

Client:

Air Supplies Staff Superannuation Fund

Code:

CLE05SB

W/P:	Index
Initials	Date
KS	08-Nov-23
Rev by:	

# INDEX OF WORKPAPERS

As at:

30-Jun-23

Contact:

Brenda

Prep by:

KS

Rev by:

Ref.		Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
A		<b>Job Management</b>		✓		
	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			
		<b>Financial Statements</b>				
	2	Income Tax Return		✓		
	3	Final Trial Balance		✓		
	3a	Final General Ledger		✓		
		<b>PROFIT and LOSS ITEMS</b>				
C		<b>Contributions &amp; Rollovers</b>				
		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	D1	✓	Print from Class	
	1b	Sale Documents		✓		
E		<b>Investment Income</b>				
	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>				
	1	Benefits Paid & Pension Limit Report		✓	Print from Class	
	1a	Pension Minutes				
	2	Lump Sum				
	2a	Commutations Minutes/Agreements				
	3	Rollouts				
	4	Release Authorities				
		<b>Expenses</b>		✓		
		<b>BALANCE SHEET ITEMS</b>				
L		<b>Investments</b>				
	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	O2			
P	1	Sundry Assets		✓		
Q		<b>Income Tax</b>				
	2	Tax reconciliation	O2	✓		
	2a	Actuarial Certificate				
	3	GST Reconciliation	O3	✓		
	3a	BAS Statements		✓		
		<b>Liabilities</b>				
R	1	Sundry Creditors				
T	1	Other Liabilities				
		<b>OTHER</b>				
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)	