

Client:

Sharon & Paul Rees Retirement Fund

Code:

REE02S

W/P:	Index
Initials	Date
Prep by: BO	9-Oct-21
Rev by:	

INDEX OF WORKPAPERS

As at:

30-Jun-20

Contact:

Rachel

Ref.	Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
Job Management					
A	1	MAPS - Matters for Attention Partner/Principal		<input checked="" type="checkbox"/>	
	2	Items forward		<input checked="" type="checkbox"/>	
	3	Checklist		<input checked="" type="checkbox"/>	
	3a	Reviewer Checklist			
	4	Investment Strategy	A4	<input checked="" type="checkbox"/>	
	4a	Asset Strategy Comparison			Print from Class
	5	Review points	A5		
	6	Queries	A6	<input checked="" type="checkbox"/>	
	7	Notes for Auditor	A7		
Financial Statements					
B	2	Income Tax Return		<input checked="" type="checkbox"/>	
	3	Final Trial Balance		<input checked="" type="checkbox"/>	
	3a	Final General Ledger		<input checked="" type="checkbox"/>	
PROFIT and LOSS ITEMS					
Contributions & Rollovers					
C		Members Statements		<input checked="" type="checkbox"/>	Print from Class
	1	Contributions Received & Contributions Cap Report			Print from Class
	1a	s290-170 Deductibility Notices			
	2	Rollovers			
Gains & Losses					
D	1a	Realised Gains Report	D1	<input checked="" type="checkbox"/>	Print from Class
	1b	Sale Documents		<input checked="" type="checkbox"/>	
Investment Income					
E	1	Investment Income Summary Report & Distribution Reconciliation Report		<input checked="" type="checkbox"/>	Print from Class
	1a	Trust Distributions - Annual Tax Statements			
	2	Investment Income Comparison Report		<input checked="" type="checkbox"/>	Print from Class
	2a	Dividend Statements		<input checked="" type="checkbox"/>	
	3	Rental Property Schedule			Print from Class
	3a	Rental Income & Expense Documents			
	4	Foreign Exchange Gains/(Losses)			
	5	Interest Received		<input checked="" type="checkbox"/>	
	6	Other Income			
Member Benefit Payments					
F	1	Benefits Paid & Pension Limit Report		<input checked="" type="checkbox"/>	Print from Class
	1a	Pension Minutes			
	2	Lump Sum			
	2a	Commutations Minutes/Agreements			
	3	Rollouts			
	4	Release Authorities			
G		Expenses		<input checked="" type="checkbox"/>	

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			
		Income Tax			
Q	2	Tax reconciliation	Q2	✓	
	2a	Actuarial Certificate		✓	
	3	GST Reconciliation	Q3		
	3a	BAS Statements			
		Liabilities			
R	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