

Client:

Cooper Family Superannuation Fund

Code: COO03S

W/P:	Index
Initials	Date
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
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			
Member Benefit Payments					
F	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					
Investments					
L	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	O2		
P	1	Sundry Assets		✓	
Income Tax					
Q	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)	