

Client: **R & M Davey Superannuation Fund**Code: **DAV03S**

W/P:	Index
Initials	Date
CR	2-Mar-23
Rev by:	

INDEX OF WORKPAPERSAs at: **30/06/20YY**Contact: **Enter Client Contact**

Prep by:

Rev by:

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				
	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				
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)				
F	Member Benefit Payments				
	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					
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	O2			
P	1 Sundry Assets		✓		
Q	Income Tax				
	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)	