

# Minutes of a meeting of the Director(s)

held on 11 March 2021 at 11 Connewarre Close, Wyndham, Victoria 3024

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<b>PRESENT:</b>	Paul Cairns and Andrea Cairns
<b>MINUTES:</b>	The Chair reported that the minutes of the previous meeting had been signed as a true record.
<b>FINANCIAL STATEMENTS OF SUPERANNUATION FUND:</b>	<p>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.</p> <p>The Chair tabled the financial statements and notes to the financial statements of the superannuation fund in respect of the year ended 30 June 2020 and it was resolved that such statements be and are hereby adopted as tabled.</p>
<b>TRUSTEE'S DECLARATION:</b>	It was resolved that the trustee's declaration of the superannuation fund be signed.
<b>ANNUAL RETURN:</b>	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 2020, it was resolved that the annual return be approved, signed and lodged with the Australian Taxation Office.
<b>TRUST DEED:</b>	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.
<b>INVESTMENT STRATEGY:</b>	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.
<b>INSURANCE COVER:</b>	The trustee(s) reviewed the current life and total and permanent disability insurance coverage on offer to the members and resolved that the current insurance arrangements were appropriate for the fund.
<b>ALLOCATION OF INCOME:</b>	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).
<b>INVESTMENT ACQUISITIONS:</b>	It was resolved to ratify the investment acquisitions throughout the financial year ended 30 June 2020.
<b>INVESTMENT DISPOSALS:</b>	It was resolved to ratify the investment disposals throughout the financial year ended 30 June 2020.
<b>AUDITORS:</b>	<p>It was resolved that</p> <p>Tony Boys</p> <p>of</p> <p>PO Box 3376, Rundle Mall, South Australia 5000</p> <p>act as auditors of the Fund for the next financial year.</p>
<b>TAX AGENTS:</b>	It was resolved that

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act as tax agents of the Fund for the next financial year.

**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 Members Statement accompanying the financial reports.

**ACCEPTANCE OF ROLLOVERS:**

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

1. making rollover between Funds; and,
2. breaching the Fund or the member investment strategy.

The trustee has reviewed the rollover and received advice that the rollover is in accordance with the Trust Deed and the rules of the Fund and the superannuation laws. As such the trustee has resolved to accept the rollover on behalf of the member.

**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 –

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Andrea Cairns

Chairperson

# P & A Cairns Family Super Fund

## Members Statement



Paul Cairns  
11 Connewarre Close  
Wyndham, Victoria, 3024, Australia

### Your Details

Date of Birth : 19/12/1970  
Age: 49  
Tax File Number: Provided  
Date Joined Fund: 01/07/2016  
Service Period Start Date: 05/11/2003  
Date Left Fund:  
Member Code: CAIPAU00002A  
Account Start Date: 01/07/2016  
Account Phase: Accumulation Phase  
Account Description: Accumulation

Nominated Beneficiaries N/A  
Vested Benefits 217,577.52  
Total Death Benefit 217,577.52

### Your Balance

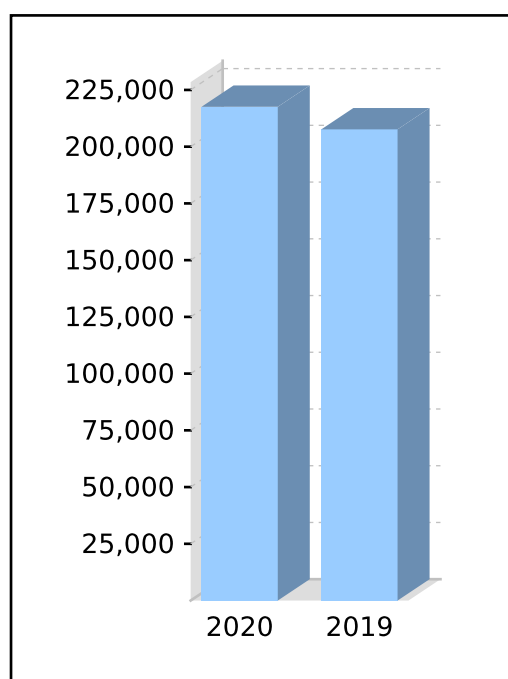
Total Benefits 217,577.52

#### Preservation Components

Preserved 217,577.52  
Unrestricted Non Preserved  
Restricted Non Preserved

#### Tax Components

Tax Free 15,220.04  
Taxable 202,357.48



### Your Detailed Account Summary

	This Year	Last Year
Opening balance at 01/07/2019	207,628.78	50,164.59
<u>Increases to Member account during the period</u>		
Employer Contributions	12,840.32	13,151.04
Personal Contributions (Concessional)		
Personal Contributions (Non Concessional)		907.50
Government Co-Contributions		
Other Contributions		
Proceeds of Insurance Policies		
Transfers In		169,750.00
Net Earnings	(2,883.88)	(26,339.62)
Internal Transfer In		
<u>Decreases to Member account during the period</u>		
Pensions Paid		
Contributions Tax	1,926.05	1,972.69
Income Tax	(1,918.35)	(1,967.96)
No TFN Excess Contributions Tax		
Excess Contributions Tax		
Refund Excess Contributions		
Division 293 Tax		
Insurance Policy Premiums Paid		
Management Fees		
Member Expenses		
Benefits Paid/Transfers Out		
Superannuation Surcharge Tax		
Internal Transfer Out		
Closing balance at 30/06/2020	217,577.52	207,628.78

# P & A Cairns Family Super Fund

## Members Statement

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### Trustee's Disclaimer

This statement has been prepared by the Trustee for the member whose name appears at the top of this statement. Every effort has been made by the Trustee to ensure the accuracy and completeness of this Statement. The Trustee does not accept any liability for any error, omission or misprint. All amounts shown in relation to benefits do not take into account any amounts which may be withheld to satisfy the requirements imposed by the Income Tax Assessment Act 1936.

Signed by all the trustees of the fund

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Paul Cairns  
Director

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Andrea Cairns  
Director

# P & A Cairns Family Super Fund

## Members Statement



Andrea Cairns  
11 Connewarre Close  
Wyndham, Victoria, 3024, Australia

### Your Details

Date of Birth : 06/06/1964  
Age: 56  
Tax File Number: Provided  
Date Joined Fund: 01/07/2016  
Service Period Start Date:  
Date Left Fund:  
Member Code: CAIAND00001A  
Account Start Date 01/07/2016  
Account Phase: Accumulation Phase  
Account Description: Accumulation

Nominated Beneficiaries N/A  
Vested Benefits 844.98  
Total Death Benefit 844.98

### Your Balance

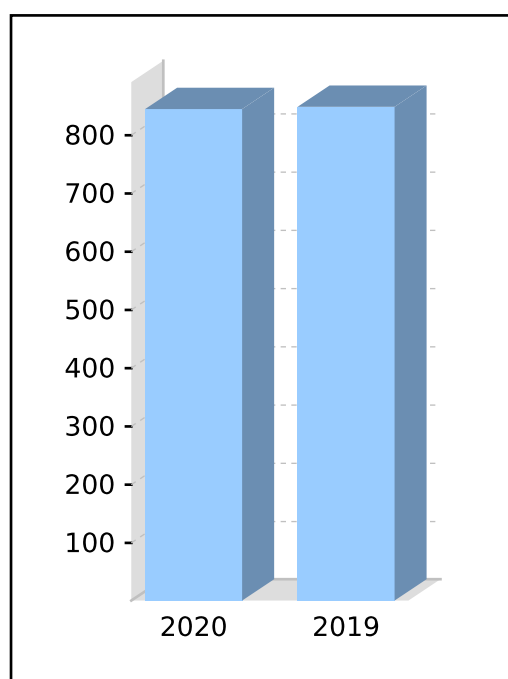
Total Benefits 844.98

#### Preservation Components

Preserved 844.98  
Unrestricted Non Preserved  
Restricted Non Preserved

#### Tax Components

Tax Free 907.50  
Taxable (62.52)



### Your Detailed Account Summary

	This Year	Last Year
Opening balance at 01/07/2019	848.86	
<u>Increases to Member account during the period</u>		
Employer Contributions		
Personal Contributions (Concessional)		
Personal Contributions (Non Concessional)		907.50
Government Co-Contributions		
Other Contributions		
Proceeds of Insurance Policies		
Transfers In		
Net Earnings	(11.58)	(63.37)
Internal Transfer In		
<u>Decreases to Member account during the period</u>		
Pensions Paid		
Contributions Tax		
Income Tax	(7.70)	(4.73)
No TFN Excess Contributions Tax		
Excess Contributions Tax		
Refund Excess Contributions		
Division 293 Tax		
Insurance Policy Premiums Paid		
Management Fees		
Member Expenses		
Benefits Paid/Transfers Out		
Superannuation Surcharge Tax		
Internal Transfer Out		
Closing balance at 30/06/2020	844.98	848.86

# P & A Cairns Family Super Fund

## Members Statement

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Signed by all the trustees of the fund

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Paul Cairns  
Director

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Andrea Cairns  
Director

Cannot generate Pension Summary report, no pension member accounts available for the report in selected period.