

Client:

Shoalbay Superannuation Fund

Code:

COO02S

W/P:

Index

Initials

Date

Prep by:

CR

16-Nov-22

Rev by:

INDEX OF WORKPAPERS

As at:

30-Jun-22

Contact:

Enter Client Contact

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			
B	Financial Statements				
	2 Income Tax Return		✓		
	3 Final Trial Balance		✓		
	3a Final General Ledger		✓		
PROFIT and LOSS ITEMS					
C	Contributions & Rollovers				
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	1 Contributions Received & Contributions Cap Report		✓	Print from Class	
	1a s290-170 Deductibility Notices				
D	Gains & Losses				
	1a Realised Gains Report	D1	✓	Print from Class	
E	1b Sale Documents				
	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				
F	Member Benefit Payments				
	1 Benefits Paid & Pension Limit Report			Print from Class	
	1a Pension Minutes				
	2 Lump Sum				
G	2a Commutations Minutes/Agreements				
	3 Rollouts		✓		
H	4 Release Authorities				
	Expenses		✓		
BALANCE SHEET ITEMS					
L	Investments				
	1 Investment Portfolio Report		✓	Print from Class	
M	1a Investment Confirmations		✓		
	1 Fixed Assets and Depreciation Schedule				
N	Other Assets				
	1 Cash and Bank (including Overdraft)		✓		
O	1 Other Assets				
	2 Borrowing Costs	O2			
P	1 Sundry Assets		✓		
	Income Tax				
Q	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					
Y	Other relevant or supporting documents				
ZZ	Associate Details/Company Extract			Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)	