[DateOfLetter]

[FundName]

[FundResidentialAddressBlock]

Dear Trustee,

**[FundName]**

**ABN [FundAbn]**

**APPOINTMENT AS ADMINISTRATOR/ACCOUNTANT**

Thank you for the information to prepare your financial accounts and income tax returns for the year ended [EndDate]

We have commenced work on the assignment and in accordance with our Quality Assurance procedures, would like to inform you of the work we will be performing and the estimated fee and payment arrangements.

In a typical year (and subject to your instructions) this service would consist of:

* Attending to your annual taxation and accounting/administration needs
* Providing assistance where necessary by telephone or otherwise, as a general practice, you will not be charged for telephone calls unless the issue in question takes some time to discuss or additional research.
* Keeping you up to date with relevant issues
* Providing other consulting services if required as detailed below.
* To deliver these services effectively, you will have at least two points of contact in our office.

Our fees are based on the time required by the individuals assigned to the engagement plus direct out of pocket expenses (including GST). The minimum fee levels (exclusive of GST) are as follows:-

|  |  |
| --- | --- |
| Fund Fee | $2,000.00 per annum |
| SMSF Annual Income Tax and Regulatory Return | $500.00 per annum |
| Excess Investments (>15) | $100.00 per investment |
| Property Investments | $500.00 per investment |
| Member fee | $300.00 per member per annum |
| Pensioner fee | $500.00 per pensioner per annum |
| PAYG Reporting | $500.00 per fund with reporting obligations |
| IAS Preparation and Lodgement | $150.00 per nil return |
|  | $300.00 per return with calculation |

The estimate of fees is based on you keeping all source records to support bank statement movements. In particular, this includes:

* All bank statements
* Either cheque butts and deposit slips (or a complete summary)
* All dividend/distribution slips
* Contracts for purchase/sale of shares or other investments
* Correspondence in relation to any reconstructions, share splits/consolidations etc
* Full details regarding acquisition of shares/units sold during the year.

Time spent in relation to the following matters will be in addition to the foregoing:

* ABN/GST matters and related advice
* Special taxation advice

The fees charged will be based on time spent at the applicable hourly rate (which includes GST).

We advise that the above is an estimate of our costs. If for some reason we become aware that our costs will significantly exceed our estimate, we will advise you of our revised estimate and obtain your approval to proceed. If the actual time taken to complete the required work is less than that estimated, all cost savings will be passed on to you.

**Billing Options**

Asking for payment of an account can be an awkward process, so we hope you appreciate this is an absolutely necessary process. We are constantly striving to issue and manage the collection of our invoices in a timely and efficient manner, and can offer you the following services, to assist with this procedure if required:

* direct bank deposits in advance;
* cheque or funds transfer at invoice due date;
* fees from Australian Tax Office refunds.

Please feel free to discuss these options, we are able to help if required.

*Our terms are strictly:*

* *payment due 14 days from invoice date;*
* *interest charged on all overdue accounts.*

This letter will be effective for the financial year ended [EndDate] and future years unless we advise you of any change in our arrangement.

Please sign and return the attached declaration to indicate this letter is in accordance with your understanding of the arrangements for our engagement.

We look forward to a mutually rewarding association.

Should you have any queries in relation to the above, please do not hesitate to contact this office.

Yours sincerely

**Class Test Brand**

**David Smith**

**Director**

Enclosed Confirmation of Engagement

To CLASS TEST BRAND

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

[TrusteesSignatureBlock]

Date:……/……../………

I would like to use the following option to pay for these services:

⬜ direct bank deposits in advance

* cheque or funds transfer at invoice due date

⬜ fees from Australian Tax Office refunds