

Client:

Four S Superannuation Fund

Code: EMP01S

W/P:	Index
Initials	Date
BTW	21-Sep-21

INDEX OF WORKPAPERS

As at: 30-Jun-21

Contact: Stacy

Prep by:

Rev by:

Elizabeth Meiklejohn

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				
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				
F	4	Foreign Exchange Gains/(Losses)				
	5	Interest Received				
	6	Other Income				
	Member Benefit Payments					
	F	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						
Investments						
L	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				
Income Tax						
Q	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)	