



Client:

Catalano Superannuation Fund

Code: CAT01S

W/P:	Index
Initials	Date
CR	23-Nov-23
RGL	

**INDEX OF WORKPAPERS**

As at:

30-Jun-23

Prep by:

CR

Rev by:

RGL

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		
B	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			
D	3b	Request to Adjust			
	<b>Gains &amp; Losses</b>				
D	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			
F	4	Foreign Exchange Gains/(Losses)			
	5	Interest Received		✓	
	6	Other Income			
	<b>Member Benefit Payments</b>				
	1	Benefits Paid & Pension Limit Report		✓	Print from Class
	1a	Pension Minutes			
	2	Lump Sum		✓	
G	2a	Commutations Minutes/Agreements			
	3	Rollouts			
	4	Release Authorities			
	<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	1	Other Assets		✓	
	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)