

Client:

**J & S Nicol Superannuation Fund**

Code: **NIC13S**

W/P:	Index
Initials	Date
CR	1-Sep-23
Rev by:	<i>Elizabeth Micklejohn</i>

**INDEX OF WORKPAPERS**

As at: **30-Jun-23**

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>			
<b>Financial Statements</b>					
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			
	3	Super Contributions Reserves			
	3a	Minute			
3b	Request to Adjust				
D	<b>Gains &amp; Losses</b>				
	1a	Realised Gains Report	<a href="#">D1</a>		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				
F	<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				
G	<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	<a href="#">O2</a>		
P	1	Sundry Assets		✓	
Q	<b>Income Tax</b>				
	2	Tax reconciliation	<a href="#">Q2</a>	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	<a href="#">Q3</a>		
3a	BAS Statements				
R	<b>Liabilities</b>				
	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)