

Client: **The Westcott Superannuation Fund**

Code: **WES05S**

W/P:	Index
Initials	Date
BO	21-Jan-23
Rev by:	

**INDEX OF WORKPAPERS**

As at: **30-Jun-22**

Contact: **Brenda**

Prep by:

Rev by:

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>			
<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>		✓	
		<b>BALANCE SHEET ITEMS</b>			
		<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="#">02</a>	
P	1	Sundry Assets			
		<b>Income Tax</b>			
Q	2	Tax reconciliation		<a href="#">02</a>	✓
	2a	Actuarial Certificate			
	3	GST Reconciliation		<a href="#">03</a>	
	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)