

Client:

**N & K Muller Superannuation Fund**

Code:

**DUR02S**

W/P:	Index
Initials	Date
	22-Jul-22
Prep by:	
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	
<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>						
<b>Contributions &amp; Rollovers</b>						
C		Members Statements		✓	Print from Class	
	1	Contributions Received & Contributions Cap Report		✓	Print from Class	
	1a	s290-170 Deductibility Notices				
	2	Rollovers				
<b>Gains &amp; Losses</b>						
D	1a	Realised Gains Report	<a href="#">D1</a>		Print from Class	
	1b	Sale Documents				
<b>Investment Income</b>						
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		✓		
F	4	Foreign Exchange Gains/(Losses)				
	5	Interest Received				
	6	Other Income				
	<b>Member Benefit Payments</b>					
	F	1	Benefits Paid & Pension Limit Report		✓	Print from Class
		1a	Pension Minutes			
2		Lump Sum				
2a		Commutations Minutes/Agreements				
G	3	Rollouts				
	4	Release Authorities				
<b>Expenses</b>						
<b>BALANCE SHEET ITEMS</b>						
<b>Investments</b>						
L	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				
<b>Income Tax</b>						
Q	2	Tax reconciliation	<a href="#">Q2</a>	✓		
	2a	Actuarial Certificate				
	3	GST Reconciliation	<a href="#">Q3</a>	✓		
	3a	BAS Statements		✓		
<b>Liabilities</b>						
R	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)		