

Client:

The Hains Superannuation Fund

Code: HAI05S

W/P:	Index
Initials	Date
CR	17-Apr-23

INDEX OF WORKPAPERS

As at: 30-Jun-22

Prep by:

Rev by:

Elizabeth Meiklejohn

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					
C	Contributions & Rollovers				
		Members Statements		✓	Print from Class
	1	Contributions Received & Contributions Cap Report			Print from Class
	1a	s290-170 Deductibility Notices			
	2	Rollovers			
	3	Super Contributions Reserves			
	3a	Minute			
3b	Request to Adjust				
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)				
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	O2		
P	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)	