

Client:

Cooper Family Superannuation Fund

Code:

COO03S

W/P:

Index

Initials

Date

Prep by:

CR

24-Oct-22

Rev by:

## INDEX OF WORKPAPERS

As at:

30-Jun-22

Contact:

Enter Client Contact

Ref.		Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
A		<b>Job Management</b>		✓		
	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		<b>Financial Statements</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>				
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	1	Contributions Received & Contributions Cap Report		✓	Print from Class	
	1a	s290-170 Deductibility Notices				
D		<b>Gains &amp; Losses</b>				
	1a	Realised Gains Report	D1		Print from Class	
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)				
F		<b>Member Benefit Payments</b>				
	1	Benefits Paid & Pension Limit Report		✓	Print from Class	
	1a	Pension Minutes				
	2	Lump Sum				
G		<b>Expenses</b>				
		<b>BALANCE SHEET ITEMS</b>				
L		<b>Investments</b>				
	1	Investment Portfolio Report		✓	Print from Class	
M		<b>Other Assets</b>				
	1	Fixed Assets and Depreciation Schedule				
N		<b>Other Assets</b>				
	1	Cash and Bank (including Overdraft)				
O		<b>Other Assets</b>				
	1	Other Assets				
P		<b>Other Assets</b>				
	1	Sundry Assets		✓		
Q		<b>Income Tax</b>				
	2	Tax reconciliation	Q2	✓		
	2a	Actuarial Certificate		✓		
	3	GST Reconciliation	Q3			
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)	