



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

Director: Anthony Micalizzi CA
Director: Taneile White CA

Unit 2, 273 Abbotsford Road,
Bowen Hills Q 4006

PO Box 163
Hamilton Q 4007

Phone: 07 3252 9477

Fax: 07 3252 9677

Email: reception@mcaqld.com.au

2 October 2018

Mr Stephen Derbyshire & Ms Margaret-Anne Grant
Comgen Superannuation Fund
PO Box 161
LUTWYCHE QLD 4030

Dear Stephen & Margaret-Anne,

RE: COMGEN 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.

Liability limited by a scheme approved under Professional Standards Legislation
Liability limited by a scheme approved under Professional Standards Legislation

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
Grinal Lopes	\$127 per hour plus GST
Susan Scully	\$100 per hour plus GST
Lauren Lam	\$95 per hour plus GST
Beverley Cope	\$70 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.

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: Stephen Derbyshire
Date: 29 June 2018



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

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2 October 2018

Mr Stephen Derbyshire & Ms Margaret-Anne Grant
Comgen Superannuation Fund
PO Box 161
LUTWYCHE QLD 4030

Dear Stephen & Margaret-Anne,

**RE: COMGEN 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 Comgen 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 Comgen 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	\$ 130,203.00
Gross Tax	\$ 19,530.45
Less – Refundable Credits	\$ (17,176.21)
Tax Assessed	\$ 2,354.24
Add – Supervisory levy	\$ 259.00
Amount of Payment/(refund)	\$ 2,613.24

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

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Liability limited by a scheme approved under Professional Standards Legislation

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.
- Declarations

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. Employer's Letter of Confirmation

- Employer's letter confirming contributions made.

As Director of the Company involved, could you please sign this letter confirming employer contributions to the fund and return to our office.

7. Annual GST Return

We have also prepared the Annual GST Return which is required to be lodged with the Income Tax Return. We estimate you will receive a GST Refund of \$1,356.

Please read the return carefully and if satisfied with its accuracy sign the return where indicated and forward it to our office for lodgement.

8. Pension Requirements

Please note that due to the presence of both pension and accumulation accounts within your fund, it has been necessary to acquire an Actuarial Certificate for the preparation of the tax return. The cost of this was \$187, an amount which will be passed on to your fund during our normal billing process.

The requirement for Stephen's Account Based Pension is that the amount withdrawn for the 2018-19 year must be at least 5% of the member's balance as at 30 June 2018. Your limits are then as follows:

	Stephen
Gross Pension Taken 2017-18 year	80,339
Did this meet ATO requirements	Yes
Minimum to be taken 2018-19 year	\$79,430

9. Amounts Owing

The following amounts must be 'withdrawn' (repaid to the respective entities) and a transaction confirmation provided prior to the fund being audited:

▪ Loan – Comgen Insurance Brokers	\$10,490.56
▪ Loan – Comgen Pastoral Company	\$44,487.88
▪ Loan – Trustees	\$20,623.15

Paying expenses on behalf of your SMSF for any reason may constitute a contribution to the SMSF. As you have reached your concessional contribution caps and cannot make non-concessional contributions, this is a breach of the SMSF legislation. It is important going forward that the SMSF pays for its own expenses.

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



Taneile White
Director

2 October 2018

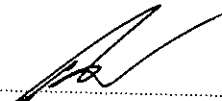
The Trustee
Comgen Superannuation Fund
PO Box 161
LUTWYCHE QLD 4030

Dear Sir,

We confirm that Commercial & General Insurance Brokers Pty Ltd has paid the following amounts to the Comgen Superannuation Fund during the 2017-2018 year as employer contributions.

For Margaret-Anne Grant \$21,931.20 Concessional

Yours faithfully


.....

Stephen Derbyshire
Director
Commercial & General Insurance Brokers Pty Ltd

WORK TEST DECLARATION

I, Stephen Derbyshire, of 38 Broughton Road, Kedron Qld 4031 confirm that I was gainfully employed for at least 40 hours in a continuous 30 day period during the 2018 financial year before my superannuation contributions were made during the year.

And I make this solemn declaration conscientiously believing the same to be true and correct.

Declared and signed this 18 day of March 2019



Stephen Derbyshire

PART A**Electronic Lodgment Declaration (Activity Statement)**

01/07/2017 to 30/06/2018

This declaration is to be used if an entity chooses to use a third party for returning an Activity Statement to the Tax Office. It is the responsibility of the entity to retain this declaration for a period of five years after the declaration is made.

Privacy

Taxation laws authorise the ATO to collect information including personal information about individuals who may complete this form. For information about privacy and personal information go to ato.gov.au/privacy.


ABN and CAC; or TFN	XX XXX XXX XXX
DIN of the activity statement	39 614 091 227
BPAY Biller Code - 75556	EFT Code
Contact your bank, credit union or building society to make a payment from your cheque or savings account. Your EFT Code is the Customer Reference number.	

Entity's Declaration

- I declare that the information provided to MCA (QLD) ACCOUNTANTS PTY LTD for the preparation of the activity statement is true and correct, and that I am authorised to make this declaration.
- I authorise MCA (QLD) ACCOUNTANTS PTY LTD to give my activity statement to the Commissioner of Taxation.

Important: The tax law imposes heavy penalties for giving false or misleading information.

Entity's signature



Date

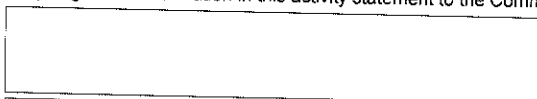
18/05/19

PART B**Tax Agent's Declaration**

I declare that:

- I have prepared this activity statement in accordance with the information supplied by the entity;
- I have received a declaration made by the entity that the information provided to me for the preparation of this activity statement is true and correct; and
- I am authorised by the entity to give the information in this activity statement to the Commissioner.

Agent's signature



Date



Contact Name

ACM

Client Reference

COMM0005

Agent's Phone Number

07 32529477

Agent's Reference Number

25454874

Comgen Superannuation Fund

PO Box 163

Hamilton Central QLD 4007

Client Ref: COMM0005

Annual GST Return

01/07/2017 to 30/06/2018

Document Identification Number: 39614091227

Australian Business Number: XX XXX XXX XXX

Contact phone number: 07 32529477

Revision Indicator: []

GST accounting method: []

Total sales **G1**: 92,169

Does the amount shown at G1 include GST? **Y**

Export sales **G2**: []

Other GST-free sales **G3**: []

Capital purchases **G10**: []

Non-capital purchases **G11**: 7,173

Show actual GST at 1A and 1B in Summary

Summary

Use the Business Activity Statement Instructions to complete this form

Amounts you owe the ATO

GST on sales	1A	8,379
Wine equalisation tax	1C	[]
Luxury car tax	1E	[]
Add 1A + 1C + 1E	2A	8,379
Fuel tax credit over claim (Do not claim in litres)	7C	[]
Add 2A + 7C	8A	8,379

Amounts the ATO owes you

GST on purchases	1B	652
Wine equalisation tax refundable	1D	[]
Luxury car tax refundable	1F	[]
GST instalments (Amounts reported at 1A in your BAS for the period shown on front)	1H	9,083
Add 1B + 1D + 1F + 1H	2B	9,735
Fuel tax credit (Do not claim in litres)	7D	[]
Add 2B + 7D	8B	9,735

If the result is positive, this is your net amount of GST.
If the result is negative, this is your net amount of GST credit.

Your payment or refund amount **9**: -1,356


Declaration:

I declare that the information given on this form is accurate and complete, and that I am authorised to make this declaration. The tax invoice requirements have been met.

Signature: 

Date: 18/03/2019

Please provide an estimate of the time taken to complete this form.

hrs: [] mins: 

EFT Code: []

Minutes of a meeting of the Director(s)

held on 18 March 2019 at PO Box 161, Lutwyche, Queensland 4030

- PRESENT:** Stephen John Derbyshire and Margaret-Anne Grant
- MINUTES:** The Chair 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 special purpose financial statements as, in the opinion of the trustee(s), the superannuation fund is a non-reporting entity and therefore is not required to comply with all Australian Accounting Standards.
- The Chair tabled the financial statements and notes to the financial statements of the superannuation fund in respect of the year ended 30 June 2018 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.
- ANNUAL RETURN:** Being satisfied that the fund had complied with the requirements of the Superannuation Industry (Supervision) Act 1993 (SISA) and Regulations during the year ended 30 June 2018, it was resolved that the annual return be approved, signed and lodged with the Australian Taxation Office.
- TRUST DEED:** The Chair tabled advice received from the fund's legal adviser confirming that the fund's trust deed is consistent with all relevant superannuation and trust law.
- INVESTMENT STRATEGY:** The allocation of the fund's assets and the fund's investment performance over this financial year were reviewed and found to be within the acceptable ranges outlined in the investment strategy. After considering the risk, rate of return and liquidity of the investments and the ability of the fund to discharge its existing liabilities, it was resolved that the investment strategy continues to reflect the purposes and circumstances of the fund and its members. Accordingly, 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 average daily balance (an alternative allocation basis may be percentage of opening balance).
- INVESTMENT ACQUISITIONS:** It was resolved to ratify the investment acquisitions throughout the financial year ended 30 June 2018.
- INVESTMENT DISPOSALS:** It was resolved to ratify the investment disposals throughout the financial year ended 30 June 2018.
- AUDITORS:** It was resolved that
Anthony Boys
of
PO Box 3376, Rundle Mall, South Australia 5000
act as auditors of the Fund for the next financial year.
- TAX AGENTS:** It was resolved that
Mca (Qld) Accountants Pty Ltd
act as tax agents of the Fund for the next financial year.

Minutes of a meeting of the Director(s)

held on 18 March 2019 at PO Box 161, Lutwyche, Queensland 4030

TRUSTEE STATUS:

Each of the trustee(s) confirmed that they are qualified to act as trustee(s) of the fund and that they are not disqualified persons as defined by s 120 of the SISA.

CONTRIBUTIONS RECEIVED:

It was resolved that the contributions during the year be allocated to members on the basis of the schedule provided by the principal Fund employer.

PAYMENT OF BENEFITS:

The trustee has ensured that any payment of benefits made from the Fund, meets the requirements of the Fund's deed and does not breach the superannuation laws in relation to:

1. making payments to members; and,
2. breaching the Fund or the member investment strategy.

The trustee has reviewed the payment of the benefit and received advice that the transfer is in accordance with the Deed and the superannuation laws. As such the trustee has resolved to allow the payment of the benefits on behalf of the member.

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 –

.....

Margaret-Anne Grant

Chairperson

AUDITOR ENGAGEMENT LETTER

To: The Trustees of the Comgen Superannuation Fund

Scope

You have requested that we audit the financial report of the Comgen 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 Comgen Superannuation Fund by
Comgen Pty Ltd
Trustee



Director – Stephen Derbyshire

21-3-19
Date



Director – Margaret-Anne Grant

21-3-19
Date

Comgen Superannuation Fund
Trustee Representation Letter
For The Year Ended 30 June 2018

The Audit Partner
Anthony W Boys

Dear Sir,

In connection with your examination of the financial reports of the Comgen 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 is being conducted in accordance with the Superannuation Industry (Supervision) Act, the Superannuation Industry (Supervision) Regulations, and relevant prescribed requirements.

- 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.

(7) Investment Standards

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

(8) Subsequent Events

No events or transactions have occurred since 30 June 2018 or are pending, which have a material effect upon the fund's state of affairs at that date, or which are of significance in relation to the fund's affairs as to require mention in notes to the financial statements in order to ensure they are not misleading as to the state of affairs or results of operations.

Yours Faithfully

Comgen Pty Ltd
Trustee


.....
Stephen Derbyshire – Director

21-3-19
Date


.....
Margaret-Anne Grant – Director

21-3-19
Date