

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE DJ
SUTTIE PTY LTD ATF
D&J SUTTIE SUPERFUND
HELD ON 22 DECEMBER 2021 AT
3 COWPASTURES ROAD, BOWRAL NSW**

PRESENT

Jennifer Suttie

David Suttie

**APPROVAL OF
PREVIOUS MINUTES:**

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

**ALLOCATION OF
CONTRIBUTION:**

It was resolved that the contributions received during the year be allocated to members as follows:

| Member Name/Contribution type | Amount |
|---------------------------------------|---------------|
| <i>Mr David Suttie</i> Employer | 24,553.35 |
| <i>Ms Jennifer Suttie</i> Employer | 24,553.35 |

The contributions will be subject to normal preservation and payment rules under the *Superannuation Industry (Supervision) Regulations 1994 (SISR)*

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>Mr David Suttie</i> Pension | 4,860.51 |
| <i>Ms Jennifer Suttie</i> Pension | 15,718.84 |

PROPERTY VALUATIONS:

In respect of the year ending 30 June 2021, it was resolved that the trustees revalue the properties set out below in respect of the effective dates specified.

Giving consideration to the fund's circumstances and the value of the fund's assets that property represents, the trustees have obtained property valuations from the sources listed below.

The trustees have reviewed the content and assumptions within and believe the valuations supplied fairly represent the value and attributes of the properties held.

The trustees resolved to accept the valuations obtained on the basis that the valuations are based on objective and supportable data; are representative of the assets owned by the fund; and are indicative of market conditions as at the effective dates.

After consideration from the trustees, it was also resolved to carry forward valuations from prior years where appropriate. The trustees are of the opinion that the valuations continue to be relevant and appropriate and have been obtained within a suitable time frame to still be applied.

Address: 1 Victoria Street Mount Austin NSW 2650
Australia
23 Edmondson Street Wagga Wagga NSW 2650
Australia

| Valuation | Effective Date | Valuation Date | Type | Source |
|------------------|-----------------------|-----------------------|---------------------|---------------|
| 210,000.00 | 30 Jun 2021 | 28 Jun 2021 | Automated Valuation | RP Data |
| 435,000.00 | 30 Jun 2021 | 28 Jun 2021 | Automated Valuation | RP Data |

**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>Mr David Suttie</i> | | | | |
| Accumulation | 1,619.94 | (165.46) | 3,683.00 | 0.00 |
| Account Based Pension | 10,276.36 | 0.00 | 0.00 | 0.00 |
| 1 | | | | |
| Account Based Pension | 0.15 | 0.00 | 0.00 | 0.00 |
| 5 | | | | |
| Account Based Pension | 0.01 | 0.00 | 0.00 | 0.00 |
| 6 | | | | |
| Account Based Pension | 1,582.33 | 0.00 | 0.00 | 0.00 |
| 9 | | | | |
| Account Pension 2019 | 4,062.62 | 0.00 | 0.00 | 0.00 |
| New Pension Account | 0.02 | 0.00 | 0.00 | 0.00 |
| <i>Ms Jennifer Suttie</i> | | | | |
| Accumulation | 1,619.74 | (165.39) | 3,683.00 | 0.00 |
| Account Based Pension | 1,578.73 | 0.00 | 0.00 | 0.00 |
| 10 | | | | |
| Account Pension 2019 | 4,183.99 | 0.00 | 0.00 | 0.00 |
| Income Stream Pension | 1,909.59 | 0.00 | 0.00 | 0.00 |
| 1 | | | | |
| Income Stream Pension | 22,063.59 | 0.00 | 0.00 | 0.00 |
| 3 | | | | |
| Income Stream Pension | 1,661.70 | 0.00 | 0.00 | 0.00 |
| 4 | | | | |
| Income Stream Pension | 2,524.94 | 0.00 | 0.00 | 0.00 |
| 5 | | | | |
| Income Stream Pension | 1,098.63 | 0.00 | 0.00 | 0.00 |
| 6 | | | | |
| Income Stream Pension | 2,033.76 | 0.00 | 0.00 | 0.00 |
| 7 | | | | |
| Income Stream Pension | 1,699.78 | 0.00 | 0.00 | 0.00 |
| 8 | | | | |

**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, Auditor's 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 *S/SA*.

Each of the member(s) confirmed that they are a member of the fund and agreed to be bound by the provisions contained within the Trust Deed of the fund (and any subsequent amendments).

AUDITOR:

It was resolved that

Anthony Boys
of

PO Box 3376
Rundle Mall, SA 5000

act as the auditor of the fund for the next financial year.

TAX AGENT:

It was resolved that

Mr Ronald Palmer
of
Palmers Chartered Accountants
Suite 5 13-15 Francis St
Dee Why, NSW 2099

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

CLOSURE:

There being no further business the meeting was closed.

David John Suttie

22/12/2021 | 2:58 PM ACDT

..... Dated:/...../.....

David Suttie
Chairperson

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE
DJ SUTTIE PTY LTD ATF
D&J SUTTIE SUPERFUND
HELD ON 30 JUNE 2021 AT
3 COWPASTURES ROAD, BOWRAL NSW**

PRESENT: Jennifer Suttie
David Suttie

INVESTMENT STRATEGY: The Fund's proposed Investment Strategy was tabled for approval.

The Investment Strategy was reviewed, having appropriate regard for:

(i) The Fund's circumstances, including members' ages and expectations, the Fund's benefit structure, the size of the Fund, and the Fund's tax position.

(ii) The Members' circumstances, whether it is appropriate for the trustees of the fund to hold a contract of insurance that provides insurance cover for one or more members of the fund.

(iii) The risk involved in making, holding and realising, and the likely return from, the Fund's investments having regard to its objectives and its expected cash flow requirements. Risks involved include market risk, operational risk, liquidity risk, and credit risk.

(iv) The composition of the Fund's investments as a whole including the extent to which the investments are diverse or involve the entity in being exposed to risks from inadequate diversification.

(v) The liquidity of the Fund's investments having regard to its expected cash inflows, and cash outflow requirements. Items considered included the required amount of investment in cash or in assets readily convertible into cash, the expected timing of investment income and member contributions, and the expected timing of expenditure such as tax and member benefit payments.

(vi) The ability of the entity to discharge its existing and prospective liabilities.

It was noted that the Fund's investment strategy defined the minimum and maximum allocations to the various asset classes as follows:

| Asset Class | Min % | Max % |
|--------------------|--------------|--------------|
| Cash | 0.00% | 30.00% |
| Direct Property | 0.00% | 99.00% |

It was resolved that the Investment Strategy appropriately addressed the aims and objectives of the Fund and, as a result, should be adopted as tabled.

CLOSURE: There being no further business the meeting was closed.

David John Suttie 22/12/2021 | 2:58 PM ACDT
..... Dated:/...../.....
David Suttie
Chairperson