



**ORGANON**  
TRUSTEES

Tel: 0161 480 5157  
Fax: 0161 429 9675

Registered Office:  
8th Floor  
Regent House  
Heaton Lane  
Stockport  
SK4 1BS

**Strictly Private & Confidential**

Data Processing Centre  
Retirement Capital  
Venture Wales Building  
Merthyr Tydfil Industrial Business Park  
Merthyr Tydfil  
Wales  
CF48 4DR

27 September 2022

Dear Sirs

**The Stratagem FP SSAS**

In reference to the above and further to your e-mail correspondence of 21 September 2022 we have made a payment of £57,278.19 to the Metro Bank account in respect of the transfer of the scheme funds following your appointment as administrators.

I have enclosed bank transactions for the scheme from 6 April 2021 to the current date as requested.

I have also enclosed a copy of the most recent ICO renewal certificate and have informed the Pension Regulator that you are now the acting trustees and provided your contact e-mail.

Finally, I have enclosed a valuation of the scheme along with a current split. Please note that the funds for David Shirley and Rachael Almond are fully uncrystallised. The funds for Olwyn Shirley are wholly in respect of death benefits and all payments are taxable at the clients marginal rate.

I trust this is in order and look forward to hearing in respect of the TR1 for the property in due course, should you have any queries then please do not hesitate to contact me.

Yours sincerely

**Mike Rainford**  
Pensions Team Manager

E-mail: [mike.rainford@organontrustees.co.uk](mailto:mike.rainford@organontrustees.co.uk)

[organontrustees.co.uk](http://organontrustees.co.uk)

RBS - current (19625311)

<u>Date</u>	<u>Description</u>	<u>Expend</u>	<u>Income</u>	<u>Balance</u>	<u>Member</u>	<u>Comments</u>
				0.00		
05/04/2021	Opening Balance					
24/06/2021	Transfer In	0.00	48,293.36	48,293.36	David Spencer Shirley	TV from Organon SIPP
24/06/2021	Transfer In	0.00	1,221.70	49,515.06	Olwyn Shirley	TV From Organon SIPP
24/06/2021	Transfer In	0.00	2,811.79	52,326.85	Rachael Almond	TV from Organon SIPP
24/06/2021	Transfer In	0.00	259.40	52,586.25	Rachael Almond	TV from Organon SIPP
24/06/2021	Transfer In	0.00	849.31	53,435.56	David Spencer Shirley	TV from Organon SIPP
24/06/2021	Transfer In	0.00	116,725.00	170,160.56	David Spencer Shirley	iro In-Specie Property
24/06/2021	Transfer In	0.00	97,625.00	267,785.56	Olwyn Shirley	iro In-Specie Property
24/06/2021	Transfer In	0.00	35,650.00	303,435.56	Rachael Almond	iro In-Specie Property
24/06/2021	Property Purchase	250,000.00	0.00	53,435.56		From SIPP
24/06/2021	Transfer In	0.00	410.34	53,845.90	Olwyn Shirley	Organon Fees
25/06/2021	Fees	252.00	0.00	53,593.90		Legal Fees
28/06/2021	Property Fees	806.00	0.00	52,787.90		30JUN-GRS 19625311
30/06/2021	Bank Interest	0.00	0.09	52,787.99		Interest
06/07/2021	Bank Interest	0.00	0.01	52,788.00		Rent (paid to group in error)
06/07/2021	Rent	0.00	1,333.33	54,121.33		HMRC PAYE
26/07/2021	Pension Payment	150.00	0.00	53,971.33	Olwyn Shirley	Net Payment
26/07/2021	Pension Payment	600.00	0.00	53,371.33	Olwyn Shirley	30JUL-GRS 19625311
30/07/2021	Bank Interest	0.00	0.44	53,371.77		HMRC PAYE
26/08/2021	Pension Payment	150.00	0.00	53,221.77	Olwyn Shirley	Net Payment
26/08/2021	Pension Payment	600.00	0.00	52,621.77	Olwyn Shirley	31AUG-GRS 19625311
31/08/2021	Bank Interest	0.00	0.47	52,622.24		HMRC PAYE
24/09/2021	Pension Payment	150.00	0.00	52,472.24	Olwyn Shirley	Net Payment
24/09/2021	Pension Payment	600.00	0.00	51,872.24	Olwyn Shirley	ICO INITIAL PAYMENT
27/09/2021	Fees	35.00	0.00	51,837.24		30SEP-GRS 19625311
30/09/2021	Bank Interest	0.00	0.43	51,837.67		Net Payment
26/10/2021	Pension Payment	600.00	0.00	51,237.67	Olwyn Shirley	HMRC PAYE
26/10/2021	Pension Payment	150.00	0.00	51,087.67	Olwyn Shirley	TPR
27/10/2021	Fees	34.94	0.00	51,052.73		29OCT-GRS 19625311
29/10/2021	Bank Interest	0.00	0.41	51,053.14		STRATAGEM LTD SW RENT FP 29/10/21 17
29/10/2021	Rent	0.00	3,999.99	55,053.13		STRATAGEM LTD SW RENT FP 03/11/21 01
03/11/2021	Rent	0.00	1,333.33	56,386.46		HMRC PAYE
26/11/2021	Pension Payment	150.00	0.00	56,236.46	Olwyn Shirley	Net Payment
26/11/2021	Pension Payment	600.00	0.00	55,636.46	Olwyn Shirley	30NOV-GRS 19625311
30/11/2021	Bank Interest	0.00	0.49	55,636.95		STRATAGEM LTD SW RENT FP 03/12/21 01
03/12/2021	Rent	0.00	1,333.33	56,970.28		Organon Fees
07/12/2021	Fees	1,314.00	0.00	55,656.28		HMRC PAYE
21/12/2021	Pension Payment	150.00	0.00	55,506.28	Olwyn Shirley	Net Payment
21/12/2021	Pension Payment	600.00	0.00	54,906.28	Olwyn Shirley	31DEC-GRS 19625311
31/12/2021	Bank Interest	0.00	0.47	54,906.75		STRATAGEM LTD SW RENT FP 04/01/22 03
04/01/2022	Rent	0.00	1,333.33	56,240.08		Net Payment
26/01/2022	Pension Payment	600.00	0.00	55,640.08	Olwyn Shirley	HMRC PAYE
26/01/2022	Pension Payment	150.00	0.00	55,490.08	Olwyn Shirley	31JAN-GRS 19625311
31/01/2022	Bank Interest	0.00	0.47	55,490.55		Reimbursement
02/02/2022	Property Fees	2,280.00	0.00	53,210.55		STRATAGEM LTD SW RENT FP 03/02/22 01
03/02/2022	Rent	0.00	1,333.33	54,543.88		OLWYN SHIRLEY NET PAYMENT FP 25/02/2
25/02/2022	Pension Payment	600.00	0.00	53,943.88	Olwyn Shirley	AO CUMBERNAULD PAYE FP 25/02/22 40 4
25/02/2022	Pension Payment	150.00	0.00	53,793.88	Olwyn Shirley	28FEB-GRS 19625311
28/02/2022	Bank Interest	0.00	0.42	53,794.30		STRATAGEM LTD SW RENT FP 03/03/22 01
03/03/2022	Rent	0.00	1,333.33	55,127.63		Net Payment
25/03/2022	Pension Payment	600.00	0.00	54,527.63	Olwyn Shirley	HMRC PAYE
25/03/2022	Pension Payment	150.00	0.00	54,377.63	Olwyn Shirley	31MAR GRS 19625311
31/03/2022	Bank Interest	0.00	0.47	54,378.10		STRATAGEM LTD SW RENT FP 04/04/22 01
04/04/2022	Rent	0.00	1,333.33	55,711.43		

26/04/2022	Pension Payment	600.00	0.00	55,111.43	Olwyn Shirley
26/04/2022	Pension Payment	150.00	0.00	54,961.43	Olwyn Shirley
29/04/2022	Property Fees	250.00	0.00	54,711.43	
29/04/2022	Bank Interest	0.00	3.87	54,715.30	
03/05/2022	Rent	0.00	1,333.33	56,048.63	
26/05/2022	Pension Payment	150.00	0.00	55,898.63	Olwyn Shirley
26/05/2022	Pension Payment	600.00	0.00	55,298.63	Olwyn Shirley
31/05/2022	Bank Interest	0.00	4.89	55,303.52	
06/06/2022	Rent	0.00	1,333.33	56,636.85	
24/06/2022	Pension Payment	600.00	0.00	56,036.85	Olwyn Shirley
24/06/2022	Pension Payment	150.00	0.00	55,886.85	Olwyn Shirley
30/06/2022	Bank Interest	0.00	4.62	55,891.47	
04/07/2022	Rent	0.00	1,333.33	57,224.80	
25/07/2022	Pension Payment	600.00	0.00	56,624.80	Olwyn Shirley
25/07/2022	Pension Payment	150.00	0.00	56,474.80	Olwyn Shirley
29/07/2022	Bank Interest	0.00	4.53	56,479.33	
03/08/2022	Rent	0.00	1,333.33	57,812.66	
18/08/2022	Fees	38.00	0.00	57,774.66	
26/08/2022	Pension Payment	150.00	0.00	57,624.66	Olwyn Shirley
26/08/2022	Pension Payment	600.00	0.00	57,024.66	Olwyn Shirley
31/08/2022	Bank Interest	0.00	5.20	57,029.86	
05/09/2022	Rent	0.00	1,333.33	58,363.19	
13/09/2022	Fees	35.00	0.00	58,328.19	
26/09/2022	Pension Payment	150.00	0.00	58,178.19	Olwyn Shirley
26/09/2022	Pension Payment	600.00	0.00	57,578.19	Olwyn Shirley

Totals 266,294.94 323,873.13

Current balance 57,578.19

Net Payment  
HMRC PAYE  
P Podlaski Chartered Structural Engineer  
29APR GRS 19625311  
STRATAGEM LTD SW RENT FP 03/05/22 03  
HMRC PAYE  
Net Payment  
31MAY GRS 19625311  
STRATAGEM LTD SW RENT FP 06/06/22 02  
Net Payment  
HMRC PAYE  
30JUN GRS 19625311  
STRATAGEM LTD SW RENT FP 04/07/22 01  
NET PAYMENT  
HMRC PAYE  
29JUL GRS 19625311  
Rent  
TPR  
HMRC PAYE  
NET  
31AUG GRS 19625311  
Rent  
ICO  
PAYE  
NET



# Certificate

Organisation Name:

The Trustees of the Stratagem FP SSAS

Reference number:

ZB103471

Tier:

Tier 1

Start date:

14 September 2021

End date:

13 September 2023

**Data Protection Officer**

**PORTFOLIO VALUATION  
FOR  
STRATAGEM FP SSAS  
AT  
27/09/2022**

**Analysis of Portfolio**

	Market Value £	
Property 1 Park Lane, Poynton, Cheshire, SK12 1RD	250,000.00	
Deposit Accounts RBS - current	57,578.19	
<b>Value of Portfolio</b>	<b>Value £</b>	<b>307,578.19</b>

Stratagem FP SSAS (1074)

Allocation of fund value at 27/09/2022

Total fund value £307,578.19

<u>Name</u>	<u>Total value</u>	<u>Unvested Fund</u>	<u>Normal Vested</u>	<u>Pre 2006 Vested Fund</u>	<u>TiD1</u>
David Spencer Shirley	£174,185.35	£174,185.35	£0.00	£0.00	£0.00
Rachael Almond	£40,662.92	£40,662.92	£0.00	£0.00	£0.00
Olwyn Shirley	£92,729.92	£0.00	£0.00	£0.00	£92,729.92
Totals	£307,578.19	£214,848.27	£0.00	£0.00	£92,729.92



HM Revenue  
& Customs

P45 Part 2  
Details of employee leaving work  
Copy for new employer

<p>1 Employer PAYE reference Office number    Reference number <div>120    /    HE34196</div></p> <p>2 Employee's National Insurance number <div>YK    74    80    88    C</div></p> <p>3 Title – enter MR, MRS, MISS, MS or other title <div>MRS</div> Surname or family name <div>SHIRLEY</div> First or given name(s) <div>OLWYN</div></p> <p>4 Leaving date DD MM YYYY <div>27    09    2022</div></p>	<p>5 Student Loan deductions <div><input type="checkbox"/> Student Loan deductions to continue</div></p> <p>6 Tax Code at leaving date <div>BR</div> If week 1 or month 1 applies, enter 'X' in the box below. Week 1/Month 1 <div><input type="checkbox"/></div></p> <p>7 Last entries on P11 <i>Deductions Working Sheet</i>. <b>Complete only if Tax Code is cumulative.</b> If there is an 'X' at box 6 there will be no entries here. Week number <div></div>    Month number <div>7</div> Total pay to date <div><div></div> 4500.00 <div></div></div> Total tax to date <div><div></div> 900.00 <div></div></div></p>
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#### To the employee

This form is important to you. Take good care of it and keep it safe. Copies are not available. Please keep Parts 2 and 3 of the form together and do not alter them in any way.

#### Going to a new job

Give Parts 2 and 3 of this form to your new employer, or you will have tax deducted using the emergency code and may pay too much tax. If you do not want your new employer to know the details on this form, send it to your HM Revenue & Customs (HMRC) office immediately with a letter saying so and giving the name and address of your new employer. HMRC can make special arrangements, but you may pay too much tax for a while as a result of this.

#### Going abroad

If you are going abroad or returning to a country outside the UK ask for form P85 *Leaving the United Kingdom* from any HMRC office or Enquiry Centre.

#### Becoming self-employed

You must register with HMRC within three months of becoming self-employed or you could incur a penalty. To register as newly self-employed see The Phone Book under HM Revenue & Customs or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk) to get a copy of the booklet SE1 *Are you thinking of working for yourself?*

#### Claiming Jobseeker's Allowance or

#### Employment and Support Allowance (ESA)

Take this form to your Jobcentre Plus Office. They will pay you any tax refund you may be entitled to when your claim ends, or at 5 April if this is earlier.

#### Not working and not claiming Jobseeker's Allowance or Employment and Support Allowance (ESA)

If you have paid tax and wish to claim a refund ask for form P50 *Claiming tax back when you have stopped working* from any HMRC office or Enquiry Centre.

#### Help

If you need further help you can contact any HMRC office or Enquiry Centre. You can find us in The Phone Book under HM Revenue & Customs or go to [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

#### To the new employer

Check this form and complete boxes 8 to 18 in Part 3 and prepare a form P11 *Deductions Working Sheet*. Follow the instructions in the Employer Helpbook E13 *Day-to-day payroll*, for how to prepare a P11 *Deductions Working Sheet*. Send Part 3 of this form to your HMRC office immediately. Keep Part 2.

File your employee's P45 online at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Use capital letters when completing this form

**1** Employer PAYE reference  
Office number Reference number  
120 / HE34196

**2** Employee's National Insurance number  
YK 74 80 88 C

**3** Title – enter MR, MRS, MISS, MS or other title  
MRS  
Surname or family name  
SHIRLEY  
First or given name(s)  
OLWYN

**4** Leaving date DD MM YYYY  
27 09 2022

**5** Student Loan deductions  
☐ Student Loan deductions to continue

**6** Tax Code at leaving date  
BR  
If week 1 or month 1 applies, enter 'X' in the box below.  
Week 1/Month 1 ☐

**7** Last entries on P11 *Deductions Working Sheet*.  
**Complete only if Tax Code is cumulative.** If there is an 'X' at box 6 there will be no entries here.  
Week number  Month number 7  
Total pay to date 4500.00  
Total tax to date 900.00

**To the new employer** Complete boxes 8 to 18 and send P45 Part 3 only to your HMRC office immediately.

**8** New employer PAYE reference  
Office number Reference number  
 /

**9** Date new employment started DD MM YYYY

**10** Works number/Payroll number and Department or branch (if any)

**11** Enter 'P' here if employee will not be paid by you between the date employment began and the next 5 April. ☐

**12** Enter Tax Code in use if different to the Tax Code at box 6.  
  
If week 1 or month 1 applies, enter 'X' in the box below.  
Week 1/Month 1 ☐

**13** If the tax figure you are entering on P11 *Deductions Working Sheet* differs from box 7 (see the E13 *Employer Helpbook Day-to-day payroll*) please enter the figure here.

**14** New employee's job title or job description

**15** Employee's private address  
  
Postcode

**16** Gender. Enter 'X' in the appropriate box  
Male ☐ Female ☐

**17** Date of birth DD MM YYYY

### Declaration

**18** I have prepared a P11 *Deductions Working Sheet* in accordance with the details above.  
Employer name and address  
  
Postcode  
  
Date DD MM YYYY