

Client:

Van De Velde Superannuation Fund

Code:

VAN21S

W/P:

Index

Initials

Date

Prep by:

BTW

22-Mar-22

Rev by:

Elizabeth Meiklejohn

INDEX OF WORKPAPERS

As at:

30-Jun-21

Contact:

Marcel, Kathleen & Ryan

| 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 | 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 | | | | |
| | 4 Foreign Exchange Gains/(Losses) | | | | |
| F | Member Benefit Payments | | | | |
| | 1 Benefits Paid & Pension Limit Report | | | Print from Class | |
| | 1a Pension Minutes | | | | |
| | 2 Lump Sum | | | | |
| | 2a Commutations Minutes/Agreements | | | | |
| G | Expenses | | | | |
| | 3 Rollouts | | | | |
| | 4 Release Authorities | | | | |
| BALANCE SHEET ITEMS | | | | | |
| L | Investments | | | | |
| | 1 Investment Portfolio Report | | | Print from Class | |
| M | 1a Investment Confirmations | | | | |
| | 1 Fixed Assets and Depreciation Schedule | | | | |
| N | Other Assets | | | | |
| | 1 Cash and Bank (including Overdraft) | | | | |
| O | Other Assets | | | | |
| | 1 Other Assets | | | | |
| P | 2 Borrowing Costs | O2 | | | |
| | 1 Sundry Assets | | | | |
| Q | Income Tax | | | | |
| | 2 Tax reconciliation | Q2 | | | |
| | 2a Actuarial Certificate | | | | |
| | 3 GST Reconciliation | Q3 | | | |
| | 3a BAS Statements | | | | |
| R | Liabilities | | | | |
| | 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) | |