

**SUPERANNUATION ACCOUNTING CHECKLIST**

**C2.1**

**CLIENT:** MICHAEL SMITH SUPER FUND  
**PERIOD ENDING:** 30/6/21

	Preparer	Reviewer
<b>OPERATING STATEMENT</b>		
1 All income included	✓	_____
2 Super contributions reconcile with company or trust	✓	_____
3 Market movement calculations completed	✓	_____
4 Check imputation credits and ensure that only claimed on dividends where the shares have been held for > 45 days.	✓	_____
5 Tax Reconciliation completed	✓	_____
6 Calculation of tax payable	✓	_____
7 Comparison with previous year - check all major variances	✓	_____
8 Distribution of profits completed	✓	_____
<b>BALANCE SHEET</b>		
<u>Current Assets</u>		
1 Bank balance agrees with bank reconciliation	✓	_____
2 Copy of last bank statements in working papers	✓	_____
<u>Investments</u>		
1 Balance of each investment agrees with supporting documentation	✓	_____
2 Interest/dividend/distribution from each investment recorded	✓	_____
3 Copies of all investments at year end	✓	_____
4 Record of cost, date, number, additions, dividend reinvestment	✓	_____
<u>Current Liabilities</u>		
1 Check for provision for income tax reconciles to tax payable per income tax return. Review create entries report & statement of taxable income.	✓	_____
<u>Members Accounts</u>		
1 Review of members statements and ensure all details are correct.	✓	_____
<u>Review of General Ledger</u>	✓	_____
<u>Income Tax Return</u>		
1 Ensure amount has been recorded in the expenses section for audit fees	✓	_____
<u>Audit</u>		
1 Accountant to print audit workpapers & prepare file for auditor	✓	_____
2 Arrange completion of audit	✓	_____
3 Ensure that an engagement letter is on file	✓	_____

Preparer: MD Date: 8/11/21

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_