

Client:

D.W. Unwin Super Fund

Code: UNW01S

W/P:

Index

Initials

Date

## INDEX OF WORKPAPERS

As at:

30-Jun-21

Prep by: BO

14-Oct-21

Elizabeth Meiklejohn

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>	✓	Package	
		<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		✓		
		<b>Investment Income</b>				
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>		✓		

BALANCE SHEET ITEMS					
		<b>Investments</b>			
L	1	Investment Portfolio Report		✓	Print from Class
	1a	Investment Confirmations		✓	
M	1	Fixed Assets and Depreciation Schedule			
		<b>Other Assets</b>			
N	1	Cash and Bank (including Overdraft)		✓	
O	1	Other Assets			
	2	Borrowing Costs	<a href="#">Q2</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)