

Client:

The Echelon Superannuation Fund

Code:

NEI03S

W/P:

Index

Initials

Date

Prep by:

25-Feb-23

Rev by:

INDEX OF WORKPAPERS

As at:

30-Jun-22

Contact:

Matt & Kristen

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				
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	O2			

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