

**MINUTES OF END OF YEAR MEETING OF THE TRUSTEES OF JAN COOPER
SUPERANNUATION FUND**

Held at	241/75 Graham Road, Highett Vic 3190
On	30 June 2016
Present	Janice Cooper
Election of chairperson	Janice Cooper
Previous meeting minutes	The chairperson reported that the minutes of the previous meeting had been signed as a true record.
Contributions	It was resolved that the Fund confirm acceptance of the following contributions for the year ended 30 June 2016:
Employer contributions	Janice Cooper - \$0.00
Member contributions	Janice Cooper - \$0.00
Payment of benefits	<p>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:</p> <ul style="list-style-type: none">• making payments to members; and• breaching the fund or the member investment strategy. <p>The trustee has reviewed the payment of benefits 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 benefits on behalf of the member.</p> <p>The payments of benefits for the year ending 30 June 2016 were as follows: Janice Cooper - \$17,000.00</p>
Purchase of assets	<p>The purchases of the fund's assets during the year ended 30 June 2016 were in line with the investment strategy of the fund.</p> <p>The investments were acquired as they satisfied the members' investment objectives as to risk profile and as to the return/yield expected by the members.</p>
Disposal of assets	The disposal of the fund's assets during the year ended 30 June 2016 were in line with the investment strategy of the fund.
Allocation of Net Income	It was resolved that the net income of the fund be proportionally allocated to members based on the member's fund balance
Reports and statements	<p>The Statement of Financial Position, Operating Statement, and notes thereto, Trustee's declaration, auditor's report, members' reports, Self Managed Superannuation Fund Annual Income Tax Return for the period ended 30 June 2016 were tabled.</p> <p>It was resolved that:</p> <p>(a) The Statement of financial position, Operating statement, and notes thereto, Auditor's report and Members' reports be adopted by the Trustee and the Trustee be authorised to sign the Trustee statement, and</p> <p>(b) The Self-Managed Superannuation Fund Annual Return be adopted and signed by the Trustee.</p>

Review of investment strategy

It was resolved that the fund's existing investment strategy has been reviewed by the trustee who, after considering:

- (i) the risk involved in making, holding and realising, and the likely return from, the fund's investments having regard to its objectives and its expressed cash flow requirements,
- (ii) the composition of the fund's investments as a whole including the extent to which the investments are diverse or involve the funds being exposed to risks from inadequate diversification,
- (iii) the liquidity of the fund's investments having regard to its expected cash flow requirements, and
- (iv) the ability of the fund to discharge its existing and prospective liabilities,
- (v) Whether the fund should hold a contract of insurance that provides insurance cover for members of the fund

is satisfied that the said investment strategy requires no further modification or adaptation at this time.

Trustee status

The trustee confirmed that she is qualified to act as trustee of the fund and that she is not a disqualified person as defined by section 121 of the SIS Act.

Tax Agent

It was resolved that

Moorabbin Supertax Services

Continue to act as tax agent for the fund for the next financial year.

Auditors

It was resolved that

Stevenson Partners

Continue to act as auditor for the fund for the next financial year.

Closure

There being no further business, the meeting was closed.

Signed By The Trustees Pursuant To The Fund Deed

Trustee

Janice F. Cooper
Janice Cooper

Dated – 30 June 2016

