

Client:

SJ & JM Dixon Superannuation Fund

Code:

DIX16S

INDEX OF WORKPAPERS

As at:

30-Jun-21

Contact:

Rachel

Prep by:

BO

Rev by:

W/P:	Index
Initials	Date
BO	25-Oct-21

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				
		Member Benefit Payments				
F	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				
		Investments				
L	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	02			
P	1	Sundry Assets		✓		
		Income Tax				
Q	2	Tax reconciliation	02	✓		
	2a	Actuarial Certificate		✓		
	3	GST Reconciliation	03			
	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)	