

Client:

Brinstones Super

Code: **HIL12S**

W/P:	Index
Initials	Date
BO	28-Mar-23

INDEX OF WORKPAPERS

As at:

30-Jun-22

Contact:

Elizabeth

Prep by:

BO

Rev 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		02	
P	1	Sundry Assets		✓	
		Income Tax			
Q	2	Tax reconciliation		02	✓
	2a	Actuarial Certificate			
	3	GST Reconciliation		03	
	3a	BAS Statements			✓
		Liabilities			
R	1	Sundry Creditors		✓	
T	1	Other Liabilities			
		OTHER			
V		Notes			
W					
X					
Y		Other relevant or supporting documents			
ZZ		Associate Details/Company Extract		✓	Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)