

ANTHONY BOYS
SUPER AUDITS
PO BOX 3376
RUNDLE MALL SA 5000

Dear Anthony,

**Hartman Super Fund
Superannuation Fund Management/Trustee Representation Letter**

In connection with your audit examination of the financial report of Hartman Super Fund for the year ended 30 June 2021, hereby confirm, at your request that to best of our knowledge and belief, the following representation relating to the accounts are correct.

Financial Report

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, for the preparation of the financial report.

The management/trustee have determined that the fund is not a reporting entity for the year ended 30 June 2021 and that the requirement to apply Australian Accounting Standards and other mandatory reporting requirements do not apply to the fund. Accordingly, the financial report prepared is a special purpose financial report, which is for distribution to members of the fund and to satisfy the requirement of the SISA and the SISR, and to confirm that the financial report is free of material misstatements, including omissions.

Sole Purpose

The fund has been maintained for the sole purpose of providing superannuation benefits to its members and their dependents.

Superannuation Fund Books/Records/Minutes

- (a) We have made available to you all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit.
- (b) We have made available to you Minutes of all trustee(s)' meetings and the Trust Deed.
- (c) We have established and maintained an adequate internal control structure to facilitate the preparation of reliable financial statements, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- (d) We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
- (e) Records maintained during the period were in accordance with the Australian Taxation Office requirements.

Asset Form

The assets of the superannuation fund are being held in a form suitable for the benefit of the members of the fund and have been held in accordance with the fund's investment strategy.

Ownership and Pledging of Assets

The superannuation fund has satisfactory title to all assets disclosed in the Statement of Financial Position. Investments are registered in the name of the trustee(s).

No assets of the superannuation fund have been pledged to secure liabilities of the superannuation fund or of others.

Investments

- (a) We have considered the requirement of generally accepted accounting standards in regards to impairment of assets when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
- (b) There are no commitments, fixed or contingent, for the purchase or sale of long-term investments that have not been disclosed in the financial statements.
- (c) The investment strategy has been determined with due regard to risk, return, liquidity, diversity and the insurance needs of fund members, and the assets of the fund are in line with this strategy.
- (d) All investments are acquired, maintained and disposed of on an arm's length basis.

Trust Deed

The superannuation fund is being conducted in accordance with its Trust Deed.

Superannuation Industry (Supervision) Act and Regulations

- (a) The fund meets the definition of a self-managed superannuation fund under the SISA.
- (b) The fund has been conducted in accordance with the SISA, the SISR and its governing rules at all times during the year. Also there were no amendments to the governing rules during the year, except as notified to you.
- (c) The fund is being conducted in accordance with the SISA and the SISR, in particular the relevant requirements of the following provisions:

Sections: 17A, 35AE, 35B, 35C(2), 62, 65, 66, 67,67A, 67B, 82-85, 103, 104, 104A, 105, 109, 126K

Regulations: 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14, 13.18AA
- (d) The trustee(s) have been nominated and may only be removed in such manner and circumstances as are allowed in the Trust Deed.
- (e) The trustees are not disqualified persons under s126K of the SISA.
- (f) Any vacancy among the trustee(s) is filled in accordance with the Trust Deed.
- (g) The trustee(s) have complied with all trustee standards set out in SISR and the covenant prescribed by section 52 of the SISA.
- (h) The trustee(s) have complied with all investment standards set out in the SISA and the SISR.
- (i) Information retention obligations have been complied with.
- (j) All contributions accepted and benefits paid have been in accordance with the governing rules of the fund and relevant provisions of the SISA and the SISR.

There are no breaches or possible breaches of the SIS legislation whose effects should be considered for disclosure in the financial report or to the Australian Taxation Office.

Commitments

- (a) There are no material commitments for construction or acquisition of property, plant and equipment to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
- (b) There were no commitments for purchase or sale of securities or assets or any options given by the fund including options over share capital.

Taxation

- (a) We have calculated income tax expense, current tax liability, deferred tax liability and deferred tax asset according to the definitions of taxable income and allowable deductions. We have calculated and recognised all other applicable taxes according to the relevant tax legislation.
- (b) There are no activities that invoke the anti-avoidance provisions of any applicable tax legislation.

Borrowings

The trustees have not borrowed money on behalf of the superannuation fund with the exception of borrowings which were allowable under the SIS Act and the SIS Regulations.

Related Parties

- (a) The fund has not made any loans to, or provided financial assistance to members of the fund or their relatives.
- (b) No asset has been acquired from a member or related party other than as permitted under the SISA and the SISR.
- (c) Related party transactions and related amounts receivable or payable have been properly disclosed in the financial statements.
- (d) All related party transactions have been conducted on commercial terms as if the transaction was undertaken on an arms length basis in accordance with section 109 of the SIS Act, **AND** those related party transactions do not contravene *practical Compliance Guidelines* issued by the Regulator regarding non arms length Income and non arms length expenditure.

Accounting Misstatement Detected by Audit

There has been no misstatement noted by audit during the course of the current year audit.

Insurance

The superannuation fund has an established procedure whereby an officer reviews at least annually the adequacy of insurance cover on all assets and insurable risks where relevant. This review has been performed and where it is considered appropriate, assets and insurable risks of the superannuation fund are adequately covered by insurance.

Accounting Estimates

We confirm the significant assumptions used in making accounting estimates are reasonable.

Fair Value Measurements and Disclosures

We confirm that significant assumptions used in fair value measurements and disclosures are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the fund.

Going Concern

In the opinion of the trustees there are reasonable grounds to believe that the superannuation fund will be able to:

- Pay its debts as and when they fall due.
- Continue as a going concern for the foreseeable future.

We, therefore, confirm that the going concern basis is appropriate for the financial report.

Events after Balance Sheet Date

We are not aware of any events that have occurred between the financial reporting date to the date of this letter that we need to disclose or recognise in the financial report.

Comparative Information

We confirm that there have been no restatements made to correct a material misstatement in the prior period financial report that affects the comparative information.

Fraud and Error

- (a) There has been no:
 - (i) Fraud, error, or non-compliance with laws and regulations involving management or employees who have a significant role in the internal control structure.
 - (ii) Fraud, error, or non-compliance with laws and regulations that could have a material effect on the financial report.
 - (iii) Communication from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.
- (b) The superannuation fund has disclosed to the auditor all significant facts relating to any frauds or suspected frauds known to management that may have affected the superannuation fund.
- (c) The superannuation fund has disclosed to the auditor the results of its assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (d) The superannuation fund has disclosed to the auditor the results of its assessment of the risk that the financial report may be materially misstated as a result of fraud.

Legal Matters

We confirm that all matters that may result in legal action against the fund or the trustees in respect of the fund, have been discussed with a solicitor and brought to the attention of the auditor so that a solicitor's representation letter may be obtained.

General

- (a) Neither the superannuation fund nor any Trustees have any plans or intentions that may materially affect the book value or classification of assets and liabilities at balance sheet date.

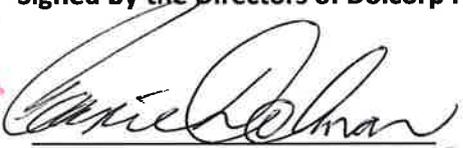
- (b) The superannuation fund accepts responsibility for the implementation and operations of accounting and internal control systems that are designed to prevent and detect fraud and error. We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
- (c) There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
- (d) The superannuation fund has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.

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

Additional Matters

There are no additional matters.

Signed by the Directors of Dolcorp Pty Ltd as Trustee for Hartman Super Fund

SIGN 
Marie Dolman

SIGN 
David Dolman

HARTMAN SUPER FUND

Trustee Declaration

In the opinion of the Trustees of the HARTMAN SUPER 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 2021 present fairly the financial position of the Fund at 30 June 2021 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 2021.

Signed in accordance with a resolution of the directors of Dolcorp Pty Ltd by:

SIGN



Dated: 23/11/21

Marie Dolman
Director: Dolcorp Pty Ltd

SIGN



Dated: 21/9/21

David Dolman
Director: Dolcorp Pty Ltd

MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE
DOLCORP PTY LTD ATF
HARTMAN SUPER FUND
HELD ON 21.9.21 AT 2.00 pm
26 BASS DRIVE, TORQUAY VIC

PRESENT

Marie Dolman
David Dolman

**APPROVAL OF
PREVIOUS MINUTES:**

It was resolved that the minutes of the previous meeting be signed as a true and correct record.

PAYMENT OF BENEFITS:

The trustee has ensured that any payment of benefits made from the fund meet the requirement of the fund's deed and do not breach the superannuation laws in relation to:

1. making payment to members; and
2. breaching the fund's or the member's investment strategy.

The trustees have 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 the following benefits on behalf of the members:

Member Name/Payment Type	Amount
<i>Mrs Marie Dolman</i> Pension	19,590
<i>Mr David Dolman</i> Pension	943

PURCHASE OF ASSETS:

It was resolved that having regard to the composition, risk and return of the fund's existing investments, the fund's investment objectives and its present liquidity, the purchase of the assets identified below during the year ended 30 June 2021 hereto be confirmed and are in line with the investment strategy of the fund.

Asset / Date	Price	Units	Consideration
<i>Listed Securities Market</i>			
<i>5G Networks Limited</i>			
29 Jul 2020	1.7586	1000.00	1,759
<i>Alkane Resources Limited</i>			
14 Jul 2020	1.1728	10000.00	11,728
29 Jul 2020	1.2786	1000.00	1,279
29 Jul 2020	1.2437	5000.00	6,219
<i>Atomos Limited</i>			
19 Nov 2020	0.8694	5000.00	4,347
<i>Afterpay Touch Group Limited</i>			
28 Jul 2020	71.2622	1000.00	71,262
30 Jul 2020	68.7823	1000.00	68,782
6 Aug 2020	71.8254	1000.00	71,825
6 Oct 2020	80.5300	1000.00	80,530
8 Oct 2020	86.8971	1000.00	86,897
<i>Australian Strategic Materials Limited</i>			
29 Jul 2020	0.9400	2000.00	1,880
<i>Bigtincan Holdings Limited</i>			
13 Jul 2020	0.8719	10000.00	8,719
<i>Buddy Platform Ltd</i>			
3 Aug 2020	0.0361	250000.00	9,019
3 Aug 2020	0.0301	250000.00	7,519
3 Aug 2020	0.0311	250000.00	7,769
4 Aug 2020	0.0341	250000.00	8,519
10 Aug 2020	0.0350	1000000.00	35,039
12 Aug 2020	0.0340	1000000.00	34,038
13 Aug 2020	0.0331	500000.00	16,528
13 Aug 2020	0.0331	500000.00	16,528
24 Aug 2020	0.0521	1000000.00	52,058
24 Aug 2020	0.0501	1000000.00	50,056
31 Aug 2020	0.0951	500000.00	47,553
31 Aug 2020	0.1001	500000.00	50,056
8 Sep 2020	0.0781	500000.00	39,044
10 Sep 2020	0.0791	500000.00	39,544
15 Sep 2020	0.0701	1000000.00	70,078
28 Sep 2020	0.0701	252000.00	17,668
29 Sep 2020	0.0691	1000000.00	69,077
29 Sep 2020	0.0761	748000.00	56,903
29 Sep 2020	0.0751	1000000.00	75,084
19 Oct 2020	0.0621	500000.00	31,035
17 Nov 2020	0.0562	85745.00	4,820
17 Nov 2020	0.0561	500000.00	28,031
1 Dec 2020	0.0511	677384.00	34,585
2 Dec 2020	0.0511	322616.00	16,472
10 Mar 2021	0.0421	180000.00	7,579
17 Mar 2021	0.0420	1000000.00	42,047
18 Mar 2021	0.0424	500000.00	21,191
18 Mar 2021	0.0431	250000.00	10,778
22 Mar 2021	0.0411	271372.00	11,154
23 Mar 2021	0.0410	142299.00	5,834
7 Apr 2021	0.0401	500000.00	20,028
8 Apr 2021	0.0381	500000.00	19,028
<i>Codan Limited</i>			
17 Aug 2020	9.0486	1000.00	9,049
<i>Champion Iron Limited</i>			
19 Nov 2020	4.3549	8000.00	34,839

30 Nov 2020	4.5463	7000.00	31,824
11 Dec 2020	5.2358	7000.00	36,651
14 Dec 2020	5.1157	10000.00	51,157
18 Jan 2021	5.2959	7000.00	37,071
22 Jan 2021	5.5387	3209.00	17,774
27 Jan 2021	5.5300	791.00	4,374
<i>Dicker Data Limited</i>			
7 Jul 2020	7.9297	625.00	4,956
26 Oct 2020	10.0144	250.00	2,504
<i>Dropsuite Limited</i>			
11 Jan 2021	0.1569	10000.00	1,569
<i>Damstra Holdings Limited</i>			
24 Aug 2020	1.9928	10000.00	19,928
<i>Data#3 Limited</i>			
8 Jul 2020	5.0786	1000.00	5,079
11 Aug 2020	5.6686	1000.00	5,669
<i>Ecofibre Limited</i>			
11 Aug 2020	2.8593	2000.00	5,719
<i>Evolution Mining Limited</i>			
7 Jul 2020	5.9732	800.00	4,779
<i>Fineos Corporation Holdings PLC - Chess Depository Interests 1:1</i>			
29 Jul 2020	4.4486	1000.00	4,449
10 Aug 2020	4.5886	1000.00	4,589
<i>Family Zone Cyber Safety Limited</i>			
17 Aug 2020	0.6019	10000.00	6,019
<i>Hazer Group Limited</i>			
26 Oct 2020	0.6737	5000.00	3,369
11 Dec 2020	0.7819	10000.00	7,819
11 Jan 2021	0.9419	10000.00	9,419
18 Jan 2021	1.0728	10000.00	10,728
21 Jan 2021	1.2828	10000.00	12,828
22 Jan 2021	1.4928	10000.00	14,928
4 Feb 2021	1.7387	5000.00	8,694
5 Feb 2021	1.7737	5000.00	8,869
8 Feb 2021	1.6728	10000.00	16,728
<i>Iress Limited</i>			
28 Jul 2020	10.5779	1000.00	10,578
<i>Integrated Research Limited</i>			
10 Aug 2020	4.7286	1000.00	4,729
<i>Kogan.Com Ltd</i>			
13 Jul 2020	17.3779	1000.00	17,378
12 Aug 2020	20.1279	1000.00	20,128
17 Aug 2020	20.7279	1000.00	20,728
<i>Lynas Corporation Limited</i>			
30 Nov 2020	3.8286	1000.00	3,829
<i>Mach7 Technologies Limited</i>			
31 Aug 2020	1.1625	10000.00	11,625
23 Sep 2020	1.1093	5000.00	5,547
18 Nov 2020	1.2124	2500.00	3,031
18 Nov 2020	1.2037	5000.00	6,019
11 Dec 2020	1.2328	10000.00	12,328
<i>Mainstream Group Holdings Limited</i>			
18 Nov 2020	1.1437	5000.00	5,719
18 Nov 2020	1.1537	5000.00	5,769
<i>Mesoblast Limited</i>			
10 Aug 2020	4.7886	1000.00	4,789
<i>New Age Exploration Limited</i>			
11 Jan 2021	0.0140	1000000.00	14,028
<i>Nitro Software Limited</i>			

13 Jul 2020	1.7353	10000.00	17,353
<i>Nextdc Limited</i>			
13 Jul 2020	11.5279	1000.00	11,528
10 Aug 2020	12.1379	1000.00	12,138
<i>Objective Corporation Limited</i>			
26 Oct 2020	13.2444	250.00	3,311
<i>Orbital Corporation Limited</i>			
29 Jul 2020	1.4093	2000.00	2,819
30 Jul 2020	1.4093	2000.00	2,819
<i>PKS Holdings Limited</i>			
10 Sep 2020	0.2937	5000.00	1,469
<i>Qantas Airways Limited</i>			
25 Nov 2020	5.7164	5000.00	28,582
<i>Readytech Holdings Limited</i>			
27 Aug 2020	1.9028	10000.00	19,028
<i>Tesseract Limited</i>			
17 Aug 2020	0.2669	10000.00	2,669
27 Aug 2020	0.2469	10000.00	2,469
26 Oct 2020	0.4087	5000.00	2,044
11 Jan 2021	0.4419	10000.00	4,419
<i>Whispir Limited</i>			
7 Jul 2020	2.6800	1850.00	4,958
13 Jul 2020	3.3556	5000.00	16,778
18 Jan 2021	3.7056	5000.00	18,528
<i>Zip Co Limited.</i>			
3 Jul 2020	6.0235	5000.00	30,118
6 Jul 2020	5.8265	5000.00	29,133
7 Jul 2020	6.0367	10000.00	60,367
7 Jul 2020	6.0067	10000.00	60,067
9 Jul 2020	6.0968	10000.00	60,968
9 Jul 2020	6.4672	10000.00	64,672
13 Jul 2020	7.7286	5000.00	38,643
13 Jul 2020	7.7186	5000.00	38,593
13 Jul 2020	7.5785	10000.00	75,785
25 Aug 2020	7.7772	500.00	3,889
25 Aug 2020	7.7672	500.00	3,884
27 Aug 2020	9.2103	5000.00	46,051
27 Aug 2020	9.1102	5000.00	45,551
31 Aug 2020	8.8499	5000.00	44,249
8 Sep 2020	6.8476	5000.00	34,238
8 Oct 2020	7.5584	10000.00	75,584
9 Oct 2020	7.6786	10000.00	76,786
12 Oct 2020	7.8688	10000.00	78,688
12 Oct 2020	7.8087	10000.00	78,087
13 Oct 2020	7.8646	10042.00	78,976
14 Oct 2020	7.6886	5000.00	38,443
14 Oct 2020	7.6285	5000.00	38,143
24 Nov 2020	6.2670	10000.00	62,670
17 Dec 2020	5.6864	5000.00	28,432
18 Dec 2020	5.6163	5000.00	28,081
22 Jan 2021	7.5284	10000.00	75,284
5 Feb 2021	8.5896	5000.00	42,948
5 Feb 2021	8.5095	5000.00	42,548
5 Feb 2021	8.5683	5000.00	42,842
5 Feb 2021	8.1992	5000.00	40,996
9 Feb 2021	10.0512	5000.00	50,256
9 Feb 2021	9.6740	2000.00	19,348
11 Feb 2021	10.7940	2000.00	21,588
16 Feb 2021	13.8755	5000.00	69,377
17 Feb 2021	12.2737	5000.00	61,369
17 Feb 2021	12.0134	5000.00	60,067
23 Feb 2021	11.7210	5725.00	67,102
23 Feb 2021	11.7059	100.00	1,171
11 Mar 2021	7.8886	1000.00	7,889
11 Mar 2021	7.9386	1000.00	7,939

17 Mar 2021	8.8886	1000.00	8,889
<i>Zoono Group Limited</i>			
2 Jul 2020	3.1056	5000.00	15,528
7 Jul 2020	3.2056	5000.00	16,028
9 Jul 2020	3.1461	10000.00	31,461
9 Jul 2020	3.1913	10000.00	31,913
9 Jul 2020	3.1735	10000.00	31,735
23 Jul 2020	2.7331	10000.00	27,331

DISPOSAL OF ASSETS:

It was resolved that having regard to the composition, risk and return of the fund's existing investments, the fund's investment objectives and its present liquidity, the disposal of the assets identified below during the year ended 30 June 2021 hereto be confirmed and are in line with the investment strategy of the fund.

Asset / Date	Price	Units	Consideration
<i>Listed Securities Market</i>			
<i>5G Networks Limited</i>			
3 Aug 2020	1.6064	1000.00	1,606
<i>Alkane Resources Limited</i>			
27 Jul 2020	1.2763	5000.00	6,381
27 Jul 2020	1.2663	5000.00	6,331
3 Aug 2020	1.1857	2000.00	2,371
3 Aug 2020	1.1904	4000.00	4,761
<i>Atomos Limited</i>			
4 Dec 2020	0.9613	5000.00	4,806
<i>Afterpay Touch Group Limited</i>			
29 Jul 2020	67.3246	1000.00	67,325
31 Jul 2020	69.5222	1000.00	69,522
10 Aug 2020	71.8196	1000.00	71,820
6 Oct 2020	82.1580	1000.00	82,158
8 Oct 2020	86.8128	1000.00	86,813
<i>Australian Strategic Materials Limited</i>			
7 Aug 2020	0.9257	2000.00	1,851
<i>Bigtinca Holdings Limited</i>			
13 Jul 2020	0.8163	5000.00	4,081
27 Jul 2020	0.9063	5000.00	4,531
<i>Buddy Platform Ltd</i>			
7 Aug 2020	0.0360	1000000.00	35,960
18 Aug 2020	0.0350	1000000.00	34,961
19 Aug 2020	0.0360	1000000.00	35,960
20 Aug 2020	0.0369	500000.00	18,472
20 Aug 2020	0.0369	250000.00	9,231
20 Aug 2020	0.0369	250000.00	9,231
26 Aug 2020	0.0549	1000000.00	54,938
28 Aug 2020	0.0859	500000.00	42,952
2 Sep 2020	0.0779	500000.00	38,956
11 Sep 2020	0.0709	500000.00	35,460
14 Sep 2020	0.0719	500000.00	35,960
24 Sep 2020	0.0709	1000000.00	70,921
25 Sep 2020	0.0699	1000000.00	69,922
29 Sep 2020	0.0699	750000.00	52,441
5 Oct 2020	0.0629	1000000.00	62,930
13 Nov 2020	0.0579	500000.00	28,968
13 Nov 2020	0.0588	85745.00	5,040
13 Nov 2020	0.0579	500000.00	28,968
27 Nov 2020	0.0519	612022.00	31,790
30 Nov 2020	0.0519	387978.00	20,152
18 Feb 2021	0.0499	180000.00	8,981
18 Mar 2021	0.0419	500000.00	20,972
22 Mar 2021	0.0419	413671.00	17,346
31 Mar 2021	0.0409	213280.00	8,726
1 Apr 2021	0.0410	786720.00	32,228
<i>Codan Limited</i>			
20 Aug 2020	10.0521	1000.00	10,052
<i>Champion Iron Limited</i>			
30 Nov 2020	4.4450	8000.00	35,560
9 Dec 2020	5.1544	7000.00	36,081
15 Dec 2020	4.8046	10000.00	48,046
22 Dec 2020	4.8229	1000.00	4,823
15 Jan 2021	5.3543	6000.00	32,126
22 Jan 2021	5.5638	7000.00	38,946

4 Feb 2021	5.2030	4000.00	20,812
<i>Dicker Data Limited</i>			
13 Jul 2020	7.0903	625.00	4,431
10 Dec 2020	10.2556	250.00	2,564
<i>Dropsuite Limited</i>			
21 Jan 2021	0.1831	10000.00	1,831
<i>Damstra Holdings Limited</i>			
11 Sep 2020	1.8835	10000.00	18,835
<i>Data#3 Limited</i>			
13 Jul 2020	5.3114	1000.00	5,311
19 Aug 2020	5.2032	1000.00	5,203
<i>Ecofibre Limited</i>			
19 Aug 2020	2.7594	1000.00	2,759
19 Aug 2020	2.7314	1000.00	2,731
<i>Evolution Mining Limited</i>			
8 Jul 2020	6.0468	800.00	4,837
<i>Fineos Corporation Holdings PLC - Chess Depository Interests 1:1</i>			
7 Aug 2020	4.5814	1000.00	4,581
18 Aug 2020	5.0500	1000.00	5,050
<i>Family Zone Cyber Safety Limited</i>			
19 Aug 2020	0.5431	10000.00	5,431
<i>Hazer Group Limited</i>			
9 Dec 2020	0.7863	5000.00	3,931
8 Jan 2021	0.8827	10000.00	8,827
15 Jan 2021	0.9881	10000.00	9,881
21 Jan 2021	1.2822	10000.00	12,822
22 Jan 2021	1.4338	10000.00	14,338
9 Feb 2021	1.5701	20000.00	31,402
10 Feb 2021	1.4472	10000.00	14,472
<i>Iress Limited</i>			
10 Aug 2020	10.4728	500.00	5,236
18 Aug 2020	10.7728	500.00	5,386
<i>Integrated Research Limited</i>			
19 Aug 2020	4.7314	1000.00	4,731
<i>Kogan.Com Ltd</i>			
2 Jul 2020	15.6928	500.00	7,846
3 Jul 2020	15.4928	500.00	7,746
13 Jul 2020	17.1628	500.00	8,581
3 Aug 2020	17.3928	500.00	8,696
14 Aug 2020	21.1521	1000.00	21,152
18 Aug 2020	21.7121	1000.00	21,712
<i>Lynas Corporation Limited</i>			
9 Dec 2020	4.2014	1000.00	4,201
<i>Mach7 Technologies Limited</i>			
11 Sep 2020	0.9732	10000.00	9,732
27 Oct 2020	0.9376	2500.00	2,344
10 Dec 2020	1.1472	10000.00	11,472
22 Dec 2020	1.2072	10000.00	12,072
<i>Mainstream Group Holdings Limited</i>			
18 Dec 2020	0.9081	10000.00	9,081
<i>Mesoblast Limited</i>			
18 Aug 2020	5.2914	1000.00	5,291
<i>New Age Exploration Limited</i>			
21 Jan 2021	0.0140	500000.00	6,981
21 Jan 2021	0.0140	500000.00	6,981
<i>Nitro Software Limited</i>			
21 Jul 2020	2.0854	4000.00	8,341
27 Jul 2020	2.0438	3000.00	6,131
3 Aug 2020	1.9180	3000.00	5,754

<i>Nextdc Limited</i>			
27 Jul 2020	11.3121	1000.00	11,312
25 Aug 2020	11.8621	1000.00	11,862
<i>Objective Corporation Limited</i>			
10 Dec 2020	12.9056	250.00	3,226
<i>Orbital Corporation Limited</i>			
3 Aug 2020	1.4504	4000.00	5,801
<i>PKS Holdings Limited</i>			
12 Oct 2020	0.3363	5000.00	1,681
<i>Qantas Airways Limited</i>			
25 Nov 2020	5.6836	5000.00	28,418
<i>Readytech Holdings Limited</i>			
11 Sep 2020	1.8725	10000.00	18,725
<i>Tesserent Limited</i>			
25 Aug 2020	0.2381	10000.00	2,381
19 Oct 2020	0.3531	10000.00	3,531
18 Nov 2020	0.3563	5000.00	1,781
19 Jan 2021	0.3781	10000.00	3,781
<i>Whispir Limited</i>			
21 Jul 2020	3.8228	500.00	1,911
21 Jul 2020	3.8626	2500.00	9,656
27 Jul 2020	4.7607	2000.00	9,521
27 Jul 2020	4.7314	1000.00	4,731
3 Aug 2020	4.4881	850.00	3,815
19 Jan 2021	3.6726	2500.00	9,181
21 Jan 2021	4.0688	2500.00	10,172
<i>Zip Co Limited.</i>			
2 Jul 2020	5.7436	15000.00	86,154
3 Jul 2020	5.6836	5000.00	28,418
8 Jul 2020	5.9449	30000.00	178,348
9 Jul 2020	6.1931	10000.00	61,931
9 Jul 2020	6.5527	5000.00	32,763
9 Jul 2020	6.5527	5000.00	32,763
13 Jul 2020	7.5233	5000.00	37,617
16 Jul 2020	6.2730	7500.00	47,047
17 Jul 2020	5.6720	5000.00	28,360
17 Jul 2020	5.6388	2500.00	14,097
28 Aug 2020	8.8900	5000.00	44,450
31 Aug 2020	9.0599	6000.00	54,359
31 Aug 2020	9.0605	5000.00	45,302
14 Sep 2020	5.5688	5000.00	27,844
8 Oct 2020	7.9212	10000.00	79,212
9 Oct 2020	7.6115	10000.00	76,115
12 Oct 2020	7.9342	10000.00	79,342
12 Oct 2020	7.9214	10000.00	79,214
13 Oct 2020	7.9012	10042.00	79,343
19 Oct 2020	7.1420	5000.00	35,710
13 Nov 2020	6.0632	5000.00	30,316
24 Nov 2020	6.2730	10000.00	62,730
21 Dec 2020	5.2541	5000.00	26,271
8 Jan 2021	5.5438	5000.00	27,719
22 Jan 2021	7.1120	5000.00	35,560
4 Feb 2021	7.9911	5000.00	39,955
5 Feb 2021	8.5205	5000.00	42,602
5 Feb 2021	8.5404	5000.00	42,702
5 Feb 2021	8.5404	5000.00	42,702
5 Feb 2021	8.3507	5000.00	41,753
9 Feb 2021	9.5260	2000.00	19,052
16 Feb 2021	13.5420	5000.00	67,710
17 Feb 2021	11.9128	5000.00	59,564
18 Feb 2021	10.7879	5000.00	53,940
23 Feb 2021	11.5072	5020.00	57,766
23 Feb 2021	11.6721	1000.00	11,672
5 Mar 2021	9.6060	2000.00	19,212
9 Mar 2021	8.2907	4805.00	39,837

17 Mar 2021	8.5904	3000.00	25,771
<i>Zoono Group Limited</i>			
8 Jul 2020	3.1864	10000.00	31,864
9 Jul 2020	3.2364	10000.00	32,364
13 Jul 2020	2.9867	10000.00	29,867
17 Jul 2020	2.3972	10000.00	23,972
27 Jul 2020	2.3372	10000.00	23,372

ALLOCATION OF NET INCOME:

It was resolved that the income of the fund be proportionally allocated to members based on the members' daily weighted average balances. The following amounts of income, and related amounts of tax, are to be credited to / debited from member accounts:

	Income	Fund Tax	Conts Tax	Direct Tax
<i>Mrs Marie Dolman</i>				
2014 Pension Account	(56,727)	0	0	0
31.12 Pension Account	(17,286)	0	0	0
<i>Mr David Dolman</i>				
2014 Pension Account	(12,558)	0	0	0

REPORTING ENTITY CONCEPT:

It was resolved that, in the opinion of the trustee, the fund is not a reporting entity because it is unlikely that users exist who are unable to command the preparation of reports tailored so as to satisfy specifically all their information needs.

Therefore, the financial statements for the fund are to be prepared on the basis of the fund being a "non-reporting entity", and will therefore take the form of Special Purpose Financial Reports.

REPORTS AND STATEMENTS:

The Financial Reports consisting of Statement of Financial Position, Operating Statement and Notes to the Financial Statements, Trustee's Declaration, Compilation Report and Member Statement for the period ended 30 June 2021 were tabled for consideration at the meeting.

It was resolved that the financial statements be adopted in their present format and that the statement by the trustees attached to the financial reports be signed by the Trustees, stating that:

1. the financial statements are drawn up so as to present fairly the financial position of the fund as at 30 June 2021, the benefits accrued as a result of operations and its cash flow for the year then ended;
2. the financial statements have been prepared in accordance with the requirements of the trust deed and Australian Accounting Standards as noted in Note 1 to the Financial Statements and
3. the fund has operated substantially in accordance with the trust deed and the requirements of the *Superannuation Industry (Supervision) Act 1993 (SISA)*, during the year ended 30 June 2021.

INCOME TAX RETURN:

The completed Self-Managed Superannuation Fund Annual Return for the financial year ended 30 June 2021 was tabled for consideration at the meeting.

It was resolved that:

1. the particulars contained in the 2021 income tax return and the relevant records used to ascertain the taxable income, as shown, derived by the fund from all sources in and out of Australia during the year of income are true and correct and;
2. the fund satisfies the statutory requirements and conditions applicable to be classified as a 'Regulated Superannuation Fund/Complying Superannuation Fund' for the year of income and;
3. the income tax return be adopted in its present format and that the Return be signed by the Trustees.

REVIEW OF INVESTMENT STRATEGY:

The fund's investment performance for the year ended 30 June 2021 and existing investment strategy have been reviewed by the Trustees, after considering:

1. 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;
2. 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;
3. the liquidity of the fund's investments having regard to its expected cash flow requirements;
4. the ability of the fund to discharge its existing and prospective liabilities;
5. whether the fund should hold a contract of insurance that provides insurance cover for members of the fund; and
6. the effect of the fund's investments on the above requirements and all matters relating to the prudential nature of the investment being continuously monitored, regularly reviewed and to make sure they adhere to fund's investment objectives and relevant legislation.

It was resolved that the aims and objectives of the investment strategy were being achieved and that the said investment strategy requires no further modification or adoption at this time.

TRUSTEE AND MEMBER 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 Section 120 of the SISA.

TAX AGENT:

It was resolved that

Mr David Tincknell
of
VIRTU SUPER PTY LTD
1454 Logan Road
Mount Gravatt, QLD 4122

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

CLOSURE:

There being no further business the meeting was closed.

SIGN



Dated: 21 9 21

David Dolman
Chairperson

Hartman Super Fund
26 Bass Drive
TORQUAY VIC 3228

Dear Trustees

**Hartman Super Fund
Audit Engagement Letter**

Objectives and Scope of the Audit

You have requested that we audit the financial statements of the SMSF for the year ended 30 June 2021. We are pleased to confirm our acceptance and understanding of this engagement by means of this letter.

Our audit will be performed in accordance with Australian Auditing Standards, the *Superannuation Industry (Supervision) Act 1993 (SISA)* and the *Superannuation Industry (Supervision) Regulations (SISR)* with the objective of expressing an opinion on the financial report and the fund's compliance with the specified requirements of the SISA and the SISR.

Our Responsibilities

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 as to 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 implementation and operation of accounting and internal control systems that are designed to prevent and detect fraud and error, as well as evaluating the overall presentation of the financial report.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatement may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

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 will, however, communicate to you in writing any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.

Trustees' Responsibilities

Our audit will be conducted on the basis that the trustee(s) acknowledge and understand that they have responsibilities:

- For the preparation of the financial report that gives a true and fair view in accordance with the Australian Auditing Standards, other mandatory reporting requirements and the SIS Act and SIS Regulations is that of the trustee(s);
- For such internal control as the trustee(s) determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error; and
- To provide us with:

- Access to all information of which the trustees are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
- Additional information that we may request from the trustees for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from trustees written confirmation concerning representations made to us in connection with the audit.

Australian Auditing Standards require that we determine whether the financial reporting framework applied in the preparation of this special purpose of financial report is acceptable. If we determine the financial reporting framework to be unacceptable, we will not be able to undertake the audit engagement unless the framework is amended and then determined to be acceptable.

If a qualified audit report is to be issued following the completion of our audit, we will advise the details to you in a timely manner and prior to the issue of our report.

Audit of SIS Compliance

For the year ended 30 June 2021, we are required to form an opinion in respect of compliance with certain aspects of SIS. Our report must refer to the following sections and regulations:

Sections: 17A, 35AE, 35B, 35C(2), 52, 62, 65, 66, 67, 67A, 67B, 82-85, 103, 104, 104A, 105, 109, 126K

Regulations: 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14, 13.18AA, 13.22C

Report on Significant Matters

Under section 129 of the SISA we are required to report to you in writing. If during the course of, or in connection with, our audit, we become aware of any contravention of the Act or Regulations which we believe has occurred, is occurring or may occur.

We are also required to report to the ATO, as regulator, any contravention of the SISA and the SISR, where we believe the contravention may affect the interests of the members of beneficiaries of the fund.

In addition, we are also required under section 130 to report to you if we believe the superannuation fund may be, or may be about to become, in an unsatisfactory financial position. If we are not satisfied with your response as trustee(s) as to the action taken to rectify the situation or we receive no response, we are obliged to report the matter to the ATO.

A failure on the part of the trustee to rectify these breaches to the satisfaction of the ATO may result in significant penalties to the trustee and the fund itself.

In addition to our report on the financial statements, we will also report to you any material weaknesses in the fund's system of accounting and internal control which come to our notice during the course of our audit.

Quality Control

The conduct of our audit in accordance Australian Auditing Standards means that information acquired by us in the course of our audit is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your expressed consent.

Our audit files may, however, be subject to review as part of the quality control review program of Regulators and or Professional Bodies which monitors compliance with professional standards by its members.

We advise you that by signing this letter you acknowledge that, if requested, our audit files relating to this audit will be made available under this program. Should this occur, we will advise you. The same strict confidentiality requirements apply under this program as apply to us as your auditor.

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.

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: MR ANTHONY BOYS

I/We hereby confirm your appointment as Auditor under the above terms of engagement.

For and on behalf of Dolcorp Pty Ltd as trustee for the Hartman Super Fund

Dated: 21/8/21


Marie Dolman

SIGN


David Dolman

Yours sincerely
ANTHONY BOYS – REGISTERED COMPANY AUDITOR
DATED: 21 July 2021

HARTMAN SUPER FUND

INVESTMENT OBJECTIVES AND STRATEGIES

Investment Objective:

The sole purpose of the fund is to provide benefits to Members upon their retirement, attaining a specified age, death or on health or financial reasons.

The objective of the Fund is to achieve reasonable long term growth with moderate fluctuations in return. The average investment return for the plan should be at least 1.0% per annum above inflation (CPI) when measured over a three year period.

Investment Strategy:

The trustees, have set the following strategy and guidelines for investment of funds belonging to the Fund having regard to the following:

- the risk of the investment;
- the diversity of investments of the Fund as a whole;
- the liquidity of the investment; and
- the ability of the fund to discharge its present and future liabilities.

The overall strategy is to invest in either cash, real property, shares, unit trusts or a combination thereof for the purpose of providing the members of the plan with long term growth. Whilst the trustees are conscious of the need to provide the members of the plan with capital gains over the medium to long term, they are also conscious of the need to diversify and spread the risk associated with investment in growth assets.

In making a decision on the types of investments made by the Fund, the Trustees have consulted with the members in this regard. They have taken into account the members age, employment status, retirement needs, overall risk profile and their concerns about various investment opportunities.

With this in mind, the trustees will, from time to time, seek professional investment advice in order to assist in the process of determining what investments are suitable for the Fund and also taking into account the concerns of the members.

The trustees also acknowledge the need to invest in areas where some assets can be readily converted to cash, thus allowing benefits to be paid when they fall due.

Taking the above into account, the trustees have determined that the following guidelines should be adhered to in placing and reviewing investments by the Fund in the coming 12 month period.

Australian Equities	From 50 %	-	To 100 %
Australian Fixed Interest	_____ %	-	_____ %
Cash	0 %	-	50 %
Direct Property	_____ %	-	_____ %
International Equities	_____ %	-	_____ %
International Fixed Interest	_____ %	-	_____ %
Listed Property	_____ %	-	_____ %
Mortgages	_____ %	-	_____ %
Other	0 %	-	20 %

This plan's strategy will be reviewed on occasion and updated if any modifications are required.

In addition, the trustees have held discussions with each of the members and considered whether or not it is appropriate for the fund to provide any of the following types of insurance cover for each member:

- Life insurance
- Total & Permanent Disablement (TPD) insurance
- Income Protection Insurance

Each member's individual insurance needs will be considered by the trustees on an annual basis

(Approved at meeting of Trustees dated 01 July 2020)

Signed:


Mrs Marie Dolman
Director - Dolcorp Pty Ltd


Mr David Dolman
Director - Dolcorp Pty Ltd

Date: 01 July 2020

Electronic lodgment declaration (Form MS)

(for self-managed superannuation funds)

Part A: Taxpayer's declaration

This declaration is to be completed where the tax return is to be lodged via an approved ATO electronic channel. It is the responsibility of the taxpayer to retain this declaration for a period of five years after the declaration is made, penalties may apply for failure to do so.

Privacy

The ATO is authorised by the *Taxation Administration Act 1953* to request the provision of tax file numbers (TFNs). The ATO will use the TFNs to identify each partner or beneficiary or entity in our records. It is not an offence not to provide the TFNs. However, you cannot lodge your tax return electronically if you do not quote your TFN.

Taxation law authorises the ATO to collect information and disclose it to other government agencies, including personal information about the person authorised to sign the declaration. For information about privacy go to ato.gov.au/privacy

The Australian Business Register

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

Please refer to the privacy statement on the Australian Business Register (ABR) website (www.abr.gov.au) for further information – it outlines our commitment to safeguarding your details.

Electronic funds transfer – direct debit

Where you have requested an EFT direct debit some of your details will be provided to your financial institution and the Tax Office's sponsor bank to facilitate the payment of your taxation liability from your nominated account.

Tax file number

Fund name

HARTMAN SUPER FUND

Year of return

2021

I authorise my tax agent to electronically transmit this tax return via an approved ATO electronic channel.

Important: Before making this declaration please check to ensure that all income has been disclosed and the tax return is true and correct in every detail. If you are in doubt about any aspect of the tax return, place all the facts before the Tax Office. The tax law provides heavy penalties for false or misleading statements on tax returns.

Declaration

I declare that:

- all of the information I have provided to the agent for the preparation of this document is true and correct
- I authorise the agent to give this document to the Commissioner of Taxation

Signature of trustee or director



Date

21/9/21

Part B: Electronic funds transfer consent

This declaration is to be completed when an electronic funds transfer (EFT) of a refund is requested and the tax return is being lodged through an approved ATO electronic channel.

This declaration must be signed by the partner, trustee, director or public officer prior to the EFT details being transmitted to the Tax Office. If you elect for an EFT, all details below must be completed.

Important:

Care should be taken when completing EFT details as the payment of any refund will be made to the account specified.

Agent's reference number

79673007

Account name

HARTMAN SUPER FUND

I authorise the refund to be deposited directly to the specified account.

Signature of trustee or director

Date

Part D: Tax agent's certificate (shared facility users only)

Declaration: I declare that:

- I have prepared this tax return in accordance with the information supplied by the trustees;
- I have received a declaration by the trustees that the information provided to me for the preparation of this tax return is true and correct, and;
- I am authorised by the trustees to lodge this tax return, including any applicable schedules.

Signature of tax agent

Date

Agent's contact name

MR David Tincknell

Agent's phone

07 33491452

Agent's reference

79673007

Client's reference

DOL01S

Activity Statement Declaration

This declaration is to be completed if an entity elects to use a third party such as a tax or business activity statement (BAS) agent for lodging an activity statement on its behalf to Australian Taxation Office (ATO). It is the responsibility of the entity to keep a record of the declaration for five years after the declaration has been made.

Privacy

The following taxation laws authorise the ATO to collect information required on the activity statement. For information about privacy and personal information go to ato.gov.au/privacy.

- A New Tax System (Australian Business Number) Act 1999
- A New Tax System (Goods and Service Tax) Act 1999
- A New Tax System (Goods and Service Tax Transition) Act 1999
- A New Tax System (Luxury Car Tax) Act 1999
- A New Tax System (Wine Equalisation Tax) Act 1999
- A New Tax System (Wine Equalisation Tax and Luxury Car Tax Transition) Act 1999
- Income Tax Assessment Act 1936
- Income Tax Assessment Act 1997
- Taxation Administration Act 1953
- Fringe Benefits Tax Assessment Act 1986
- Fuel Tax (Consequential and Transitional Provisions) Act 2006
- Fuel Tax Act 2006

This information will assist the ATO to administer these and other tax laws. Where authorised by law, information may be provided to other government agencies, including Commonwealth, state, territory and local government agencies. Information may also be used by the Commissioner of Taxation, to update and maintain the Australian Business Register.

PART A: Activity Statement Details

Entity Name:	HARTMAN SUPER FUND		
Period From:	01/07/2020	To:	30/06/2021
ABN:	52185919963 001	DIN:	42350025074
BAS / IAS Type:	BAS-P	EFT Code:	521859199633760
BPAY Biller Code:	75556		

PART B: Entity Declaration

- I declare that the information provided to the agent for the preparation of the activity statement is true and correct, and that I am authorised to make this declaration; and
- I authorise the agent to give my activity statement to the Commissioner of Taxation.

Tax law imposes heavy penalties for giving false or misleading information.

Signature of Trustee or Director:



Date:

21/9/21

Trustee's Name:

David Dolman

PART C: Tax / BAS Agent Declaration

I declare that:

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

Signature of Tax Agent:



Date:



Agent's Firm Name: VIRTU SUPER PTY LTD

Agent's Name: Mr David Tincknell

Agent's Phone: 0733491452

Agent's Reference: 79673007

Client's Reference: DOL01S

NOTES FOR PERSONS SIGNING SUPER FUND INCOME TAX RETURNS

These notes should be read carefully by each person signing an income tax return, in light of their knowledge of their own affairs, to ensure there are no inaccuracies in the return.

RESPONSIBILITIES

Whilst we have exercised due care in preparing the returns from information supplied to us, the provisions of the *Income Tax Assessment Act* place the responsibility for the contents of the returns (including the need to obtain the necessary substantiation records) with the taxpayer. Accordingly, would you please check the details disclosed in the returns to satisfy yourselves that the returns are correct.

SELF ASSESSMENT

As you would be aware, self assessment system of income tax returns is now in full force for individuals. That is, the Australian Taxation Office will accept and issue assessments based on the income tax return that is lodged, generally without any query.

This does not mean the Australian Taxation Office accepts the information contained in the return and at a later date it may request further information in relation to the claims you have made in your return.

Self assessment has not only shortened lodgement deadlines but has greatly increased the burden of paperwork to be prepared and retained by tax agents. We are now required to prepare detailed work papers which must be retained on our files for production to the Australian Taxation Office if required at a future date.

TRUE AND FULL DISCLOSURE

Your attention is drawn to the following important considerations to ensure the correctness of each income tax return:

- that income from all sources has been disclosed;
- that all deductions claimed can be justified;
- that all deductions claimed for work, car and travel expenses
- can be substantiated by the required records and receipts;
- that all statements are correct and complete.

CAPITAL GAINS TAX AND OVERSEAS INCOME

Every sale of property, of any description, should be considered for the possible application of both income tax and capital gains tax.

The world-wide income of Australian resident taxpayers is now taxable in Australia with a credit allowed for the income tax paid in a foreign country on that income.

FALSE AND MISLEADING STATEMENTS

If an answer to a question or any statement made in an income tax return, or an attached schedule, appears to be incorrect, incomplete or misleading, please provide the information needed to amend the return.

Penalties may be imposed for an incorrect return up to double the amount of additional income tax subsequently assessed. These penalties may apply even if the error was made innocently. Alternatively, in more serious cases, prosecutions may be instituted under the *Taxation Administration Act 1953* and fines imposed by the Courts, if convicted.

RETENTION OF RECORDS

It is a requirement that you substantiate all deductions claimed in your income tax returns. This includes keeping original documentation to verify the expenditure claimed. This documentation must be retained for 7 years. You should ensure that you retain all the documentation in a safe and secure place in case the Australian Taxation Office wishes to review these documents.

SIGN

Signed: 