

Client: **Roof & Building Service (Qld) Pty Ltd Superannuation Fund**Code: **JEN11S****INDEX OF WORKPAPERS**As at: **30-Jun-21**Contact: **Elizabeth**

Prep by:

W/P:	Index
Initials	Date
BO	24-Jul-21

Rev by:

*Elizabeth Meiklejohn*

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>				
	Members Statements		✓	Print from Class	
	1 Contributions Received & Contributions Cap Report		✓	Print from Class	
	1a s290-170 Deductibility Notices		✓		
	2 Rollovers				
D	<b>Gains &amp; Losses</b>				
	1a Realised Gains Report	D1		Print from Class	
	1b Sale Documents				
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		✓		
	2a Commutations Minutes/Agreements				
	3 Rollouts				
	4 Release Authorities				
	<b>Expenses</b>		✓		
<b>BALANCE SHEET ITEMS</b>					
L	<b>Investments</b>				
	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	Q2			
P	1 Sundry Assets				
Q	<b>Income Tax</b>				
	2 Tax reconciliation	Q2	✓		
	2a Actuarial Certificate		✓		
	3 GST Reconciliation	Q3	✓		
	3a BAS Statements		✓		
R	<b>Liabilities</b>				
	1 Sundry Creditors				
T	1 Other Liabilities				
<b>OTHER</b>					
V	Notes				
W					
X	Exceptions Report			Print from Class	
Y	Other relevant or supporting documents		✓		
ZZ	Associate Details/ABR/NowInfinity/Membership Application		✓	Confirm Trustee(s) and/or Directors of Corporate Trustee & Members of the Fund	