



Client:

Gilbert Family Super Fund 2

Code: GIL03S2

W/P:

Index

Initials

Date

Prep by:

EM

5-Oct-21

Rev by:

INDEX OF WORKPAPERS

As at: 30-Jun-21

Contact: Enter Client Contact

Ref.		Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
A		Job Management		✓		
	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				
	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				
D		Gains & Losses				
	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				
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F	5	Interest Received		✓		
	6	Other Income				
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	1	Benefits Paid & Pension Limit Report			Print from Class	
	1a	Pension Minutes				
	2	Lump Sum				
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	3	Rollouts				
G	4	Release Authorities				
		Expenses		✓		
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L		Investments				
	1	Investment Portfolio Report		✓	Print from Class	
	1a	Investment Confirmations		✓		
M	1	Fixed Assets and Depreciation Schedule				
N		Other Assets				
	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				
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X		Exceptions Report			Print from Class	
Y		Other relevant or supporting documents		✓		
ZZ		Associate Details/ABR/NowInfinity/Membership Application		✓	Confirm Trustee(s) and/or Directors of Corporate Trustee & Members of the Fund	