



**The Bernard Higgins Superannuation Fund**

ABN 78 271 656 215

Trustees: Susan Higgins & Bernard Higgins

**Signing Pack**

**For the year ended 30 June 2023**

**Trustees**

The Trustees of the Fund are as follows:

Susan Higgins and  
Bernard Higgins

**Availability of Other Fund Information**

Additional information regarding your membership is available on request. What your Fund can do is governed by the provisions of its Trust Deed, which is available for inspection. If you require further information or clarification of any aspect of your membership of the Fund, please contact your Fund's Administrator or Trustees.

**Trustees Disclaimer**

This statement has been prepared by the Trustees for the member whose name appears at the top of this statement. While every effort has been made by the Trustees to ensure the accuracy and completeness of this statement, the Trustees do not accept any liability for any errors, omissions or misprints.

Signed on behalf of the Trustees of the Fund

.....  
Susan Higgins  
Trustee

.....  
Bernard Higgins  
Trustee

Statement Date: 30 June 2023

**Trustees**

The Trustees of the Fund are as follows:

Susan Higgins and  
Bernard Higgins

**Availability of Other Fund Information**

Additional information regarding your membership is available on request. What your Fund can do is governed by the provisions of its Trust Deed, which is available for inspection. If you require further information or clarification of any aspect of your membership of the Fund, please contact your Fund's Administrator or Trustees.

**Trustees Disclaimer**

This statement has been prepared by the Trustees for the member whose name appears at the top of this statement. While every effort has been made by the Trustees to ensure the accuracy and completeness of this statement, the Trustees do not accept any liability for any errors, omissions or misprints.

Signed on behalf of the Trustees of the Fund

.....  
Susan Higgins  
Trustee

.....  
Bernard Higgins  
Trustee

Statement Date: 30 June 2023

## The Bernard Higgins Superannuation Fund

### Trustee Declaration

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In the opinion of the Trustees of the The Bernard Higgins Superannuation Fund.

The Fund is not a reporting entity and this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to these financial statements.

- (i) the financial statements and notes to the financial statements for the year ended 30 June 2023 present fairly the financial position of the Fund at 30 June 2023 and the results of its operations for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements; and
- (ii) the financial statements and notes to the financial statements have been prepared in accordance with the requirements of the Trust Deed; and
- (iii) the operation of the Fund has been carried out in accordance with its Trust Deed and in compliance with the requirements of the Superannuation Industry (Supervision) Act 1993 during the year ended 30 June 2023.

Signed in accordance with a resolution of the trustees by:

..... Dated: ...../...../.....  
**Susan Higgins**  
Trustee

..... Dated: ...../...../.....  
**Bernard Higgins**  
Trustee

Section K: **Declarations**

 Penalties may be imposed for false or misleading information in addition to penalties relating to any tax shortfalls.

**Important**

Before making this declaration check to ensure that all income has been disclosed and the annual return, all attached schedules and any additional documents are true and correct in every detail. If you leave labels blank, you will have specified a zero amount or the label was not applicable to you. If you are in doubt about any aspect of the annual return, place all the facts before the ATO.

**Privacy**

The ATO is authorised by the *Taxation Administration Act 1953* to request the provision of tax file numbers (TFNs). We will use the TFN to identify the entity in our records. It is not an offence not to provide the TFN. However if you do not provide the TFN, the processing of this form may be delayed.

Taxation law authorises the ATO to collect information and disclose it to other government agencies. For information about your privacy go to [ato.gov.au/privacy](http://ato.gov.au/privacy)

**TRUSTEE'S OR DIRECTOR'S DECLARATION:**

I declare that, the current trustees and directors have authorised this annual return and it is documented as such in the SMSF's records. I have received a copy of the audit report and are aware of any matters raised therein. The information on this annual return, including any attached schedules and additional documentation is true and correct.

Authorised trustee's, director's or public officer's signature

Date      Day      /      Month      /      Year

**Preferred trustee or director contact details:**

Title:

Family name

First given name

Other given names

Phone number

Email address

Non-individual trustee name (if applicable)

ABN of non-individual trustee

Time taken to prepare and complete this annual return  Hrs

 The Commissioner of Taxation, as Registrar of the Australian Business Register, may use the ABN and business details which you provide on this annual return to maintain the integrity of the register. For further information, refer to the instructions.

**TAX AGENT'S DECLARATION:**

I declare that the *Self-managed superannuation fund annual return 2023* has been prepared in accordance with information provided by the trustees, that the trustees have given me a declaration stating that the information provided to me is true and correct, and that the trustees have authorised me to lodge this annual return.

Tax agent's signature

Date      Day      /      Month      /      Year

**Tax agent's contact details**

Title:

Family name

First given name

Other given names

Tax agent's practice

Tax agent's phone number

Reference number

Tax agent number

**AUDITOR:**

It was resolved that

Anthony Boys  
of  
Super Audits  
702/20 Hindmarsh Square  
ADELAIDE, SA 5000

act as the auditor of the fund for the next financial year.

**TAX AGENT:**

It was resolved that

Mrs Angela Reissis  
of  
Connectus Accountants  
GPO Box 233  
SYDNEY, NSW 2001

act as the tax agent of the fund for the next financial year.

**CLOSURE:**

There being no further business the meeting was closed.

..... Dated: ...../...../.....  
Bernard Higgins  
Chairperson

### **Independence/Conflict of Interest**

We have established policies and procedures designed to ensure our independence, including policies on holding financial interests in the superannuation fund and other related parties, rotation of audit partners, business relationships, employment relationships, and the provision of non-audit services in accordance with professional statement APES 110 – Code of Ethics for Professional Accountants.

### **Outsourced Services**

We do not use any outsourced services in overseas locations when conducting client assignments.

### **Data Storage**

We use data storage located in the office but it may be replicated to other locations.

Accepting our services as part of this engagement agreement indicates your acceptance of the use of outsourced services, cloud hosted software and outsourced data storage under the conditions outlined above.

### **Limitation of Liability**

Our firm's liability to you or any other user of the audit report is limited by a Scheme approved under Professional Standards Legislation. audit

### **Other**

We would appreciate acknowledgement of terms and conditions set out in this letter. Please note that this letter will be effective for future years unless the terms of the engagement are altered by future correspondence.

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.

If you have any queries in relation to this please contact me.

To: Anthony Boys

I/We, Susan Higgins and Bernard Higgins hereby confirm your appointment as Auditor under the above terms of engagement.

For and on behalf of The Bernard Higgins Superannuation Fund as trustees.

**Signed &**  
**Dated**

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Yours sincerely  
Anthony Boys

**DATED:** 31 January 2024

significance in relation to the Fund as to require mention in the notes to the financial statements in order to ensure they are not misleading as to the financial position of the Fund or its operations.

**18. Outstanding legal action**

The trustees confirm that there is no outstanding legal action or claims against the Fund. There have been no communications from the ATO concerning a contravention of SISA or SISR which has occurred, is occurring, or is about to occur.

We understand that your examination was made in accordance with Australian Auditing Standards and applicable Standards on Assurance Engagements and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the Fund taken as a whole, and on the compliance of the Fund with specified requirements of SISA and SISR, and that your tests of the financial and compliance records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully

.....  
Mrs Susan Higgins  
Trustee

.....  
Mr Bernard Higgins  
Trustee  
Date: 31 January 2024

**D. Audit Scope**

It is acknowledged that the purpose of your audit is to establish the following :-

- (i) whether the fund's financial report presents fairly in all material respects the financial position of the fund at year end and the results of its operations for the year then ended *and*
- (ii) whether the trustees have complied with those provisions of the Superannuation Industry (Supervision) Act 1993 ("the Act") and the Superannuation Industry (Supervision) Regulations 1993 ("the Regulations") as specified in Part B of your audit report.

Yours faithfully,

.....  
*Bernard Higgins*

Date :

**D. Audit Scope**

It is acknowledged that the purpose of your audit is to establish the following :-

- (i) whether the fund's financial report presents fairly in all material respects the financial position of the fund at year end and the results of its operations for the year then ended *and*
- (ii) whether the trustees have complied with those provisions of the Superannuation Industry (Supervision) Act 1993 ("the Act") and the Superannuation Industry (Supervision) Regulations 1993 ("the Regulations") as specified in Part B of your audit report.

Yours faithfully,

.....  
*Susan Higgins*

Date :

23 March 2023

The Bernard Higgins Superannuation Fund  
C/- Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Withdrawal**

I wish to make a Lump Sum withdrawal of \$10,250.00 from my accumulation account.

I confirm that I have met the Condition of Release of Attaining Age 65.

I understand that the current balance of my accumulation account is approximately \$715,092.79. The lump sum is comprised of the following components:

Taxable – Taxed Element:	\$9,042.19
Tax Free	\$1,207.81

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

**MINUTES OF THE MEETING OF THE TRUSTEES OF  
THE BERNARD HIGGINS SUPERANNUATION FUND  
HELD ON 23 MARCH 2023 AT  
40A WERRINA PARADE, BLUE BAY NSW**

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**PRESENT:** Susan Higgins  
Bernard Higgins

**LUMP SUM WITHDRAWAL:** The Fund acknowledges the receipt from Mr Bernard Higgins requesting the payment of a Lump Sum of \$10,250.00 from the accumulation balance, which consisted of the following components:

Taxable – Taxed Element:	\$9,042.19
Tax Free	\$1,207.81

**CONDITION OF RELEASE:** IT WAS RESOLVED that the member has satisfied the Condition of Release of Attaining Age 65 and the benefits as requested be paid forthwith.

**REVIEW OF TRUST DEED:** IT WAS RESOLVED that the payment of benefits a lump sum was allowed under the fund's trust deed.

**PAPERWORK:** IT WAS RESOLVED to request the fund's administrator to attend to the completion of the following paperwork where required to give effect to the lump sum payment:

- Register the fund for PAYG withholding tax for the purpose of withholding any relevant amounts from the lump sum if required; and
- A PAYG Payment Summary – superannuation lump sum form will be completed and forwarded to the member.

**CLOSURE:** There being no further business the meeting was closed.

..... Dated: ...../...../.....  
Bernard Higgins  
Chairperson

23 March 2023

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Payment**

We confirm that your request for a Lump Sum payment has been completed.

An amount of \$10,250.00 has been paid as per your release instructions. This is comprised of the following components:

Taxable – Taxed Element:	\$9,042.19
Tax Free	\$1,207.81

An interim Member Statement is attached to confirm the balance of your account after this transaction.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

21 April 2023

The Bernard Higgins Superannuation Fund  
C/- Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Withdrawal**

I wish to make a Lump Sum withdrawal of \$10,700.00 from my accumulation account.

I confirm that I have met the Condition of Release of Attaining Age 65.

I understand that the current balance of my accumulation account is approximately \$714,294.96. The lump sum is comprised of the following components:

Taxable – Taxed Element:	\$9,455.85
Tax Free	\$1,244.15

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

**MINUTES OF THE MEETING OF THE TRUSTEES OF  
THE BERNARD HIGGINS SUPERANNUATION FUND  
HELD ON 21 APRIL 2023 AT  
40A WERRINA PARADE, BLUE BAY NSW**

---

**PRESENT:** Susan Higgins  
Bernard Higgins

**LUMP SUM WITHDRAWAL:** The Fund acknowledges the receipt from Mr Bernard Higgins requesting the payment of a Lump Sum of \$10,700.00 from the accumulation balance, which consisted of the following components:

Taxable – Taxed Element:	\$9,455.85
Tax Free	\$1,244.15

**CONDITION OF RELEASE:** IT WAS RESOLVED that the member has satisfied the Condition of Release of Attaining Age 65 and the benefits as requested be paid forthwith.

**REVIEW OF TRUST DEED:** IT WAS RESOLVED that the payment of benefits a lump sum was allowed under the fund's trust deed.

**PAPERWORK:** IT WAS RESOLVED to request the fund's administrator to attend to the completion of the following paperwork where required to give effect to the lump sum payment:

- Register the fund for PAYG withholding tax for the purpose of withholding any relevant amounts from the lump sum if required; and
- A PAYG Payment Summary – superannuation lump sum form will be completed and forwarded to the member.

**CLOSURE:** There being no further business the meeting was closed.

..... Dated: ...../...../.....  
Bernard Higgins  
Chairperson

21 April 2023

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Payment**

We confirm that your request for a Lump Sum payment has been completed.

An amount of \$10,700.00 has been paid as per your release instructions. This is comprised of the following components:

Taxable – Taxed Element:	\$9,455.85
Tax Free	\$1,244.15

An interim Member Statement is attached to confirm the balance of your account after this transaction.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

23 May 2023

The Bernard Higgins Superannuation Fund  
C/- Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Withdrawal**

I wish to make a Lump Sum withdrawal of \$10,700.00 from my accumulation account.

I confirm that I have met the Condition of Release of Attaining Age 65.

I understand that the current balance of my accumulation account is approximately \$699,958.29. The lump sum is comprised of the following components:

Taxable – Taxed Element:	\$9,449.39
Tax Free	\$1,250.61

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

**MINUTES OF THE MEETING OF THE TRUSTEES OF  
THE BERNARD HIGGINS SUPERANNUATION FUND  
HELD ON 23 MAY 2023 AT  
40A WERRINA PARADE, BLUE BAY NSW**

---

**PRESENT:** Susan Higgins  
Bernard Higgins

**LUMP SUM WITHDRAWAL:** The Fund acknowledges the receipt from Mr Bernard Higgins requesting the payment of a Lump Sum of \$10,700.00 from the accumulation balance, which consisted of the following components:

Taxable – Taxed Element:	\$9,449.39
Tax Free	\$1,250.61

**CONDITION OF RELEASE:** IT WAS RESOLVED that the member has satisfied the Condition of Release of Attaining Age 65 and the benefits as requested be paid forthwith.

**REVIEW OF TRUST DEED:** IT WAS RESOLVED that the payment of benefits a lump sum was allowed under the fund's trust deed.

**PAPERWORK:** IT WAS RESOLVED to request the fund's administrator to attend to the completion of the following paperwork where required to give effect to the lump sum payment:

- Register the fund for PAYG withholding tax for the purpose of withholding any relevant amounts from the lump sum if required; and
- A PAYG Payment Summary – superannuation lump sum form will be completed and forwarded to the member.

**CLOSURE:** There being no further business the meeting was closed.

..... Dated: ...../...../.....  
Bernard Higgins  
Chairperson

23 May 2023

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Payment**

We confirm that your request for a Lump Sum payment has been completed.

An amount of \$10,700.00 has been paid as per your release instructions. This is comprised of the following components:

Taxable – Taxed Element:	\$9,449.39
Tax Free	\$1,250.61

An interim Member Statement is attached to confirm the balance of your account after this transaction.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

23 June 2023

The Bernard Higgins Superannuation Fund  
C/- Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Withdrawal**

I wish to make a Lump Sum withdrawal of \$10,700.00 from my accumulation account.

I confirm that I have met the Condition of Release of Attaining Age 65.

I understand that the current balance of my accumulation account is approximately \$690,447.67. The lump sum is comprised of the following components:

Taxable – Taxed Element:	\$9,451.54
Tax Free	\$1,248.46

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

**MINUTES OF THE MEETING OF THE TRUSTEES OF  
THE BERNARD HIGGINS SUPERANNUATION FUND  
HELD ON 23 JUNE 2023 AT  
40A WERRINA PARADE, BLUE BAY NSW**

---

**PRESENT:** Susan Higgins  
Bernard Higgins

**LUMP SUM WITHDRAWAL:** The Fund acknowledges the receipt from Mr Bernard Higgins requesting the payment of a Lump Sum of \$10,700.00 from the accumulation balance, which consisted of the following components:

Taxable – Taxed Element:	\$9,451.54
Tax Free	\$1,248.46

**CONDITION OF RELEASE:** IT WAS RESOLVED that the member has satisfied the Condition of Release of Attaining Age 65 and the benefits as requested be paid forthwith.

**REVIEW OF TRUST DEED:** IT WAS RESOLVED that the payment of benefits a lump sum was allowed under the fund's trust deed.

**PAPERWORK:** IT WAS RESOLVED to request the fund's administrator to attend to the completion of the following paperwork where required to give effect to the lump sum payment:

- Register the fund for PAYG withholding tax for the purpose of withholding any relevant amounts from the lump sum if required; and
- A PAYG Payment Summary – superannuation lump sum form will be completed and forwarded to the member.

**CLOSURE:** There being no further business the meeting was closed.

..... Dated: ...../...../.....  
Bernard Higgins  
Chairperson

23 June 2023

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

Dear Bernard

**The Bernard Higgins Superannuation Fund  
Lump Sum Payment**

We confirm that your request for a Lump Sum payment has been completed.

An amount of \$10,700.00 has been paid as per your release instructions. This is comprised of the following components:

Taxable – Taxed Element:	\$9,451.54
Tax Free	\$1,248.46

An interim Member Statement is attached to confirm the balance of your account after this transaction.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Bernard Higgins  
40A Werrina Parade  
Blue Bay, NSW 2261

**The Bernard Higgins Superannuation Fund**  
**Minutes of a meeting of the Trustee(s)**  
**held on 21 December 2023 at 40A Werrina Parade, Blue Bay NSW 2216**

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**PRESENT:** Bernard Higgins  
Susan Higgins

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

**LOST PENSION DOCUMENTATION:** The trustees have become aware that certain pension documentation has been lost and they are unable to locate either the originals or copies of the documents.

The affected pensions were:

Bernard Higgins : Date commenced 30/06/2013 amount \$575,512.18 Tax free 19.70%  
The trustees believe the pensions would have had a reversionary beneficiary of Susan Higgins.

Susan Higgins : Date commenced 30/06/2013 amount \$575,332.65 Tax free 60.36%  
The trustees believe the pensions would have had a reversionary beneficiary of Bernard Higgins.

A copy of the 2014 Financial Statements are attached, showing no pensions in 2013 FY but showing opening balance in pensions at 01/07/2013 therefore the pensions started at 30.06.2013.

Bernard Higgins : Date commenced 01/07/2014 amount \$171,389.39 Tax free 87.52%  
The pension does not have a reversionary beneficiary.

Bernard Higgins : Date commenced 01/07/2015 amount \$205,858.90 Tax free 99.64%  
The pension does not have a reversionary beneficiary.

Susan Higgins : Date commenced 01/07/2014 amount \$171,391.26 Tax free 87.52%  
The pension does not have a reversionary beneficiary.

Susan Higgins : Date commenced 01/07/2015 amount \$155,009.18 Tax free 99.60%  
The pension does not have a reversionary beneficiary.

A copy of the letters from the members requesting a pension are attached. The letters state for the 2014 & 2015 pensions that they do not have a reversionary beneficiary.

The pensions have been existence since commencement date and all pension terms and conditions have been adhered to in the intervening years.

IT WAS RESOLVED to ratify the existence of the pensions and to minute that the pensions are on foot with the tax free and taxable percentages, start balance and nominated reversionary beneficiary be accepted as true and correct at the date of the meeting.

**CLOSURE:** All resolutions for this meeting were made in accordance with the SISA and Regulations.

There being no further business the meeting then closed.

Signed as a true record –

.....  
Bernard Higgins  
Trustee

.....  
Susan Higgins  
Trustee



**Agent** CONNECTUS ACCOUNTANTS  
**Client** BERNARD HIGGINS  
SUPERANNUATION FUND  
**ABN** 78 271 656 215

## Print activity statement

Account	Period	GST accounting method
Activity statement – 001 – BERNARD HIGGINS SUPERANNUATION FUND	Apr 2023 – Jun 2023	Cash

**Payment due date** 25 August 2023

## Statement summary

Description	Reported Value	Owed to ATO	Owed by ATO
<b>Goods and services tax (GST)</b>			
1A Owed to ATO		\$0.00	
1B Owed by ATO			\$4,615.00
G1 Total sales	\$8,337.00		
Does this include GST?	Yes		

## Refund amount

\$4,615.00

This amount is refundable (it may be offset against any other tax debt).

## Declaration

- > I BERNARD HIGGINS SUPERANNUATION FUND authorise CONNECTUS ACCOUNTANTS to give the Apr 2023 – Jun 2023 activity statement to the Commissioner of Taxation for 001 – BERNARD HIGGINS SUPERANNUATION FUND.
- > I declare that the information provided for the preparation of this activity statement is true and correct.
- > I am authorised to make this declaration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_