

Brenda Wishey

Client:

Whiting Family Pension Fund

Code:

WHI03S

W/P:

Index

Initials

Date

Prep by:

BTW

28-Nov-23

Rev by:

INDEX OF WORKPAPERS

As at:

30-Jun-23

Contact:

Ian

Ref.		Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
A		Job Management		✓		
	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			
B		Financial Statements				
	2	Income Tax Return				
	3	Final Trial Balance				
	3a	Final General Ledger				
PROFIT and LOSS ITEMS						
C		Contributions & Rollovers				
		Members Statements			Print from Class	
	1	Contributions Received & Contributions Cap Report			Print from Class	
	1a	s290-170 Deductibility Notices				
	2	Rollovers				
D		Gains & Losses				
	1a	Realised Gains Report	D1		Print from Class	
	1b	Sale Documents				
E		Investment Income				
	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)				
F		Member Benefit Payments				
	1	Benefits Paid & Pension Limit Report			Print from Class	
	1a	Pension Minutes				
	2	Lump Sum				
	2a	Commutations Minutes/Agreements				
G		Expenses				
BALANCE SHEET ITEMS						
L		Investments				
	1	Investment Portfolio Report			Print from Class	
M						
	1a	Investment Confirmations				
N						
	1	Fixed Assets and Depreciation Schedule				
O		Other Assets				
	1	Cash and Bank (including Overdraft)				
P						
	1	Other Assets				
Q						
	2	Borrowing Costs	Q2			
R						
	1	Sundry Assets				
S		Income Tax				
	2	Tax reconciliation	Q2			
T						
	2a	Actuarial Certificate				
U						
	3	GST Reconciliation	Q3			
V						
	3a	BAS Statements				
W		Liabilities				
	1	Sundry Creditors				
X						
	1	Other Liabilities				
OTHER						
Y						
		Notes				
Z						
ZZ						
		Other relevant or supporting documents				
ZZ						
		Associate Details/Company Extract			Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)	