

Client:

Netphrey Superannuation Fund

Code:

OXE01S

| | |
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| W/P: | Index |
| Initials | Date |
| Prep by: BO | 25-Aug-21 |
| Rev by: | |

INDEX OF WORKPAPERS

As at:

30-Jun-21

Contact:

Rachel

| 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 | | | |
| | 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 | | | | |
| | | Contributions & Rollovers | | | | |
| C | | Members Statements | | ✓ | Print from Class | |
| | 1 | Contributions Received & Contributions Cap Report | | | Print from Class | |
| | 1a | s290-170 Deductibility Notices | | | | |
| | 2 | Rollovers | | | | |
| | | Gains & Losses | | | | |
| D | 1a | Realised Gains Report | D1 | | Print from Class | |
| | 1b | Sale Documents | | | | |
| | | Investment Income | | | | |
| 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 | | | |
| F | | Member Benefit Payments | | | |
| | 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 | | Expenses | | ✓ | |
| | | | | | |
| | | BALANCE SHEET ITEMS | | | |
| L | | Investments | | | |
| | 1 | Investment Portfolio Report | | ✓ | Print from Class |
| | 1a | Investment Confirmations | | ✓ | |
| M | 1 | Fixed Assets and Depreciation Schedule | | | |
| | | Other Assets | | | |
| N | 1 | Cash and Bank (including Overdraft) | | | |
| O | 1 | Other Assets | | | |
| | 2 | Borrowing Costs | Q2 | | |
| P | 1 | Sundry Assets | | | |
| Q | | Income Tax | | | |
| | 2 | Tax reconciliation | Q2 | ✓ | |
| | 2a | Actuarial Certificate | | | |
| | 3 | GST Reconciliation | Q3 | | |
| | 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) |