |
| Transfer from reserve: non-assessable amount  | <b>L</b>                   |
| Contributions from non-complying funds and previously non-complying funds                     | <b>T</b>                   |
| Any other contributions (including Super Co-contributions and Low Income Super Contributions) | <b>M</b>                   |
| <b>Total Contributions</b>  | <b>N</b> <b>\$9,436.92</b> |

**OTHER TRANSACTIONS**

|  |           |                     |
|--|-----------|---------------------|
| Allocated earnings or losses                       | <b>O</b>  | (\$375.99)          |
| Inward rollovers and transfers                     | <b>P</b>  |                     |
| Outward rollovers and transfers                    | <b>Q</b>  |                     |
| TRIS Count   |           |                     |
| Accumulation phase account balance                 | <b>S1</b> | \$292,014.64        |
| Retirement phase account balance – Non CDBIS       | <b>S2</b> |                     |
| Retirement phase account balance – CDBIS           | <b>S3</b> |                     |
| Accumulation phase value                           | <b>X1</b> |                     |
| Retirement phase value                             | <b>X2</b> |                     |
| Outstanding Limited recourse borrowing arrangement | <b>Y</b>  |                     |
| Lump Sum payment                                   | <b>R1</b> |                     |
| Income stream payment                              | <b>R2</b> |                     |
| <b>Closing account balance</b>                     | <b>S</b>  | <b>\$292,014.64</b> |

**Member 2 — Willis, Stacey (TFN Recorded)**

|   |           |                    |
|---|-----------|--------------------|
| Account status  |           | Open               |
| Tax File Number   |           | TFN Recorded       |
| <b>INDIVIDUAL NAME</b>  |           |                    |
| Title   |           | Mr                 |
| Given name  |           | Stacey             |
| Other given names   |           |                    |
| Family name   |           | Willis             |
| Suffix  |           |                    |
| Date of birth   |           | 8 Jul 1975         |
| Date of death   |           |                    |
| <b>CONTRIBUTIONS</b>  |           |                    |
| Opening account balance   |           | \$259,753.77       |
| Employer contributions  | <b>A</b>  | \$11,379.19        |
| Principal Employer ABN  | <b>A1</b> |                    |
| Personal contributions  | <b>B</b>  | \$5,780.00         |
| CGT small business retirement exemption   | <b>C</b>  |                    |
| CGT small business 15 year exemption  | <b>D</b>  |                    |
| Personal injury election  | <b>E</b>  |                    |
| Spouse and child contributions  | <b>F</b>  |                    |
| Other third party contributions   | <b>G</b>  |                    |
| Proceeds from primary residence disposal  | <b>H</b>  |                    |
| Receipt date  | <b>H1</b> |                    |
| Assessable foreign superannuation fund amount   | <b>I</b>  |                    |
| Non-assessable foreign superannuation fund amount   | <b>J</b>  |                    |
| Transfer from reserve: assessable amount  | <b>K</b>  |                    |
| Transfer from reserve: non-assessable amount  | <b>L</b>  |                    |
| Contributions from non-complying funds and previously non-complying funds                     | <b>T</b>  |                    |
| Any other contributions (including Super Co-contributions and Low Income Super Contributions) | <b>M</b>  |                    |
| <b>Total Contributions</b>  | <b>N</b>  | <b>\$17,159.19</b> |

**OTHER TRANSACTIONS**

|  |           |                     |
|--|-----------|---------------------|
| Allocated earnings or losses                       | <b>O</b>  | (\$346.85)          |
| Inward rollovers and transfers                     | <b>P</b>  |                     |
| Outward rollovers and transfers                    | <b>Q</b>  |                     |
| TRIS Count   |           |                     |
| Accumulation phase account balance                 | <b>S1</b> | \$276,566.11        |
| Retirement phase account balance – Non CDBIS       | <b>S2</b> |                     |
| Retirement phase account balance – CDBIS           | <b>S3</b> |                     |
| Accumulation phase value                           | <b>X1</b> |                     |
| Retirement phase value                             | <b>X2</b> |                     |
| Outstanding Limited recourse borrowing arrangement | <b>Y</b>  |                     |
| Lump Sum payment                                   | <b>R1</b> |                     |
| Income stream payment                              | <b>R2</b> |                     |
| <b>Closing account balance</b>                     | <b>S</b>  | <b>\$276,566.11</b> |

# Worksheets

**13** CALCULATION STATEMENT**K** PAYG INSTALMENTS RAISED

| Description  | Amount            |
|--------------|-------------------|
| FY 2021      | \$1,840.00        |
| <b>Total</b> | <b>\$1,840.00</b> |

**16** LIABILITIES**Y** Other liabilities

| Description   | Amount             |
|---------------|--------------------|
| ATO Liability | \$36,334.00        |
| <b>Total</b>  | <b>\$36,334.00</b> |

**SIGNATURE CERTIFICATE**

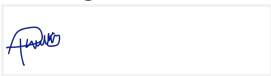



**REFERENCE NUMBER**

EFEB775A-484B-4C06-B0B9-22F5442FA611

| TRANSACTION DETAILS   | DOCUMENT DETAILS  |
|---|---|
| <p><b>Reference Number</b><br/>EFEB775A-484B-4C06-B0B9-22F5442FA611</p> <p><b>Transaction Type</b><br/>Signature Request</p> <p><b>Sent At</b><br/>09/21/2022 02:15 EDT</p> <p><b>Executed At</b><br/>09/21/2022 03:53 EDT</p> <p><b>Identity Method</b><br/>email</p> <p><b>Distribution Method</b><br/>email</p> <p><b>Signed Checksum</b><br/>067db6b84849100e1bf8d22b89ff3ae01aa3dc7298b788bc88c06e53b149e968</p> <p><b>Signer Sequencing</b><br/>Disabled</p> <p><b>Document Passcode</b><br/>Disabled</p> | <p><b>Document Name</b><br/>2022 Tr+compliance docs</p> <p><b>Filename</b><br/>2022_tr+compliance docs.pdf</p> <p><b>Pages</b><br/>29 pages</p> <p><b>Content Type</b><br/>application/pdf</p> <p><b>File Size</b><br/>3.47 MB</p> <p><b>Original Checksum</b><br/>68ea5b800966848b8664ead29ac4e2c01a1d73429197765a4c6ab8a2da212454</p> |

**SIGNERS**

| SIGNER  | E-SIGNATURE  | EVENTS   |
|---|--|--|
| <p><b>Name</b><br/>Priscilla Willis</p> <p><b>Email</b><br/>pwillis3127@hotmail.com</p> <p><b>Components</b><br/>12</p> | <p><b>Status</b><br/>signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b><br/>a1af714bcc1f16b0fd0a79a1df7d39be662ef1cd5524985124d7eb85f79a7152</p> <p><b>IP Address</b><br/>101.180.70.115</p> <p><b>Device</b><br/>Chrome via Mac</p> <p><b>Drawn Signature</b><br/></p> <p><b>Signature Reference ID</b><br/>7149E42F</p> <p><b>Signature Biometric Count</b><br/>194</p> | <p><b>Viewed At</b><br/>09/21/2022 03:51 EDT</p> <p><b>Identity Authenticated At</b><br/>09/21/2022 03:53 EDT</p> <p><b>Signed At</b><br/>09/21/2022 03:53 EDT</p> |
| <p><b>Name</b><br/>Stacey Willis</p> <p><b>Email</b><br/>toplinelawns@hotmail.com</p> <p><b>Components</b><br/>15</p>   | <p><b>Status</b><br/>signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b><br/>cba2180b8e90a11c72d60c8349cc1079e44a63ba5aab9ec586fa06b8b09cbb2c</p> <p><b>IP Address</b><br/>101.180.70.115</p> <p><b>Device</b><br/>Safari via Mac</p> <p><b>Drawn Signature</b><br/></p> <p><b>Signature Reference ID</b><br/>8A80665C</p> <p><b>Signature Biometric Count</b><br/>453</p> | <p><b>Viewed At</b><br/>09/21/2022 03:46 EDT</p> <p><b>Identity Authenticated At</b><br/>09/21/2022 03:51 EDT</p> <p><b>Signed At</b><br/>09/21/2022 03:51 EDT</p> |

# AUDITS

| TIMESTAMP            | AUDIT  |
|----------------------|--|
| 09/21/2022 02:15 EDT | TST Advisory (service@taxspot.com.au) created document '2022_tr+compliancedocs.pdf' on Opera via Windows from 59.102.67.128. |
| 09/21/2022 02:15 EDT | Priscilla Willis (pwillis3127@hotmail.com) was emailed a link to sign.   |
| 09/21/2022 02:15 EDT | Stacey Willis (toplinelawns@hotmail.com) was emailed a link to sign.   |
| 09/21/2022 03:46 EDT | Stacey Willis (toplinelawns@hotmail.com) viewed the document on Safari via Mac from 101.180.70.115.                          |
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