

Internal Control and Fraud Questionnaire

SECTION A – FUND DETAILS	
Fund name	C Gibb Retirement Fund
Balance date	30 June 2022

SECTION B – BANK ACCOUNTS	
Authorised Signatories	Are all trustees/directors authorized to operate the fund's bank accounts? <input checked="" type="checkbox"/> Yes _____ No
Operating Instructions	How are the fund's bank accounts operated? <input checked="" type="checkbox"/> Any authorized signatory _____ Any two authorized signatories _____ All authorized signatories
Third party Access	Is any other person and/or company authorized to access the fund's bank accounts? _____ Yes <input checked="" type="checkbox"/> No If yes, who? _____ If yes, what type of authority do they hold? _____ Full _____ Redemption _____ Fee withdrawal _____ Enquiry

SECTION C – INVESTMENTS	
Authorised Signatories	Are all trustees/directors authorized to buy / sell investments? <input checked="" type="checkbox"/> Yes _____ No
Third party Access	Is any other person and/or company authorized to access the fund's investments? _____ Yes <input checked="" type="checkbox"/> No If yes, who? _____ If yes, what type of authority do they hold? _____ Full _____ Redemption _____ Fee withdrawal _____ Enquiry

SECTION D – OPERATIONS	
Decisions	Are operational decisions approved by all trustees/directors prior to implementation? <input checked="" type="checkbox"/> Yes _____ No

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SECTION E – TRUSTEE MEETINGS	
Meetings	Do trustees/directors meet at least quarterly? <input checked="" type="checkbox"/> Yes _____ No If no, how often? _____
Attendance	Are trustee meetings attended by all trustees/directors? <input checked="" type="checkbox"/> Always _____ Regularly _____ Sometimes _____ Rarely
Minutes	Are operational and investment decisions minuted separately or collectively? _____ Separately _____ Collectively _____ Both <input checked="" type="checkbox"/> Not minuted
Decision making	Do trustees/directors exhibit equal powers when decision making? _____ Yes _____ No <u>N/A as one director</u>

SECTION F – DUTIES AND OBLIGATIONS	
Trust Deed	Are all trustees/directors fully aware of their obligations under the terms of the fund's trust deed? <input checked="" type="checkbox"/> Yes _____ No _____ Assisted by service providers
Superannuation Law	Are all trustees/directors fully aware of their obligations under superannuation law? <input checked="" type="checkbox"/> Yes _____ No _____ Assisted by service providers

SECTION G – DISASTER RECOVERY POLICY	
Significant Risk	Do the trustees/directors have disaster recovery procedures in place to ensure (a) adequate systems/file backup and recovery? <input checked="" type="checkbox"/> Yes (some reliance may be placed on fund administrator) _____ No (b) adequate protection of records against fire and theft? <input checked="" type="checkbox"/> Yes _____ No

SECTION H – SERVICE PROVIDERS	
Formal Agreements	Do the trustees/directors have in place (where applicable) formal agreements with service providers (eg. Administrators, investment advisers, actuaries, auditors and tax agents)? <input checked="" type="checkbox"/> Yes _____ No _____ Only informal verbal agreements exist
Regular Reports	Do service providers provide regular reports to trustees/directors? _____ Yes _____ No <input checked="" type="checkbox"/> Only when necessary
Regular Review	Do the trustees/directors have in place a policy for regularly reviewing the performance of service providers? _____ Yes _____ No <input checked="" type="checkbox"/> Performed on an informal basis only

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SECTION I – FRAUD	
Risk Assessment	<p>Have the trustees/directors made an assessment of the risk that the financial report may be materially misstated due to fraud?</p> <p>_____ Yes <input checked="" type="checkbox"/> Not considered necessary.</p> <p>If yes, what is the nature, extent and frequency of such assessment?</p> <p>_____</p> <p>If yes, what procedures are in place to identify and respond to the risks of fraud?</p> <p>_____</p>
Existence of Fraud	<p>Do trustees / directors have knowledge of any actual, suspected or alleged fraud affecting the fund?</p> <p>_____ Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please provide details.</p> <p>_____</p>

SECTION J – SIGNATURE AND DECLARATION			
I declare that to the best of my knowledge, the information provided in this questionnaire, which relates to the year ended 30 June 2022, is true and correct.			
Signature		Date	5 July 2023
Full Name	Carole Gibb		

Signature		Date	
Full Name			

Signature		Date	
Full Name			

Signature		Date	
Full Name			