

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

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

**INDEX OF WORKPAPERS**

As at: **30/06/20YY**  
 Contact: Enter Client Contact

Ref.	Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
<b>Job Management</b>					
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		
<b>Financial Statements</b>					
B	2	Income Tax Return		✓	
	3	Final Trial Balance		✓	
	3a	Final General Ledger		✓	
<b>PROFIT and LOSS ITEMS</b>					
C	<b>Contributions &amp; Rollovers</b>				
		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	<b>Gains &amp; Losses</b>				
	1a	Realised Gains Report	D1	✓	Print from Class
	1b	Sale Documents		✓	
E	<b>Investment Income</b>				
	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		✓	
F	<b>Member Benefit Payments</b>				
	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	<b>Expenses</b>			✓	
<b>BALANCE SHEET ITEMS</b>					
L	<b>Investments</b>				
	1	Investment Portfolio Report		✓	Print from Class
	1a	Investment Confirmations		✓	
M	1	Fixed Assets and Depreciation Schedule			
<b>Other Assets</b>					
N	1	Cash and Bank (including Overdraft)		✓	
O	<b>Other Assets</b>				
	2	Borrowing Costs	O2		
P	1	Sundry Assets		✓	
Q	<b>Income Tax</b>				
	2	Tax reconciliation	Q2	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	Q3		
	3a	BAS Statements			
R	<b>Liabilities</b>				
	1	Sundry Creditors			
T	1	Other Liabilities			
<b>OTHER</b>					
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)