

Client:

Hartman Super Fund

Code:

DOL01s

W/P:

Index

Initials

Date

Prep by:

BO

17-May-22

Rev by:

**INDEX OF WORKPAPERS**

As at:

3-May-22

Contact:

Enter Client Contact

Ref.		Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
		<b>Job Management</b>		✓		
A	1	MAPS - Matters for Attention Partner/Principal				
	2	Items forward				
	3	Checklist		✓		
	3a	Reviewer Checklist				
	4	Investment Strategy	<a href="#">A4</a>			
	4a	Asset Strategy Comparison			Print from Class	
	5	Review points	<a href="#">A5</a>			
	6	Queries	<a href="#">A6</a>	✓		
		7	Notes for Auditor	<a href="#">A7</a>		
		<b>Financial Statements</b>				
B	2	Income Tax Return				
	3	Final Trial Balance		✓		
	3a	Final General Ledger		✓		
<b>PROFIT and LOSS ITEMS</b>						
		<b>Contributions &amp; Rollovers</b>				
C		Members Statements		✓	Print from Class	
	1	Contributions Received & Contributions Cap Report			Print from Class	
	1a	s290-170 Deductibility Notices				
	2	Rollovers				
		<b>Gains &amp; Losses</b>				
D	1a	Realised Gains Report	<a href="#">D1</a>	✓	Print from Class	
	1b	Sale Documents		✓		
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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			
		<b>Member Benefit Payments</b>				
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		<b>Expenses</b>		✓		
<b>BALANCE SHEET ITEMS</b>						
		<b>Investments</b>				
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	1a	Investment Confirmations				
M	1	Fixed Assets and Depreciation Schedule				
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N	1	Cash and Bank (including Overdraft)		✓		
O	1	Other Assets				
	2	Borrowing Costs	<a href="#">O2</a>			
P	1	Sundry Assets				
		<b>Income Tax</b>				
Q	2	Tax reconciliation	<a href="#">Q2</a>	✓		

	2a	Actuarial Certificate			
	3	GST Reconciliation	<a href="#">Q3</a>		
	3a	BAS Statements			
		<b>Liabilities</b>			
R	1	Sundry Creditors			
T	1	Other Liabilities			
<b>OTHER</b>					
V		Notes			
W					
X		Exceptions Report			Print from Class
Y		Other relevant or supporting documents		✓	
ZZ		Associate Details/Company Extract		✓	Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)