

Client:

Midgley and Lynch Superannuation Fund

Code:

MID01S

W/P:	Index
Initials	Date
MH	25-Jul-23
Rev by:	

INDEX OF WORKPAPERS

As at:

30-Jun-23

Contact:

Brenda

Prep by:

MH

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			
	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				
	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)			
	5	Interest Received	✓		
	6	Other Income			
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	Q2		
P	1	Sundry Assets	✓		
Q		Income Tax			
	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)	