

Client:

Roof & Building Service (Qld) Pty Ltd Superannuation Fund

Code: JEN11S

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

INDEX OF WORKPAPERS

As at: 30-Jun-21

Prep by: BO

Rev by:

Elizabeth Meiklejohn

Contact: Elizabeth

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			
6 Queries	A6	✓			
7 Notes for Auditor	A7				
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)					
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	Q2			
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	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	