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# **Workpapers - 2020 Financial Year**

## **Youngs Super Fund**

Preparer: Christina Subramaniam

Reviewer: Sam Greco

Printed: 03 November 2020

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## Lead Schedule

### 2020 Financial Year

Code	Workpaper	CY Balance	LY Balance	Change	Status
23800	Distributions Received	(\$710.54)	(\$694.59)	2.3%	Completed
23900	Dividends Received	(\$8,315.18)	(\$12,869.69)	(35.39)%	Completed
24200	Contributions	(\$14,237.80)	(\$39,163.70)	(63.65)%	Completed
24700	Changes in Market Values of Investments	\$55,296.60	\$6,170.35	796.17%	Completed
25000	Interest Received	(\$332.55)	(\$428.71)	(22.43)%	Completed
30100	Accountancy Fees	\$3,630.00		100%	Completed
30400	ATO Supervisory Levy	\$518.00		100%	Completed
30700	Auditor's Remuneration	\$418.00		100%	Completed
31500	Bank Charges	\$80.00	\$120.00	(33.33)%	Completed
38000	Insurance	\$320.00	\$320.00	0%	Completed
41600	Pensions Paid	\$24,582.09	\$22,000.00	11.74%	Completed
48500	Income Tax Expense	(\$793.43)	\$952.98	(183.26)%	Completed
49000	Profit/Loss Allocation Account	(\$60,455.19)	\$23,593.36	(356.24)%	N/A - Not Applicable
50000	Members	(\$222,044.97)	(\$272,114.78)	(18.4)%	Completed
59200	Contribution Reserve	(\$1,653.76)	(\$12,039.14)	(86.26)%	Completed
60400	Bank Accounts	\$42,335.38	\$52,316.82	(19.08)%	Completed
62550	Reinvestment Residual Account	\$135.21	\$39.35	243.61%	Completed

Code	Workpaper	CY Balance	LY Balance	Change	Status
68000	Sundry Debtors			0%	N/A - Not Applicable
77600	Shares in Listed Companies (Australian)	\$167,825.25	\$212,946.41	(21.19)%	Completed
77800	Shares in Unlisted Private Companies (Australian)	\$5,000.00	\$5,000.00	0%	Completed
78200	Units in Listed Unit Trusts (Australian)	\$7,369.46	\$12,474.72	(40.92)%	Completed
85000	Income Tax Payable /Refundable	\$1,293.43	\$1,386.62	(6.72)%	Completed
86000	PAYG Instalment Payable	(\$250.00)		100%	Completed
88000	Sundry Creditors	(\$10.00)	(\$10.00)	0%	Completed
A	Financial Statements				Completed
B	Permanent Documents				Completed
C	Other Documents				Completed
D	Pension Documentation				Completed
E	Estate Planning				N/A - Not Applicable

# 23800 - Distributions Received

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
SCG.AX	Scentre Group	(\$599.78)	(\$588.09)	1.99%
SYD.AX	Sydney Airport - Units Fully Paid Stapled Securities Us Prohibited	(\$110.76)	(\$106.50)	4%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$710.54)	(\$694.59)	

## Supporting Documents

- Distribution Reconciliation Report [Report](#)
- ANNUAL STAT and Dist SCG Scentre Group.pdf [SCG.AX](#)
- ANNUAL STAT SYD Sydney Airport.pdf [SYD.AX](#)
- DIST SYD February 2020.pdf [SYD.AX](#)
- DIST SYD August 2019.pdf [SYD.AX](#)

## Standard Checklist

- Attach a copy of all Tax Statements
- Attach a copy of Distribution Reconciliation Report
- Ensure all Distributions have been reviewed on [Distribution Tax Automation](#)

# 23900 - Dividends Received

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
WOR.AX	Worleyparsons Limited - Ordinary Fully Paid	(\$172.00)	(\$118.25)	45.45%
BOQ.AX	Bank Of Queensland Limited.	(\$2,726.14)	(\$5,972.40)	(54.35)%
IPL.AX	Incitec Pivot Limited - Ordinary Fully Paid	(\$32.67)	(\$74.37)	(56.07)%
BHP.AX	BHP Billiton Limited	(\$2,322.86)	(\$3,356.11)	(30.79)%
ORG.AX	Origin Energy Limited	(\$316.50)	(\$103.10)	206.98%
SXL.AX	Southern Cross Media Group	(\$175.44)	(\$339.92)	(48.39)%
SIG.AX	Sigma Healthcare Limited	(\$134.54)	(\$470.89)	(71.43)%
S32.AX	South32 Limited	(\$81.23)	(\$198.88)	(59.16)%
AMP.AX	AMP Limited		(\$188.02)	100%
MQG.AX	Macquarie Group Limited	(\$2,123.40)	(\$1,774.15)	19.69%
TLS.AX	Telstra Corporation Limited.	(\$230.40)	(\$273.60)	(15.79)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$8,315.18)	(\$12,869.69)	

## Supporting Documents

- Investment Income Comparison Report [Report](#)
- DIV WOR Sept 2019.pdf [WOR.AX](#)
- DIV BOQ Nov 2019.pdf [BOQ.AX](#)
- DIV IPL July 2019.pdf [IPL.AX](#)
- DIV BHP Sept 2019.pdf [BHP.AX](#)
- DIV ORG Sept 2019.pdf [ORG.AX](#)
- DIV SIG Oct 2019.pdf [SIG.AX](#)
- DIV S32 Oct 2019.pdf [S32.AX](#)
- Dividend Reconciliation Report [Report](#)
- DIV WOR Feb 2020.pdf [WOR.AX](#)
- DIV IPL Jan 2020.pdf [IPL.AX](#)
- DIV BHP Mar 2020.pdf [BHP.AX](#)
- DIV ORG Mar 2020.pdf [ORG.AX](#)
- DIV SXL Oct 2019.pdf [SXL.AX](#)
- DIV S32 Apr 2020.pdf [S32.AX](#)
- DIV AMP - NIL 2020 year.pdf [AMP.AX](#)

◦ DIV MQG July & Dec 19.pdf [MQG.AX](#)

◦ DIV TLS Feb 2020.pdf [TLS.AX](#)

◦ DIV TLS Sept 2019.pdf [TLS.AX](#)

### Standard Checklist

- Attach copies of all dividend statements
- Attach copy of Dividend Reconciliation Report
- Attach copy of Investment Income Comparison Report

### Notes

**Christina Subramaniam**

**Note | AMP.AX**

15/10/2020 13:32

AMP - No dividends paid in 2019/2020 year

# 24200 - Contributions

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
YOUJEN00003A	(Contributions) Young, Jennifer - Accumulation (Accumulation)	(\$14,237.80)	(\$39,163.70)	(63.65)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$14,237.80)	(\$39,163.70)	

## Supporting Documents

- SuperStream Contribution Data Report [Report](#)
- Contributions Breakdown Report [Report](#)
- ATO LOW INCOME SUPER AMOUNT.pdf [YOUJEN00003A](#)
- Request to adjust concessional contributions re June 2020 contribution.pdf [YOUJEN00003A](#)

## Standard Checklist

- Attach copies of S290-170 notices (if necessary)
- Attach copy of Contributions Breakdown Report
- Attach SuperStream Contribution Data Report
- Check Fund is registered for SuperStream (if necessary)
- Ensure all Contributions have been allocated from Bank Accounts
- Ensure Work Test is satisfied if members are over 65

## Notes

Christina Subramaniam

Note | YOUJEN00003A

16/10/2020 13:03

Low Income Super Amount \$500

Note

16/10/2020 13:05

Concessional Contributions have exceeded the cap. Request to adjust concessional contributions re June employer contribution received \$1945.60. Still over cap by \$955.90. Jenny has been advised.

# 24700 - Changes in Market Values of Investments

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
24700	Changes in Market Values of Investments	\$55,296.60	\$6,170.35	796.17%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$55,296.60	\$6,170.35	

## Supporting Documents

- Market Movement [Report](#)
- Realised Capital Gain Report [Report](#)
- Net Capital Gains Reconciliation [Report](#)

## Standard Checklist

- Attach copies of Source Documentation (Contract Notes, Broker Statements, Chess Statements, Contracts of Sale, Managed Fund Statements etc)
- Attach copy of Market Movement report
- Attach copy of Net Capital Gains Reconciliation
- Attach copy of Realised Capital Gain Report
- Ensure all Asset Disposals have been entered
- Ensure all Market Values have been entered for June 30
- Ensure all Tax Deferred Distributions have been entered

# 25000 - Interest Received

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
BQL21726661	BoQ 2172 6661	(\$318.73)	(\$428.71)	(25.65)%
YOUN0014_ATOINTEREST	ATO Interest	(\$13.82)		100%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$332.55)	(\$428.71)	

## Supporting Documents

- Interest Reconciliation Report [Report](#)
- INTEREST REC'D BOQ Ac 661.pdf [BQL21726661](#)
- ATO 2018 Income Tax Refund.pdf [YOUN0014\\_ATOINTEREST](#)

## Standard Checklist

- Attach Interest Reconciliation Report
- Ensure all interest has been recorded from Bank Statements
- Review Statements to ensure all TFN withheld has been input

# 30100 - Accountancy Fees

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
30100	Accountancy Fees	\$3,630.00		100%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$3,630.00		

## Supporting Documents

- General Ledger [Report](#)
- ACCOUNTANCY Fees.pdf [30100](#)

## Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

# 30400 - ATO Supervisory Levy

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
30400	ATO Supervisory Levy	\$518.00		100%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$518.00		

## Supporting Documents

- General Ledger [Report](#)
- ATO Supervisory Levy 2019.pdf [30400](#)
- ATO Supervisory Levy 2018.pdf [30400](#)

## Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

# 30700 - Auditor's Remuneration

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
30700	Auditor's Remuneration	\$418.00		100%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$418.00		

## Supporting Documents

- General Ledger [Report](#)
- AUDITOR Fees bank receipt Dec 20019.pdf [30700](#)
- AUDIT Fees INV-0765.pdf [30700](#)

## Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

# 31500 - Bank Charges

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
31500	Bank Charges	\$80.00	\$120.00	(33.33)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$80.00	\$120.00	

## Supporting Documents

- General Ledger [Report](#)
- BSTAT BOQ Acc 93009948.pdf [31500](#)

## Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

# 38000 - Insurance

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
38000	Insurance	\$320.00	\$320.00	0%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$320.00	\$320.00	

## Supporting Documents

- General Ledger [Report](#)
- INSURANCE - Audit Shield.pdf [38000](#)

## Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

# 41600 - Pensions Paid

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
YOUJEN00002P	(Pensions Paid) Young, Jennifer - Pension (Account Based Pension)	\$240.00	\$470.00	(48.94)%
YOUJEN00006P	(Pensions Paid) Young, Jennifer - Pension (Account Based Pension)	\$4,020.00	\$7,980.00	(49.62)%
YOUJEN00007P	(Pensions Paid) Young, Jennifer - Pension (Account Based Pension 2)	\$20,322.09	\$13,550.00	49.98%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$24,582.09	\$22,000.00	

## Supporting Documents

- Pension Summary Report [Report](#)
- 2021 Minimum Pension amounts.pdf

## Standard Checklist

- Attach copy of Pension Summary Report
- Ensure Member(s) have been advised of pension for coming year
- Ensure Minimum Pension has been paid for each account

## Notes

Christina Subramaniam

**Note**

16/10/2020 13:13

New pension commenced 1/7/2020.

# 48500 - Income Tax Expense

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
48500	Income Tax Expense	(\$793.43)	\$952.98	(183.26)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$793.43)	\$952.98	

## Supporting Documents

- 2020 Statement Of Taxable Income.pdf

# 49000 - Profit/Loss Allocation Account

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** N/A - Not Applicable

Account Code	Description	CY Balance	LY Balance	Change
49000	Profit/Loss Allocation Account	(\$60,455.19)	\$23,593.36	(356.24)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$60,455.19)	\$23,593.36	

## Supporting Documents

No supporting documents

# 50000 - Members

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	Opening Balance	Contribution Income	Earnings	Member Payments	Tax & Fees	Closing Balance	Change
YOUJEN00002P	Young, Jennifer - Pension (Account Based Pension)	(\$11,897.49)		\$2,080.81	\$240.00		(\$9,576.68)	(19.51)%
YOUJEN00003A	Young, Jennifer - Accumulation (Accumulation)	(\$26,938.42)	(\$26,455.90)	\$7,594.41		\$3,998.87	(\$41,801.04)	55.17%
YOUJEN00006P	Young, Jennifer - Pension (Account Based Pension)	(\$201,107.02)		\$35,249.01	\$4,020.00		(\$161,838.01)	(19.53)%
YOUJEN00007P	Young, Jennifer - Pension (Account Based Pension 2)	(\$32,171.85)		\$3,020.52	\$20,322.09		(\$8,829.24)	(72.56)%
<b>TOTAL</b>								
		<b>Opening Balance</b>	<b>Contribution Income</b>	<b>Earnings</b>	<b>Member Payments</b>	<b>Tax &amp; Fees</b>	<b>Closing Balance</b>	
		(\$272,114.78)	(\$26,455.90)	\$47,944.75	\$24,582.09	\$3,998.87	(\$222,044.97)	

## Supporting Documents

Members Summary [Report](#)

○ Members Statements [Report](#)

### **Standard Checklist**

Attach copies of Members Statements

# 59200 - Contribution Reserve

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
YOUJEN00003A	(Contribution Reserve) Young, Jennifer - Accumulation (Accumulation)	(\$1,653.76)	(\$12,039.14)	(86.26)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$1,653.76)	(\$12,039.14)	

## Supporting Documents

- General Ledger [Report](#)
- Request to adjust concessional contributions re June 2020 contribution.pdf [YOUJEN00003A](#)

## Standard Checklist

- Review the Trust Deed and minutes to ensure that the reserve is permitted and recorded in accordance with trustee policy

# 60400 - Bank Accounts

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
BQL93009948	BoQ 9300 9948	\$10.00		100%
BQL21726661	BoQ 2172 6661	\$42,325.38	\$52,316.82	(19.1)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$42,335.38	\$52,316.82	

## Supporting Documents

- Bank Statement Report [Report](#)
- BSTAT BOQ Acc 93009948.pdf [BQL93009948](#)
- BSTAT BOQ Acc 21726661.pdf [BQL21726661](#)

## Standard Checklist

- Attach Copies of Bank Statements
- Attach copy of Bank Statement Report
- Ensure all Balances match Statement Balances at June 30
- Ensure all Transactions have been entered

# 62550 - Reinvestment Residual Account

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
SXL.AX	Southern Cross Media Group	\$0.23	\$0.23	0%
ORG.AX	Origin Energy Limited	\$1.70	\$2.80	(39.29)%
MQG.AX	Macquarie Group Limited	\$126.58	\$30.50	315.02%
BOQ.AX	Bank Of Queensland Limited.	\$6.70	\$5.82	15.12%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$135.21	\$39.35	

## Supporting Documents

- General Ledger [Report](#)
- DRP BAL SXL.pdf [SXL.AX](#)
- DRP BAL SXL 30-6-2020.pdf [SXL.AX](#)
- DRP BAL ORG 30-6-2020.pdf [ORG.AX](#)
- DRP BAL MQG 30-6-2020.pdf [MQG.AX](#)
- DRP BAL BOQ 30-6-2020.pdf [BOQ.AX](#)

## Standard Checklist

- Attach all source documentation
- Ensure all Transactions have been entered

# 68000 - Sundry Debtors

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** N/A - Not Applicable

Account Code	Description	CY Balance	LY Balance	Change
68000	Sundry Debtors			0%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	

## Supporting Documents

- General Ledger [Report](#)

## Standard Checklist

- Match to Source Documentation

## 77600 - Shares in Listed Companies (Australian)

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Units	CY Balance	LY Units	LY Balance	Change
MQG.AX	Macquarie Group Limited	360.000000	\$42,696.00	344.000000	\$43,134.16	(1.02)%
BOQ.AX	Bank Of Queensland Limited.	9115.000000	\$56,239.55	8794.000000	\$83,806.82	(32.89)%
SIG.AX	Sigma Healthcare Limited	13454.000000	\$8,408.75	13454.000000	\$7,466.97	12.61%
SXL.AX	Southern Cross Media Group	4386.000000	\$767.55	4386.000000	\$5,482.50	(86)%
TLS.AX	Telstra Corporation Limited.	1440.000000	\$4,507.20	1440.000000	\$5,544.00	(18.7)%
IPL.AX	Incitec Pivot Limited - Ordinary Fully Paid	695.000000	\$1,303.13	695.000000	\$2,369.95	(45.01)%
WOR.AX	Worleyparsons Limited - Ordinary Fully Paid	430.000000	\$3,749.60	430.000000	\$6,325.30	(40.72)%
AMP.AX	AMP Limited	1343.000000	\$2,491.27	1343.000000	\$2,847.16	(12.5)%
ORG.AX	Origin Energy Limited	1095.000000	\$6,394.80	1045.000000	\$7,638.95	(16.29)%
S32.AX	South32 Limited	1090.000000	\$2,223.60	1090.000000	\$3,466.20	(35.85)%
BHP.AX	BHP Billiton Limited	1090.000000	\$39,043.80	1090.000000	\$44,864.40	(12.97)%
<b>TOTAL</b>		<b>CY Units</b>	<b>CY Balance</b>	<b>LY Units</b>	<b>LY Balance</b>	
		34498.000000	\$167,825.25	34111.000000	\$212,946.41	

## Supporting Documents

- Investment Movement Report [Report](#)
- BAL MQG 30-6-20.pdf [MQG.AX](#)
- BAL SIG 30-6-20.pdf [SIG.AX](#)
- BAL TLS 30-6-20.pdf [TLS.AX](#)
- BAL WOR 30-6-20.pdf [WOR.AX](#)
- BAL ORG 30-6-20.pdf [ORG.AX](#)
- BAL BHP 30-6-20.pdf [BHP.AX](#)
- Balance Review Report [Report](#)
- BAL BOQ 30-6-20.pdf [BOQ.AX](#)
- BAL SXL 30-6-20.pdf [SXL.AX](#)
- BAL IPL 30-6-20.pdf [IPL.AX](#)
- BAL AMP 30-6-20.pdf [AMP.AX](#)
- BAL S32 30-6-20.pdf [S32.AX](#)

## Standard Checklist

- Attach Balance Review Report
- Attach copies of HIN/SRN or Chess Statements, Broker Statements, Contract Notes Corporate Action documentation and any other relevant Source Documentation
- Attach Investment Movement Report
- Ensure all Investments are valued correctly at June 30
- Ensure the investment is in accordance with the Fund's investment strategy

# 77800 - Shares in Unlisted Private Companies (Australian)

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Units	CY Balance	LY Units	LY Balance	Change
BUDERIM	Buderim Community Bank	10000.000000	\$5,000.00	10000.000000	\$5,000.00	0%
<b>TOTAL</b>		<b>CY Units</b>	<b>CY Balance</b>	<b>LY Units</b>	<b>LY Balance</b>	
		10000.000000	\$5,000.00	10000.000000	\$5,000.00	

## Supporting Documents

- Investment Movement Report [Report](#)
- INFO Buderim Community Bank.pdf [BUDERIM](#)
- Buderim Community Enterprises 2020.pdf [BUDERIM](#)

## Standard Checklist

- Attach copies of Statements and Source Documentation
- Attach Investment Movement Report
- Ensure all Investments are valued correctly at June 30
- Ensure the investment is in accordance with the Fund's investment strategy
- Ensure the investment is in accordance with the SIS Act

## 78200 - Units in Listed Unit Trusts (Australian)

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Units	CY Balance	LY Units	LY Balance	Change
SYD.AX	Sydney Airport - Units Fully Paid Stapled Securities Us Prohibited	284.000000	\$1,610.28	284.000000	\$2,283.36	(29.48)%
SCG.AX	Scentre Group	2654.000000	\$5,759.18	2654.000000	\$10,191.36	(43.49)%
<b>TOTAL</b>		<b>CY Units</b>	<b>CY Balance</b>	<b>LY Units</b>	<b>LY Balance</b>	
		2938.000000	\$7,369.46	2938.000000	\$12,474.72	

### Supporting Documents

- Investment Movement Report [Report](#)
- BAL SYD 30-6-20.pdf [SYD.AX](#)
- BAL SCG 30-6-20.pdf [SCG.AX](#)

### Standard Checklist

- Attach copies of Statements and Source Documentation
- Attach Investment Movement Report
- Ensure all Investments are valued correctly at June 30
- Ensure the investment is in accordance with the Fund's investment strategy
- Ensure the investment is in accordance with the SIS Act

# 85000 - Income Tax Payable/Refundable

2020 Financial Year

Preparer Christina Subramaniam

Reviewer Sam Greco

Status Completed

Account Code	Description	CY Balance	LY Balance	Change
85000	Income Tax Payable/Refundable	\$1,293.43	\$1,386.62	(6.72)%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		\$1,293.43	\$1,386.62	

## Supporting Documents

- Exempt Pension Reconciliation [Report](#)
- Statement of Taxable Income [Report](#)
- ATO 2 June Qtr 2020 PAYG Instalment.pdf [85000](#)
- ZA12772629289 - Certificate.pdf [85000](#)
- ATO Activity Statement Account.pdf [85000](#)
- 2020 Statement Of Taxable Income.pdf [85000](#)
- Tax Reconciliation Report [Report](#)
- Non Deductible Expense Reconciliation [Report](#)
- ATO Income Tax Account.pdf [85000](#)
- ATO 1 March Qtr 2020 PAYG Instalment.pdf [85000](#)
- ATO PAYG Instalments report 2020.pdf [85000](#)
- ATO 2018 Income Tax Refund.pdf [85000](#)

## Standard Checklist

- Attach Actuarial Certificate (if applicable)
- Attach any other Tax reconciliations
- Attach copy of Exempt Pension Reconciliation (if applicable)
- Attach copy of Non Deductible Expense Reconciliation (if applicable)
- Attach copy of Statement of Taxable Income
- Attach copy of Tax Reconciliation Report
- Confirm Transactions in ATO Portal

# 86000 - PAYG Instalment Payable

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
86000	PAYG Instalment Payable	(\$250.00)		100%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$250.00)		

## Supporting Documents

- ATO PAYG Payable 30-6-2020.pdf 86000

## Standard Checklist

- Attach copy of PAYG Payment Summary
- Confirm Transactions in ATO Portal

# 88000 - Sundry Creditors

2020 Financial Year

**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

Account Code	Description	CY Balance	LY Balance	Change
88000	Sundry Creditors	(\$10.00)	(\$10.00)	0%
<b>TOTAL</b>		<b>CY Balance</b>	<b>LY Balance</b>	
		(\$10.00)	(\$10.00)	

## Supporting Documents

◦ General Ledger [Report](#)

## Standard Checklist

Attach all source documentation and confirmations of Liability

## Notes

**Christina Subramaniam**

**Note | 88000**

16/10/2020 13:28

To adjust via pension in the 2021 year

# A - Financial Statements

2020 Financial Year

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**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

## Supporting Documents

- signed 2020 Financial Statements - Youngs Super Fund.pdf

## Standard Checklist

- Attach copy of Financial Statements
- Attach copy of SMSF Annual Return

## B - Permanent Documents

2020 Financial Year

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**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

### Supporting Documents

- Fund Summary Report Report
- Complying Fund Status - Regulation Details Removed.pdf
- Youngs SF- Deed upgrade order form.pdf
- Application for Membership - JRY.pdf
- Youngs Super Fund Trust Deed.pdf
- ATO Complying Fund Status - Regulation Details Removed.pdf

### Standard Checklist

- Attach latest copy of ASIC annual company statement (if corporate trustee)
- Ensure latest copies of ATO Trustee Declarations and ATO confirmation that the fund is a regulated fund is attached
- Ensure latest copies of trustee consents, member consents and registers are attached
- Ensure latest copy of trust deed (including amendments) are attached
- Use [Australian Business Register](#) to ensure details are correct
- Use [Super Fund Lookup](#) to check the eligibility to receive rollovers and contributions

## C - Other Documents

2020 Financial Year

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**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

### Supporting Documents

- signed 2020 Audit Engagement Letter.pdf
- signed Investment Strategy and Minutes 16 Oct 2020.pdf
- signed 2020 Trustees Representation Letter.pdf

### Standard Checklist

- Attach copy of any SOAs issued during the Financial Year
- Attach copy of Investment Strategy
- Attach signed Engagement Letter
- Attach signed Trustee Representation Letter
- Attach Trustee Minutes prepared during the year

## D - Pension Documentation

2020 Financial Year

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**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** Completed

### Supporting Documents

- Pension Summary Report Report
- Transfer Balance Account Summary Report
- ZA12772629289 - Certificate.pdf

### Standard Checklist

- Attach Actuarial Certificate
- Attach documentation supporting any pensions commenced during the financial year
- Attach documentation supporting any pensions commuted during the financial year
- Ensure correct Transfer Balance Account Reports have been lodged with the ATO

# E - Estate Planning

2020 Financial Year

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**Preparer** Christina Subramaniam

**Reviewer** Sam Greco

**Status** N/A - Not Applicable

## Supporting Documents

No supporting documents

## Standard Checklist

- Attach Death Benefit Nominations (if applicable)
- Attach Life Insurance Policies (if applicable)
- Attach Reversionary Pension documentation (if applicable)
- Attach SMSF Will (if applicable)
- Review current Estate planning to ensure it matches wishes of members