

9 June, 2021

Me Peter & Mrs Luigina Taylor
P & L Taylor Superannuation Fund
Shop 4/1 Blackwood Place
OATLANDS NSW 2117

Dear Peter & Lou

Re: Engagement of Mark Bonney as Auditor

Audit Standards

As auditor I must comply with the statutory requirements as set out by the Superannuation Industry (Supervision) Act 1993, the Superannuation Industry (Supervision) regulations and with Accounting and Auditing Standards in force at the time. These legal duties may not be abrogated.

Ownership of Documents

The final documents which I am specifically engaged to prepare, together with any other original documents given to the firm/me, shall remain your property. Documents brought into existence by me including general journals, working papers, the general ledger, and draft financial statements, will remain my property at all times. However, I will always provide you with copies of any documents that you may require from time to time.

Lien over Documents

In relation to any subsequent termination of my services, you are advised that I may invoke a Lien over certain documents held until such time as outstanding fee/s have been paid or other satisfactory arrangements are reached. A lien is a right to hold certain documents or property until the debt incurred in respect of that property/document has been satisfied. The lien however may not be held over property that belongs to another, including if held jointly, and does not cover statutory documents (eg a Tax Return, BAS or refund cheque). I will provide you with a copy of all documents subject to my claim of a lien.

Quality Review

As a Member of the Institute of Chartered Accountants I am subject to periodic quality assurance reviews. Unless otherwise advised, by engaging myself, you are consenting to your files being part of such a quality review. This review is a review of my file and not a review of you as a client. Your confidentiality will be retained throughout this process.

Standards

I will provide the highest standard of professional service and I am focused on your concerns as my client. 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.

Tel 02 7804 1898

admin01@dab.com.au

By Appointment
Level 5 24 Hunter Street,
Parramatta NSW 2150

Correspondence
PO Box 313
Parramatta NSW 2124

Furthermore, as a Member of the Institute of Chartered Accountants in public practice, I am subject to the ethical and professional requirements of the Institute of Chartered Accountants and its Investigations and Disciplinary processes. These requirements cover issues such as a Code of Ethics, adherence to Accounting and Auditing Standards, requirements to undertake Continued Professional Education and to hold trust money in a Trust Account. Should there be an issue regarding my ethical or business practices, such matters may be referred to the Institute of Chartered Accountants (CA's) for investigation.

As a member of the CA's, I am obliged to have Professional Indemnity Insurance, and I warrant to you that my insurance cover is in accordance with the CA's requirements. As a member of the CA's in NSW I am also subject to the Professional Standards Legislation and my liability is capped under a scheme approved by the Professional Standards Legislation.

Privacy Statement

I am bound by the provisions of the *Privacy Act* to maintain all your records securely and in accordance with the provisions of that Act. Any breach of these requirements should be notified to the Privacy Commissioner. However, as noted above in "Quality Review", your file, unless you specifically forbid it, may be subject to a Quality Review by the CA's.

Audit Independence Statement

I hereby state that I have been engaged by the Trustee(s) of the P & L Taylor Superannuation Fund as independent auditor free from any coercion and I will exercise objective and impartial judgment in compliance with the laws of Australia. I confirm that the auditor is not a relative, business partner or other person whose independence may be reasonably thought to be jeopardised due to a close present or past relationship with the subject of the audit. Furthermore, the Auditor has not been responsible for other accounting related matters of P & L Taylor Superannuation Fund.

Previous Returns

I am not engaged to review the accuracy of any previous returns lodged by your organisation including that of the Principals/Partners/Trustees/Directors/Shareholders/ Beneficiaries. You have warranted that I am entitled to reply on the balance sheet(s) and other financial records as presented.

You as Trustee

As a Trustee of a Self-Managed Superannuation Fund you have certain legal responsibilities. It is for you as the Trustee to make sure you are in compliance with all such requirements. Any failure of you to discharge your duties as Trustee is your responsibility. This includes the preparation of the financial statements, the maintenance of adequate accounting records and internal controls, the selection and application of accounting policies and the safeguarding of assets. There is plenty of information as put out by the Australian Taxation Office (ATO) expressing responsibilities as Trustee.

Client Acknowledgement and Confirmation

Please contact me if you have any queries about this engagement. Please sign and return the confirmation of acceptance of this engagement. If you fail to return a signed acceptance but continue to use our services, this will be taken as acceptance of its terms.

I thank you for the opportunity to provide professional audit services to your superannuation fund and we/I look forward to developing a close and mutually satisfying relationship with you for many years to come.

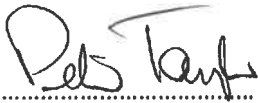
Regards


Mark Bonney CA

Acknowledgement and Confirmation

I/we Peter & Luigina Taylor as Trustee(s) of the P & L Taylor Superannuation Fund, hereby acknowledge your Audit engagement, and agree to the terms and conditions as set out therein. We also undertake that we have the capacity to make this engagement (if on behalf of an entity).

I/we also agree and we/I shall be personally liable for all fees for services performed in accordance with such agreement.



.....
Peter Taylor



.....
Luigina Taylor

As Trustee(s) of P & L Taylor Superannuation Fund