

Client: **Kearland Superannuation Fund** Code: **KEA08S**

W/P:	Index
Initials	Date
CR	26-Sep-23
Rev by: EM	

INDEX OF WORKPAPERS

As at: **30-Jun-23**
 Contact: Enter Client Contact

Prep by: CR
 Rev by: EM

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		
B	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					
C	Contributions & Rollovers				
		Members Statements		✓	Print from Class
	1	Contributions Received & Contributions Cap Report		✓	Print from Class
	1a	s290-170 Deductibility Notices		✓	
	2	Rollovers			
	3	Super Contributions Reserves			
	3a	Minute			
D	3b	Request to Adjust			
	Gains & Losses				
D	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			
F	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			
G	3	Rollouts			
	4	Release Authorities			
G	Expenses			✓	
BALANCE SHEET ITEMS					
L	Investments				
	1	Investment Portfolio Report		✓	Print from Class
M	1a	Investment Confirmations			
	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			
Q	Income Tax				
	2	Tax reconciliation	Q2	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	Q3		
R	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)