

05 August 2019

SP & DM Savaidis Pty Ltd  
<Petel Super Fund>  
PO Box 80  
WHYALLA SA 5600

**End of Financial Year and Your Superannuation Fund – For Your Records.**  
**Please pass onto your Accountant or Fund Administrator, there is no need to return this document to us.**

Dear Steve & Denise,

Now that the Financial Year has drawn to a close it is appropriate to review the process required to lodge your Superannuation Fund's tax return and have the audit done.

#### **Tax Return and Audit**

The Tax return will need to be lodged by 31 December 2019 or as otherwise advised by your Accountant or Fund Administrator. If you receive an income stream from your Self Managed Super Fund (for example an account based pension) and you also receive a pension from Centrelink you will need to supply Centrelink with an annual update of your current situation prior to 31 December 2019.

The following is a list of the information that the Accountant or Fund Administrator will need to prepare the tax return and arrange the audit:

- Cash Management Account Statements, and Cheque Book/Deposit Book
- Dividend Statements from Shares, Property Trusts and Infrastructure
- Trust Distributions Statements from Managed Funds e.g. Platinum or Perpetual
- Contract notes for any purchases or sales of investments during the year
- Tax forms relating to contributions, rollovers or withdrawals in 2018/2019
- Invoices that relate to expenses paid by the fund eg our invoice
- Statements from Wrap providers, if you use one
- Copies of Minutes of Trustees Meetings

Please find attached a Valuation of your Portfolio as at 30 June 2019, which will assist in the process. The managed fund unit prices used on the valuation is the unit price post distribution. Please bear in mind that this valuation will not be accurate if you have undertaken asset transactions without our knowledge.

It is likely that the better organised you are with these items, the lower Audit/Accountancy fee you will incur.

## **Investment Strategy**

Having an Investment Strategy is a legal requirement under the Superannuation Industry Supervision Act, 1994, to run a Self Managed Superannuation Fund.

It is also important to remember that the adoption of an appropriate Investment Strategy is solely your responsibility as Trustees of your Superannuation Fund and it has to be seen to reflect members' specific needs. The Investment Strategy therefore needs to be in keeping with your overall financial plan.

While the Investment Strategy does not necessarily need to change from year to year, it is important that the actual portfolio is in line with the Strategy at all times.

**A draft Investment Strategy is enclosed. If it is considered appropriate, adopt it by signing the minutes and then file them in your Superannuation Fund file. Alternatively, amend it as you see fit, sign and file. Please remember to retain for your records, ready to pass onto your Accountant or Fund Administrator. We don't need a copy returned to us.**

## **Account Based Pensions**

If members are receiving Income Stream payments, as Trustees you may wish to review the payment levels. Minimum drawdown factors are a stepped arrangement of 4% for those of 55 to 64 years, 5% for ages 65 to 74 with other steps at each five years through to 14% for those over age 95.

## **Australian Taxation Office Cold Calling**

In 2006 the ATO began a program of telephoning each year around 10% of the Trustees of Self Managed Superannuation Funds to enquire about their understanding of their responsibilities as Trustees.

So if you get a call, please understand this is not because the ATO has decided you are acting improperly as a Trustee or the funds accounts are not in order.

Some things you may wish to explain to the ATO are:

- The sole purpose of your fund is to provide you with retirement income.
- Your accountant or fund administrator is assisting you as Trustees and the accounts are up to date and audited.
- Midsec is the financial adviser to you as Trustees.
- The Fund has a diversified portfolio.
- The Fund has an Investment Strategy which you are in the process of reviewing for 2019/2020.

If you would like to discuss any aspect of this report in greater detail, please do not hesitate to give me a call.

Yours sincerely,



Patsy Karapas

**MINUTES OF MEETINGS OF THE TRUSTEES  
OF PETEL SUPER FUND**

HELD AT \_\_\_\_\_  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019

**PRESENT:**

**CHAIRMAN:**

**BUSINESS:**

**INVESTMENT STRATEGY**

The chairman proposed the investment objective to be adopted for the Fund for 2019/2020 is to achieve an average annual return of 3-5% above the rate of inflation.

The Investment Strategy proposed provides for:

- Sufficient liquidity to meet cash flow requirements such as discharging the Fund's liability on asset purchases and other outgoings or benefit payments.
- Diversification of investments, taking into account investments held by members outside this Fund.
- Future maturity or liquidity of assets to fund the currently expected profile and quantity of the benefits needed to meet members' lump sum and/or pension requirements in retirement.

**PROPOSED ASSET ALLOCATION**

Continuation of the Asset Allocation as it stands 30<sup>th</sup> June 2019 and the provision that this may be adjusted in a range of plus or minus 10% for each asset class over the ensuing year. This allocation may be varied by the Trustees during the year. It is acknowledged that short term deviations from these ratios may occur from time to time.

**Insurance**

That insurances currently held by members of the Fund remain appropriate for those members and it also remains appropriate for those members that do not have insurance cover to remain uninsured.

**RESOLUTION:**

**RESOLVED** that the investment strategy be accepted.

**SECRETARIAL  
MATTERS:**

**RESOLVED** that the Trustee attend to all secretarial matters and other things or acts to be done so as to give full effect to the matters resolved upon at the meeting.

**CLOSURE:**

There being no further business the Chairman declared the meeting closed.

Confirmed as a true and correct record.

..... DATE:     /     /2019

Chairman

## **INVESTMENT STRATEGY FOR 2019/20**

### **PETEL SUPER FUND**

#### **Fundamental Objectives of the Fund**

- The Trustee will maintain the assets of the fund solely for the retirement benefits of the member(s) and any dependants, of those members, in the event of a member's death.
- The Trustee considers the Investment Strategy to meet the fundamental objective of maximising members benefits and returns having given regard to risk and in keeping with the investment objectives of the Fund.
- The Fund will maintain all its assets in investments considered "prudent by a wise man, or woman" in the spirit of superannuation and pension fund guidelines.

#### **Investment Objectives**

- To achieve an average annual return around 3.0% to 5.0% greater than the prevailing annual inflation rate. It is expected that some active management of equities will be employed to assist with this rate of return.
- To ensure that sufficient assets will be available to meet benefit payments when those payments are due to be paid (solvency).
- To ensure that sufficient liquid assets will be available to meet benefit payments as and when those payments are due to be paid (liquidity).
- To provide protection against the chance of a negative return over any 5 year period.
- The Fund has a long investment horizon, therefore the members are prepared to endure a reasonable level of volatility of returns in expectation of long term growth. The members are prepared that there might be years where the returns are negative.
- Consideration has been given to the members age and personal circumstances.

#### **Investment Risks**

The Trustee aims to ensure that the purchasing power of the fund remains relevant to members benefit withdrawal needs over the long term.

Diversification across currencies, economies and asset classes may be achieved through a mix of Cash, Fixed Interest, Property both listed and unlisted, as well as Australian and International Investments via the use of direct equities and managed funds.

The trustee recognises that diversification can result in a reduction to return volatility, however may choose not to invest in particular asset classes during times of uncertainty.

The Trustee understands that there is a risk associated with equity investments in that the capital value of investments can fluctuate. There is also risk associated with fixed interest investments in that interest rates can fluctuate widely over a longer term.

To assist in reducing risk, the recommended portfolio aims to provide diversification over a number of financial / business sectors.

#### **Asset Allocation Framework**

Continuation of the Asset Allocation as it stands at 30 June 2019 and the provision that this may be adjusted in a range of plus or minus 10% for each asset class over the ensuing year. This allocation may be varied by the Trustees during the year. It is acknowledged that short term deviations from these ratios may occur from time to time.

## Allowable Investments

Allowable Investments for the fund include but are not limited to:

- Bank Accounts
- Cash Management Accounts
- Fixed Interest Term Deposits & Debentures
- Listed & Unlisted Securities
- Mutual Funds and Trusts
- Property
- Life Insurance Policies & Annuities
- Alternative assets

## Insurance Cover

The Fund will allow each member to take out personal life, disability and sickness insurance. Members are encouraged to apply for insurance to cover their complete objectives / needs by considering non superannuation insurance contracts as well.

The Trustee of the Fund has considered holding insurance contracts that provide insurance for each of the Fund members and is satisfied that insurances currently held by members of the Fund remain appropriate for those members and it also remains appropriate for those members that do not have insurance cover to remain uninsured.

The Trustee of the fund has General Insurance on property and physical assets.

## Review of this strategy

Should the trustees feel that any change in strategy should be contemplated in order to better achieve the fund objectives, they will communicate with the member(s) as required.

## Complying Status

The Fund is an Australian Superannuation Fund as defined in subsection 295-95(2) of the Income Tax Assessment Act 1997 and Section 45 of the Superannuation Industry (Supervision) Act 1993 ("SIS Act").

## Policies

The policies adopted by the Trustee in order to achieve these objectives are:

- Regular review of the performance of the fund's investment, to oversee the overall investment mix and the expected cash-flow requirements of the fund.
- Balancing the fund's investment portfolio due to changes in market conditions, by further sale and purchase of investments.

The trustee's aim will always be to ensure that it follows the investment strategy, however, the trustee will at times reserve the right to change the investment mix depending on market situations and opportunities available to strengthen its objectives.

A copy of the current investment strategy of the fund can be made available to all members of the fund on request.

SIGNED AND ACKNOWLEDGED BY:

SIGNED AND ACKNOWLEDGED BY:

.....  
TRUSTEE

.....  
TRUSTEE

DATE ...../...../.....

DATE ...../...../.....

**Valuation as at 30 June 2019**

**Petel Super Fund**

Position	Units	Current Unit Price	Current Value
<b>PETEL SUPER FUND</b>			
AGL Energy Limited. (AGL)	830.00	\$20.01	\$16,608.30
Antipodes Global Fund - (Class P)	14,295.52	\$1.67	\$23,816.33
Australia and New Zealand Banking Group Limited (ANZ)	688.00	\$28.21	\$19,408.48
Bennelong Concentrated Australian Equities Fund	11,144.79	\$2.05	\$22,864.66
Carsales.Com Limited (CAR)	1,408.00	\$13.53	\$19,050.24
Corporate Travel Management Limited (CTD)	885.00	\$22.50	\$19,912.50
JB Hi-Fi Limited (JBH)	476.00	\$25.85	\$12,304.60
Macquarie Cash Management Account	56,700.67	\$1.00	\$56,700.67
Macquarie Term Deposit - 3 Months	50,000.00	\$1.00	\$50,000.00
Macquarie Term Deposit - 3 months	100,000.00	\$1.00	\$100,000.00
Magellan Global Fund	14,807.89	\$2.41	\$35,654.43
National Australia Bank Limited (NAB)	690.00	\$26.72	\$18,436.80
Platinum International Fund (Quoted Managed Hedge Fund) (PIXX)	5,750.00	\$4.41	\$25,357.50
Ramsay Health Care Limited (RHC)	295.00	\$72.24	\$21,310.80
REA Group Ltd (REA)	129.00	\$96.04	\$12,389.16
SGH ICE	9,327.49	\$1.97	\$18,386.34
Sonic Healthcare Limited (SHL)	510.00	\$27.10	\$13,821.00
Spark Infrastructure Group (SKI)	6,415.00	\$2.43	\$15,588.45
Stockland (SGP)	3,728.00	\$4.17	\$15,545.76
Transurban Group (TCL)	1,103.00	\$14.74	\$16,258.22
Westpac Banking Corporation (WBC)	651.00	\$28.36	\$18,462.36
Total for PETEL SUPER FUND:			\$551,876.60