

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
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				
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)	