

Client:

O & S Samarski Superannuation Fund

Code:

SAM07S

W/P:	Index
Initials	Date
BO	24-Jan-22
Rev by:	

INDEX OF WORKPAPERS

As at:

30-Jun-21

Contact:

Elizabeth

Prep by:

BO

Rev by:

Elizabeth Meiklejohn

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	02		
P	1	Sundry Assets		✓	
Q		Income Tax			
	2	Tax reconciliation	02	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	03		
	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)