

Client:

Payne Family Superannuation Fund

Code: PAY06S

W/P:	Index
Initials	Date
BTW	1-Sep-21

INDEX OF WORKPAPERS

As at: 30-Jun-20

Contact: Lyn, Karen & John

Prep by: BTW

Revised by:

Elizabeth Meiklejohn

Ref.	Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
	Job Management		✓		
A	1 MAPS - Matters for Attention Partner/Principal				
	2 Items forward				
	3 Checklist		✓		
	3a Reviewer Checklist				
	4 Investment Strategy	A4	✓		
	4a Asset Strategy Comparison			Print from Class	
	5 Review points	A5			
	6 Queries	A6			
	7 Notes for Auditor	A7			
	Financial Statements				
B	2 Income Tax Return		✓		
	3 Final Trial Balance		✓		
	3a Final General Ledger		✓		
PROFIT and LOSS ITEMS					
	Contributions & Rollovers				
C	Members Statements		✓	Print from Class	
	1 Contributions Received & Contributions Cap Report			Print from Class	
	1a s290-170 Deductibility Notices				
	2 Rollovers				
	Gains & Losses				
D	1a Realised Gains Report	D1	✓	Print from Class	
	1b Sale Documents		✓		
	Investment Income				
E	1 Investment Income Summary Report & Distribution Reconciliation Report		✓	Print from Class	
	1a Trust Distributions - Annual Tax Statements		✓		
	2 Investment Income Comparison Report		✓	Print from Class	
	2a Dividend Statements				
	3 Rental Property Schedule		✓	Print from Class	
	3a Rental Income & Expense Documents		✓		
	4 Foreign Exchange Gains/(Losses)				
	5 Interest Received		✓		
	6 Other Income		✓		
	Member Benefit Payments				
F	1 Benefits Paid & Pension Limit Report		✓	Print from Class	
	1a Pension Minutes				
	2 Lump Sum				
	2a Commutations Minutes/Agreements				
	3 Rollouts				
	4 Release Authorities				
G	Expenses		✓		
BALANCE SHEET ITEMS					
	Investments				
L	1 Investment Portfolio Report		✓	Print from Class	
	1a Investment Confirmations		✓		
M	1 Fixed Assets and Depreciation Schedule		✓		
	Other Assets				
N	1 Cash and Bank (including Overdraft)		✓		
O	1 Other Assets				
	2 Borrowing Costs	O2			
P	1 Sundry Assets		✓		
	Income Tax				
Q	2 Tax reconciliation	Q2	✓		
	2a Actuarial Certificate		✓		
	3 GST Reconciliation	Q3	✓		
	3a BAS Statements		✓		
	Liabilities				
R	1 Sundry Creditors		✓		
T	1 Other Liabilities				
OTHER					
V	Notes				
W					
X	Exceptions Report			Print from Class	
Y	Other relevant or supporting documents		✓		
ZZ	Associate Details/ABR/NowInfinity/Membership Application		✓	Confirm Trustee(s) and/or Directors of Corporate Trustee & Members of the Fund	