

Client:

Breitkopf AM & SL Super Fund

Code:

BRE01SB

W/P:

Index

Initials

Date

Prep by:

SS

30-Jan-24

Rev by:

INDEX OF WORKPAPERS

As at:

30-Jun-23

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						
		Contributions & Rollovers				
C		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				
		Gains & Losses				
D	1a	Realised Gains Report	D1	✓	Print from Class	
	1b	Sale Documents		✓		
		Investment Income				
E	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			
		Member Benefit Payments				
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	1a	Pension Minutes				
	2	Lump Sum				
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G		Expenses		✓		
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	1a	Investment Confirmations		✓		
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		Other Assets				
N	1	Cash and Bank (including Overdraft)		✓		
O	1	Other Assets				
	2	Borrowing Costs	O2			

P	1	Sundry Assets				
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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				✓		
Y		Other relevant or supporting documents		✓		
ZZ		Associate Details/Company Extract			Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)	