INITIATIVE

	SMSF FINANCIAL STATEMENTS & ITR REVIEW CHECKLIST	Y/N	N/A	Comercia	Notos
A	Trial Balance (Referenced to WP's)	Y/N	N/A	Comments /	Notes
B	Points of Review/Notes for Next Year (Manager Notes)		~		
<u>C</u>	Interview Notes / Query Sheets		~		
D	Tax Reconciliation Statement	~			
E	Journal Sheets		~		
<u>F</u> G	Allocation of Tax & Earnings If tax payable has Payment Slip been attached	~	~		
н	Ensure SF register docs are scanned and return register				
1	Client Reports (MYOB etc.)		~		
J	Other		~		
	(All other work papers as per Class account codes)				
DPF	commencing the job have you considered the following?			Con	nments
1		Y/N	N/A		nments
2	Has client checklist been prepared/reviewed - is further info required? Have last years WPs, F/S and ITR been reviewed?	~			
-	hare use years in s, it's and the beat energy				
ER o	ompleting the job have you considered the following?				
	PaL	Y/N	N/A	W/P Ref	
3	Can you explain material variations in income/expenses/financial ratios to LY?	~			
4	Has WP been prepared for any unusual account balances?	~			
5	Member contributions identified?	~			
6	Deductibility considered?	~			
7 8	Confirmed all DRP's etc recorded? Movement of NMV recorded for all investments?		~		
8 9	Movement of NMV recorded for all investments? Are accounting and audit fees reconciled?	~	l		
9 10	Have you checked client ICA/IT accounts and GIC on portal?	~			
11	Expenses paid by members recorded?		~		
12	Tax journals entered/allocated?		~		
	Balance Sheet				
13	Bank Reconciliations Completed?	~			
14	Has WP been prepared for ALL Balance Sheet account balances with activity?	~			
15	Holding statements sighted and correct for all investments?	~			
16	ITR Tax Reconciliation Items Identified?		~	1	
17	Carried forward tax and capital losses applied?		-		
18	Have PAYG, Franking credits etc been claimed?		~		
19	Is the completed ITR free of errors?	~			
20	Have you completed the collation instructions?	~			
	Pre-Manager Review Check	Y/N	N/A	Cor	nments
21	Are client query responses documented in WP's & Checklist updated for next year?		~		
22	Have you documented points to be carried forward for next year?		~		
23 24	Have you prepared all notes, minutes, agreements, resolutions (if required)?		~		
24	Has Points of Review/Notes for Next Year been prepared (ref B) Has a cover letter and required minutes been prepared?	~	•	-	
26	Have all material findings been communicated in cover letter?				
27	Any items that need to be addressed re current record keeping/bookkeeping?		~		
28	Have you contributed at least one Value Add idea?	~			
39	Have you updated all Dropbox file names to correct conventions for all clients?	~			
30	Have you updated the job description?	~			
	Additional SMSF Matters	Y/N	N/A	60	mments
31	Ensure Contribution do not exceed contribution caps	· · ·	N/A		innencs
32	Are benefits paid over the minimum amount requirements?				
33	Have all audit/compliance issues been addressed?		~		
34	Have all required annual minutes been prepared?		~		
35	Have additional minutes been prepared for all material/unusual events?	~			
36	Has Investment Strategy been prepared/updated/copy reprinted?	~			
37	Are trustee details correct in F/S and ITR?	~			
38	Are Binding Death Nominations required (need updating every 3 years)		~	1	
39	Have Trustee's minuted their consideration of taking out life insurance (2013 FY Onwards)		~		
40 41	Has Payment Slip been attached?	~		-	
41 42	Does the client have to pass the work test to contribute to super? Was the fund maintained solely for retirement or retirement related purposes?	~		-	
42 43	Was the fund maintained solely for retirement or retirement related purposes? Did the Fund loan monies or give financial assistance to members or relatives?	•	-	1	
44	Did the Fund purchase asset from related parties?			1	
45	Has the appropriate reserving strategy documentation been prepared?				
46	Do you need to prepare a Request to Adjust Concessional Contributions form in Class?		~		
47	Did the Fund borrow monies during the year?		~		
48	Do you need to include a Title Search?		~		
49	If a member has a pension, and they or spouse had money in accumulation mode, do you need an actuarial cerfificate?		~		
50	Does the fund have any investments that need a 'Third party not related' minute?		~	-	
51	Do you have a rental statement or market value rent valuation if there is a rental?		~		
52 53	Has the superfund sold a property during the year? If Yes, has bare trust company been deregistered? Have you checked the exceptions report?	~	~	-	
د ر	have you checked the exceptions report:	· ·	1		
	Pre - Audit Check	Y/N	N/A	Co	mments
53	Is there a SIGNED engagement letter on file?	~			
54	Have you checked to ensure Financial Statements Audit Reports are correct?		~		
55	WPs to include 3rd party confirmations of insurance premiums		~		
56	WPs to include copies of evidence of existence and valuation of all assets @ 30June	~			
57	WP's to include in Audit Pack full Hub 24 Annual Tax Statement and Cash account transactions		~		
58	Copy of original bank statements showing account owner in WPs to verify ownership by SF	~			
59	Evidence of 'Deduction for personal super contributions' approved ATO form		~	1	
60	Do we have a current ASIC statement for the Corporate trustee of the SMSF?	~			
	Prepared by: MA	Initials:		Date:	6/12/20

Sizzles & Diva Super Fund

Client Name:

- Value Add Ideas:

 1
 Taxation planning

 2
 Benchmarking

 3
 Super co-contribution

 4
 Salary sacrificing

 5
 Government Grants/Rebates

 6
 Cash Flow/Rudget preparation

 7
 Management Assistance/reviews

 8
 Asset Protection

- 9
 Assistance in Refinancing

 10
 Improved bookkeeping/tax compliance

 11
 Automation of account procedures

 12
 Risk & general insurance needs

 13
 Superannuation/retirement issues

 14
 Investment planning/review

 15
 Indirect taxes (eg. FBT, Payroll Tax, GST)

 16
 Business Succession issues

Sizzles & Diva Super

Detailed Trial Balance as at 30 June 2022

Prior Yea	ar		Current Year	
Debits	Credits	 Description	Debits	Credits
		INCOME		
		Rollovers In		
-	2.24	Ms Suzette Torti	-	-
		Contributions - Member - Personal		
		Concessional		
-	500.00	Ms Suzette Torti	-	1,000.00
		Contributions - Member - Personal		
		Non-Concessional		
-	105,000.00	Ms Suzette Torti	-	-
		EXPENSE		
2,013.00	-	E1 _{Accountancy} Fee	275.00 🗸	-
55.00	_	E2Filing Fees	56.00 🗸	-
518.00	-	SMSF Supervisory Levy	-	-
		INCOME TAX		
		PROFIT & LOSS CLEARING ACCOUNT		
102,916.24	-	Profit & Loss Clearing Account	669.00	-
		ASSETS		
		Units In Unlisted Unit Trusts		
200,000.00	-	A1 River East Financial	200,000.00 🗸	-
,		Cash At Bank	,	
244.72	_	A2 Suncorp Business Everyday a/c	913.72 🏒	_
211.72		560293296	010.12 V	
		LIABILITIES		
	24 225 09	Ms Danielle Torti		24 205 42
-	34,235.98	Accumulation	-	34,205.13
		Ms Suzette Torti		
-	166,008.74	Accumulation	-	166,708.59

Sizzles & Diva Super Statement of Taxable Income For the Period from 1 July 2021 to 30 June 2022

	Тах
	Return
Description	Ref. Amount
Income	Section B
Total Assessable Income	0.00
Deductions	Section C
Total Management and Administration Expenses	J 331.00
Total Deductions	331.00
Taxable Income or Loss	(V - N) O331.00
Income Tax Calculation Statement	Section D
Gross Tax	
Total Gross Tax	0.00
Rebates and Offsets	C 0.00
SUBTOTAL	0.00
Total Eligible Credits	0.00
Net Tax Payable	0.00
Total Supervisory Levy	L 259.00
Total Amount Due / (Refundable)	259.00



Sizzles & Diva Pty Ltd 27 Angelia Ln MERRIMAC QLD 4226 Tax Invoice 1017282

Date 16 November 2021

Description

Attending to various secretarial matters of the company on your behalf throughout the year, including acting as your registered office, checking and updating your company details as required with the Australian Securities & Investments Commission (ASIC), checking and forwarding of your annual Company Statement, preparation of required ASIC advices, preparation of director's meeting minutes to meet solvency requirements of the ASIC, and maintenance of your electronic company register and documentation contained therein.

Discussions, correspondence, instruction and advice to you as required throughout the period.

Subtotal	250.00
GST	25.00
Total	275.00
Amount Due	0.00

Due Date: 30 November 2021

Please note: Payment is required prior to lodgement and overdue payments will incur a fee of \$33.00 (inc. GST)

PAYMENT A	DVICE		Sizzles & Diva Pty Ltd 1017282
Direct Deposit Details:	BSB 064-406 Account No. 10620281 (Please use Invoice No. as Reference)	Due Data 20 Navember 20	
Cheque Visa	Mastercard		
Card No.		сси	Expiry Date
Cardholder	Signature		

www.asic.gov.au/invoices

Inquiries

1300 300 630



Australian Securities & Investments Commission

ABN 86 768 265 615

SIZZLES & DIVA PTY LTD INITIATIVE ACCOUNTING GROUP SE 2 10 LAKE KAWANA BVD BIRTINYA QLD 4575

ASIC

INVOICE STATEMENT

Issue date 13 Nov 21 SIZZLES & DIVA PTY LTD

ACN 637 421 053 Account No. 22 637421053

Summary

Opening Balance	\$0.00
New items	\$56.00
Payments & credits	\$0.00
TOTAL DUE	\$56.00

- Amounts are not subject to GST. (Treasurer's determination exempt taxes, fees and charges).
- Payment of your annual review fee will maintain your registration as an Australian company.

Transaction details are listed on the back of this page

Please pay

Immediately	\$0.00
By 13 Jan 22	\$56.00

If you have already paid please ignore this invoice statement.

- · Late fees will apply if you do NOT
 - tell us about a change during the period that the law allows
 - bring your company or scheme details up to date within 28 days of the date of issue of the annual statement, or
 - pay your review fee within 2 months of the annual review date.
- Information on late fee amounts can be found on the ASIC website.



ASIC Australian Securities & Investments Commission

Account No: 22 637421053

PAYMENT SLIP SIZZLES & DIVA PTY LTD

ACN 637 421 053

 TOTAL DUE
 \$56.00

 Immediately
 \$0.00

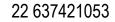
 By 13 Jan 22
 \$56.00

Payment options are listed on the back of this payment slip





*814 129 0002296374210534 20



Inquires	1300 300 630
----------	--------------

Issue date 13 Nov 22

	ct of particulars - s346	A(1) Corporations Act 2001	CORPOR	ATE KEY:	73546802	
You a listed requii	on this company statem	arefully nsure that all your company details ent are complete and correct. This is /or s346B and s346C (2) of the	-	637 421 05 <mark>SIZZLES &</mark>	3 DIVA PTY LTD	
You n chang You n within stater	nust check this statemer ges or corrections immed nust notify ASIC within 2 n 28 days after the date of ment. Late lodgement of	It carefully and inform ASIC of any diately. Do not return this statement. 8 days after the date of change, and of issue of your annual company changes will result in late fees. These the Additional company information.		DATE: 1	8 November	· 22
	To make changes to - go to www.asic.o - log in to our onlin	e services and make the required updates Il need to use the corporate key provided o	nation C , n this	Phone if you' notified ASIC	ve already of changes but shown correctly ent.	Use your agent.
Cor	npany Stateme	nt				
These	mpany Stateme e are the current compar rrections immediately. La Registered office	nt ny details held by ASIC. You must chec ite fees apply. Do not return this state 'THE EDGE EAST' SUITE 2 10 LAKE	ement.			
These or cor	mpany Stateme e are the current compar rrections immediately. La Registered office INITIATIVE GROUP Principal place of the	ny details held by ASIC. You must chec te fees apply. Do not return this state 'THE EDGE EAST' SUITE 2 10 LAKE	ement.			
These or cor 1	mpany Stateme e are the current compar rrections immediately. La Registered office INITIATIVE GROUP Principal place of the	ny details held by ASIC. You must chec te fees apply. Do not return this state 'THE EDGE EAST' SUITE 2 10 LAKE pusiness	RAWANA BOU QLD 4226 2019; SECRET, QLD 4226	LEVARD BI	RTINYA QLD 45	575
These or cor 1 2	rrections immediately. La Registered office INITIATIVE GROUP Principal place of to 27 ANGELIA LANE Officeholders Name: Born: Date of birth: Address: Office(s) held: Name: Born: Date of birth: Address:	y details held by ASIC. You must chec the fees apply. Do not return this state 'THE EDGE EAST' SUITE 2 10 LAKE DUSINESS MERRIMAC QLD 4226 SUZETTE TORTI SOUTHPORT QLD 11/07/1953 27 ANGELIA LANE MERRIMAC DIRECTOR, APPOINTED 13/11/ DANIELLE TORTI BENOWA QLD 16/04/1977 27 ANGELIA LANE MERRIMAC DIRECTOR, APPOINTED 13/11/	RAWANA BOU QLD 4226 2019; SECRET, QLD 4226	LEVARD BI	RTINYA QLD 45	575
These or con 1 2 3	e are the current compar rrections immediately. La Registered office INITIATIVE GROUP Principal place of the 27 ANGELIA LANE Officeholders Name: Born: Date of birth: Address: Office(s) held: Name: Born: Date of birth: Address: Office(s) held: Name: Born: Date of birth: Address: Office(s) held:	y details held by ASIC. You must chec the fees apply. Do not return this state 'THE EDGE EAST' SUITE 2 10 LAKE DUSINESS MERRIMAC QLD 4226 SUZETTE TORTI SOUTHPORT QLD 11/07/1953 27 ANGELIA LANE MERRIMAC DIRECTOR, APPOINTED 13/11/ DANIELLE TORTI BENOWA QLD 16/04/1977 27 ANGELIA LANE MERRIMAC DIRECTOR, APPOINTED 13/11/	RAWANA BOU QLD 4226 2019; SECRET, QLD 4226	LEVARD BI	RTINYA QLD 45	575

5 Members

Company statement continued

-	-			
	Name:	DANIELLE TORTI		
	Address:	27 ANGELIA LANE MERRIMAC	C QLD 4226	
	Share Class	Total number held	Fully paid	Beneficially held
	ORD	1	Yes	Yes
	Name:	SUZETTE TORTI		
	Address:	27 ANGELIA LANE MERRIMAC	C QLD 4226	
	Share Class	Total number held	Fully paid	Beneficially held
	ORD	1	Yes	Yes

You must notify ASIC within 28 days of the date of change, and within 28 days of the issue date of the annual company statement. Late lodgement of changes will result in late fees.

End of company statement

This concludes the information to which the company must respond (if incorrect) under s346C of the Corporations Act 2001.

Additional company information

This information is optional under the *Corporations Act 2001*. Late lodgement fees or late review fees do not apply to this information. To add, remove or change a contact address, see www.asic.gov.au/addresses.

6	Contact address for ASIC use only	
	Registered agent name:	INITIATIVE ACCOUNTING GROUP
	Registered agent number:	22813
	Address:	SUITE 2 10 LAKE KAWANA BOULEVARD BIRTINYA QLD 4575



A1

See Global Financial Services

REF Statement 2022-Apr-01 to 2022-Jun-30

	200,000.00 200,000.00			1 Beginning Balance) Ending Balance	
WITHDRAWAL DEPOSIT	T BALANCE	WITHDRAWAL DEPOSIT BA	TRANSFER ACCT	DESCRIPTION	DATE
				1776-406: ERP Account AUD	Account #
2022-Apr-01 2022-Jun-30	1	022-Apr-01 2022-Jun-30 1			Australia
FROM TO	PAGE	FROM TO PAG		A	
Client #177	76	Client #1776		zzles & Diva PL atf Sizzles & Diva Super	
Istralia FROM T 2022-Apr-01 2022-J					

REF does not provide tax advice. It's your responsibility to seek advice from a licensed tax professional on your foreign financial account.

Your REF statement only provides a total for each individual account; it does not provide a grand total of all your combined accounts.



REF Statement 2022-Jan-01 to 2022-Mar-31

-	-01 Beginning Balance r-31 Ending Balance			>	200,000.00 200,000.00
DATE	DESCRIPTION	TRANSFER ACCT	WITHDRAWAL	DEPOSIT	BALANCE
Account	t # 1776-406: ERP Account AUD				
Sizzles & Diva PL atf Sizzles & Diva Super Australia		2022-Jan-01 20)22-Mar-31	1	
		FROM	то	PAGE	
Sizzles & Diva PL att Sizzles & Diva Super		Client #1776			

REF does not provide tax advice. It's your responsibility to seek advice from a licensed tax professional on your foreign financial account.

Your REF statement only provides a total for each individual account; it does not provide a grand total of all your combined accounts.

A1



SERVICES SERVICES

REF Statement 2021-Oct-01 to 2021-Dec-31

	-01 Beginning Balance -31 Ending Balance				200,000.00 200,000.00
DATE	DESCRIPTION	TRANSFER ACCT	WITHDRAWAL	DEPOSIT	BALANCE
Account	# 1776-406: ERP Account AUD				
Australia		2021-Oct-01 202	21-Dec-31	1	
Sizzles & Diva PL atf Sizzles & Diva Super		Client #1776 FROM TO PAGE			
					-

REF does not provide tax advice. It's your responsibility to seek advice from a licensed tax professional on your foreign financial account.

Your REF statement only provides a total for each individual account; it does not provide a grand total of all your combined accounts.



A1

REF Statement 2021-Jul-01 to 2021-Sep-30

-	L Beginning Balance 30 Ending Balance				200,000.00
		ACCT			200,000.00
DATE	DESCRIPTION	TRANSFER	WITHDRAWA	L DEPOSIT	BALANCE
Account #	# 1776-406: ERP Account AUD				
Australia		2021-Jul-01	2021-Sep-30	1	
			FROM	то	PAGE
Sizzles & Diva PL atf Sizzles & Diva Super		Client #1776			

REF does not provide tax advice. It's your responsibility to seek advice from a licensed tax professional on your foreign financial account.

Your REF statement only provides a total for each individual account; it does not provide a grand total of all your combined accounts.



A2

SIZZLES & DIVA PTY LTD ACN 637421053 ATF SIZZLES & DIVA SUPER PO BOX 3482 ROBINA TOWN CENTRE QLD 4230

BSB Number	484-799
Account Number	560293296
Statement Period	1/01/2022 - 30/06/2022

Account Summary

Opening Balance	\$913.72
Total Withdrawals	\$0.00 -
Total Deposits	\$0.00+
Closing Balance	\$913.72

Important information for home and other property owners: Protecting your property with adequate insurance is often a condition of your loan. We recommend you review the terms and conditions concerning insurance in any security you have granted to us to make sure you are complying. It's important to be sure that you have an appropriate level of insurance cover in the event of your property being damaged or destroyed. Suncorp Bank recommends that you check your cover regularly with your insurer, to evaluate your insurance needs and be sure you're fully covered. The Australian Securities and Investments Commission (ASIC) provides independent information on property insurance and the risks of underinsurance. Find out more at www.moneysmart.gov.au

Account Transactions

Date	Transaction Details	Withdrawal	Deposit	Balance
	Opening Balance			913.72
	CLOSING BALANCE			<mark>913.72</mark>

Summary of Interest, Fees and Charges on this account for period 1 January 2022 - 30 June 2022

Suncorp:	This Period	1 July to date	Government:	This Period	1 July to date
Interest Paid	\$0.00	\$0.00	Government Duties/Taxes	\$0.00	
Interest Charged	\$0.00	\$0.00	Withholding Tax	\$0.00	
Bank Fees Charged	\$0.00		Other Financial Institutions:		
			ATM Operator Fee	\$0.00	

Notes: Please retain this statement for taxation purposes.

Please check all entries on your statement and notify Suncorp Bank immediately of any errors or omissions. Should you have a query about your account please call 13 11 55. It is important we hold your most up-to-date personal details, please contact us if these have changed.

Complaints and Feedback

If we didn't meet your expectations in any way or to lodge a complaint with Suncorp Bank, please contact us on 13 11 55. For information on our complaint processes or to escalate a complaint with us visit www.suncorp.com.au/contact-us/customer-relations or lodge your complaint with the Australian Financial Complaints Authority by visiting www.afca.org.au, calling 1800 931 678, emailing info@afca.org.au or sending a letter to GPO Box 3, Melbourne VIC 3001.



SIZZLES & DIVA PTY LTD ACN 637421053 ATF SIZZLES & DIVA SUPER PO BOX 3482 ROBINA TOWN CENTRE QLD 4230

BSB Number	484-799
Account Number	560293296
Statement Period	1/07/2021 - 31/12/2021

Account Summary

Opening Balance	\$244.72
Total Withdrawals	\$331.00 -
Total Deposits	\$1,000.00+
Closing Balance	\$913.72

Important information for home and other property owners: Protecting your property with adequate insurance is often a condition of your loan. We recommend you review the terms and conditions concerning insurance in any security you have granted to us to make sure you are complying. It's important to be sure that you have an appropriate level of insurance cover in the event of your property being damaged or destroyed. Suncorp Bank recommends that you check your cover regularly with your insurer, to evaluate your insurance needs and be sure you're fully covered. The Australian Securities and Investments Commission (ASIC) provides independent information on property insurance and the risks of underinsurance. Find out more at www.moneysmart.gov.au

Account Transactions

Date	Transaction Details	Withdrawal	Deposit	Balance
	Opening Balance			244.72
16 Nov 2021	INTERNET TRANSFER CREDIT		1,000.00	1,244.72
	FROM 83298035 REF NO 17892390			
	transfer			
16 Nov 2021	INTERNET EXTERNAL TRANSFER	275.00		969.72
	TO 064406 010620281 REF NO 34324391			
	1017282			
28 Nov 2021	VISA PURCHASE ASIC POST	56.00		913.72
	MELBOURNE 26/11 AU			
	AUD			
	CLOSING BALANCE			913.72



Australian Government Australian Taxation Office AgentINITIATIVE ACCOUNTING PTY LTDClientTHE TRUSTEE FOR SIZZLES &
DIVA SUPERABN46 781 810 790TFN644 951 829

Income tax 002

Date generated	06 December 2022
Overdue	\$0.00
Not yet due	\$0.00
Balance	\$0.00

Transactions

0 results found - from 01 May 2021 to 06 December 2022 sorted by processed date ordered newest to oldest