



# MK Day Superannuation Fund

## Workpapers - FY20 (1 Jul 2019 - 30 Jun 2020)

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Status: Pending

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**1. Fund issues**

1. Interest rate on loan in 2019 was not charges at PCG2016/5 rate. An adjustment of \$1500 has been included in 2020
2. members withdrew \$4754.80 from fund 2.12.2019 and repaid 3.1.2020. Illegal loan to members
3. lease agreement indicates tenant is to pay gas, electricity, water rates. Fund has paid water rates. 17.a also provides for 100% reimbursement when landlord requests (rates, water) . Fund has paid council rates. No request for tennant to pay council/water.
4. Rent relief of 100% granted for final 8 weeks of 2020.

## 1. Permanent Docs

### Documents

134498\_1-Signed Trustees Declaration - M Day\_R.pdf

134496\_1-Signed Trustees Declaration - K Day\_R.pdf

20180122\_Loan\_Agreement\_signed.pdf

20180122\_Bare\_Trust\_Deed\_signed.pdf

Investment Strategy.pdf

134499\_1-Signed SuperannuationTrust Deed\_R.pdf

## Financial Statements &amp; Tax Return

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Financial Statements

Tax Return

## Documents

**Notes to the Financial Statements - DAY00206.pdf**

**Annual Return - SMSF.pdf**

**Statement of Financial Position (Balance Sheet) - DAY00206.pdf**

**Operating Statement (Profit and Loss) Report - DAY00206.pdf**

## ATO Reports

	Prior Period Balance	Balance in Xero	Supporting Balance	Variance \$	Variance %
ATO Reports	0	0	0	0	0%

## Documents

[ATO ITA.pdf](#)

[ATO ICA.pdf](#)

## Client Reports

	Prior Period Balance	Balance in Xero	Supporting Balance	Variance \$	Variance %
Client reports	0	0	0	0	0%

## Documents

**General Ledger Account Movement Report - DAY00206.pdf**

**Trial Balance - DAY00206.pdf**

**1. It is compulsory for this section to be completed on all annual engagements within this practice. Please refer to the quality control manual and/or APES 320 for additional details.**

Please mark complete on the below points if there are no issues.

If there is any issue please bring it to the attention of the partner and note your comments.

The partner is to approve this document once reviewed

**2. The client's integrity has been considered and we do not have information that would lead us to conclude that the client lacks integrity?**

**3. Do we have the competence to perform this engagement?**

**4. Are we able to perform this engagement on time?**

**5. There are no significant threats to independence?**

**6. Is there a fee level/collection issue?**

**7. Is the client recordkeeping/accounting system accurate?**

**8. Are there any other ethical or client matters to be brought to the attention of the Principal? If yes - please note**

**9. If this is a new client. Did they attend our office or was it an online interaction?**

Please delete the statements that are not applicable:

N/A as not new

New client attended our office

New client only communicated online

**10. Have we confirmed our terms engagement with the client?**

**11. Have we confirmed the client's instructions for this engagement?**

**12. Have we confirmed if there are any material changes including financial, residency, dependence, contact details?**

**13. Is this engagement entered into "Jobs" with milestones updated?**

**14. Has this job followed due process – work papers, quality assurance, file notes & correspondence. Are the workpapers "complete" and a complete pdf set saved to the FYI with appropriate sign off?**

**15. Have you considered whether the information provided by the client is false or misleading or materially incomplete?**

**16. Have you maintained open, frank and effective communication with the client, including advising them of their rights, obligations and options available under tax law?**

**17. Are you proud of your work and can a manager reviewing your work papers acknowledge your attention to detail and thorough professional approach?**

**0. IF ANY COMMENTS - NOTE IN COMMENTS SECTION****1. Quality Matters**

- Do all balances sheet items have supporting workpapers(including balances with no movement)?
- Are you able to explain:
  - Variations in gross profit ratios?
  - Material variations in profit and loss items?
- Have queries been neatly and adequately recorded and cleared?
- Is compilation report correct? Does it refer to all statements in the financial report?

**2. Updating Documents**

- Has CGT Register been updated?
- **Is there a signed engagement letter on file?**

**3. Other Matters**

- Div 7a/Directors loans have been considered? Are all loan agreements in place? Interest calculated and paid for the year?
- Dividend payments - s/h statements have been prepared? Dividend streaming considered?
- If FBT reduced by employee contribution(journal to loan), ensure employee contribution has been processed and GST taken into account. Ensure FBT contribution in tax return

**4. Have you considered client requirements for the following:**

- Payroll tax registration
- PAYG withholding obligation
- Land tax obligation
- Work cover requirements
- Superannuation contribution - consider projections

**5. Feedback to client**

- Have adjusting journals been forwarded to client?
- Are there areas with client accounting that can be improved?
- Any tax planning suggestions/recommendations?
- Any other action for client?



# Bank Reconciliation

## Bank Reconciliation

	Prior Period Balance	Balance in Xero	Statement Balance	Variance \$	Variance %
615 - Cash at Bank	56,916	43,435	43,435	0	0%
<b>Total</b>	<b>56,916</b>	<b>43,435</b>	<b>43,435</b>	<b>0</b>	<b>0%</b>

## Documents

[WP CBA statements 2019 2020.pdf](#)

[SMSF Bank Statements 210319-200320.pdf](#)

## Non-Current Assets

	Prior Period Balance	Balance in Xero	Supporting Balance	Variance \$	Variance %
700 - Direct Property	364,268	365,346	365,346	0	0%
<b>Total</b>	<b>364,268</b>	<b>365,346</b>	<b>365,346</b>	<b>0</b>	<b>0%</b>

## Documents

Property Settlement.pdf

Investment Summary Report - DAY00206.pdf

Cantle carmichael invoice.pdf

## Other Current Liabilities

	Prior Period Balance	Balance in Xero	Supporting Balance	Variance \$	Variance %
834 - Other Taxes Payable	833	2,787	2,787	0	0%
<b>Total</b>	<b>833</b>	<b>2,787</b>	<b>2,787</b>	<b>0</b>	<b>0%</b>

## Documents

[Activity Statement Preparation - DAY00206.pdf](#)

[ATO ICA.pdf](#)

[Other Taxes payable.pdf](#)

## I

## Loans

## Loans

	Balance in Xero	Supporting Balance	Variance \$	Variance %
<b>Secured Loans</b>				
Opening Balance	59,610	59,610		
plus Draw-downs	0	0		
less Loan Payments	0	32,516		
plus Interest Paid	0	4,321		
plus Accrued Interest	0	0		
less Accrued Interest previous year	0	0		
<b>Total Secured Loans</b>	<b>31,416</b>	<b>31,415</b>	<b>1</b>	<b>0%</b>
<b>Total</b>	<b>31,416</b>	<b>31,415</b>	<b>1</b>	<b>0%</b>

## Documents

[WP 4c ANZ loan statement.pdf](#)

[WP 4b ANZ transaction listing.pdf](#)

[Loan Calculations at ATO rate.pdf](#)

[WP 4A ANZ loan Statement.pdf](#)

## Tax Provision per P&amp;L

	Reconciliation
Net profit per P&L	24,557.62
<b>Add back non-deductible adjustments</b>	
Other	0.38
<b>Total Non-Deductible Adjustments</b>	<b>0.38</b>
Add items to be included in income	0.00
Less deductible adjustments	0.00
Less items NOT included in income	0.00
Less losses brought forward (excl PSI entities)	0.00
Less losses transferred from / (to) other group companies	0.00
Taxable Income	24,558.00
Tax rate (%)	15.00
Tax provision / tax on taxable income	3,683.70
<b>Less tax credits</b>	
Franking credits	0.00
<b>Total Tax Credits</b>	<b>0.00</b>
<b>Less tax paid at source</b>	
Tax withheld - interest	0.00
Tax withheld - dividends	0.00
<b>Total Tax Paid At Source</b>	<b>0.00</b>
Less rebates / tax offsets	0.00
Net tax liability for the year	3,683.70
<b>Less PAYG installments</b>	
September 2019	0.00
December 2019	0.00
March 2020	0.00
June 2020	10,720.00
<b>Total Payg Installments</b>	<b>10,720.00</b>
<b>FY20 Tax to pay/(refund)</b>	<b>-7,036.30</b>

## Balance Sheet Income Tax Reconciliation

	Balance in Xero	Reconciliation	Variance \$	Variance %
Balance at 1 July 2019		-9,004.60		
FY20 Tax provision / tax on taxable income		-3,683.70		
<b>PAYG installments</b>				
June 2019		0.00		
September 2019		0.00		
December 2019		0.00		
March 2020		0.00		
June 2020		10,720.00		
<b>Total Payg Installments</b>		<b>10,720.00</b>		
Other adjustments		0.00		
<b>Balance at 30 June 2020</b>	<b>-1,968.30</b>	<b>-1,968.30</b>	<b>0.00</b>	<b>0%</b>

## Documents

Statement of Taxable Income Report - DAY00206.pdf

ATO ITA.pdf

ATO ICA.pdf

Tax Accounting Reconciliation - DAY00206.pdf



## Equity, Capital, Accumulations

### Equity, Capital, Accumulations

	Prior Period Balance	Balance in Xero	Supporting Balance	Variance \$	Variance %
960 - Retained Earnings	0	0	0	0	0%
970 - Mr Matthew Day	227,398	239,411	0	239,411	100%
975 - Mrs Kate Day	124,338	133,199	0	133,199	100%
<b>Total</b>	<b>351,736</b>	<b>372,610</b>	<b>0</b>	<b>372,610</b>	<b>100%</b>

### Documents

[Member Summary Report - DAY00206.pdf](#)

[Member Statement - DAY00206.pdf](#)



## Analytical Review

### Revenue

	This Period	Last Period	Variance \$	Variance %
200 - Rollovers In	0	9,288	-9,288	-100%
210 - Employer Contributions	13,154	50,000	-36,846	-74%
220 - Member Contributions	0	1,699	-1,699	-100%
240 - Rental Income	25,520	30,160	-4,640	-15%
270 - Interest Income	370	914	-544	-60%
<b>Revenue</b>	<b>39,044</b>	<b>92,061</b>	<b>-53,017</b>	<b>-58%</b>

### Cost of goods sold

	This Period	Last Period	Variance \$	Variance %
<b>Cost of goods sold</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

### Expenses

	This Period	Last Period	Variance \$	Variance %
400 - Accounting Fees	2,987	2,426	561	23%
401 - Audit Fees	330	385	-55	-14%
425 - Member Insurance Premium	2,204	2,001	203	10%
437 - Interest Expense	4,321	3,309	1,012	31%
439 - Investment Rental Property Expenses	4,590	4,036	554	14%
462 - Regulatory fees	0	316	-316	-100%
470 - SMSF Supervisory Levy	54	518	-464	-90%
505 - Income Tax Expense	3,684	10,213	-6,529	-64%
<b>Expenses</b>	<b>18,170</b>	<b>23,204</b>	<b>-5,034</b>	<b>-22%</b>



## Documents

Levy Notice 5-7 Channel Road Mayfield West - Lot 14 3.pdf  
Levy Notice 5-7 Channel Road Mayfield West - Lot 14 4.pdf  
Levy Notice 5-7 Channel Road Mayfield West - Lot 14 2.pdf  
2019 2020 rates.pdf  
Levy Notice 5-7 Channel Road Mayfield West - Lot 14 1.pdf  
Tax Accounting Reconciliation - DAY00206.pdf  
Statement of Taxable Income Report - DAY00206.pdf  
lease Agreement.pdf  
Levy Notice 5-7 Channel Road Mayfield West - Lot 14 5.pdf  
Rental Property Schedule - DAY00206.pdf  
Loan Calculations at ATO rate.pdf  
2020 MK Day Super fund minute rent relief.pdf  
Investment Income Summary Report - DAY00206.pdf  
27042020- Application for rent reduction.pdf  
Contribution Cap Report - DAY00206.pdf  
Rental Property Schedule - DAY00206.pdf  
Invoice INV-7667 (1) accountants.pdf  
2019 2020 Super fund insurance.pdf  
Invoice INV-7336.pdf  
Invoice INV-7667 (1) accountants.pdf  
Invoice INV-7733 accountants 2.pdf

# Z

## Signed Final Package

### Signed Final Package

	Prior Period Balance	Balance in Xero	Supporting Balance	Variance \$	Variance %
Signed Final Package	0	0	0	0	0%



## Client Queries

## Internal Queries

## Review Points