

Client:

**Lawton Superannuation Fund**

Code: **LAW04S**

W/P:	Index
Initials	Date
CR	11-Oct-22
Rev by:	

**INDEX OF WORKPAPERS**

As at: **30-Jun-22**

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	<a href="#">A4</a>	✓	
	4a	Asset Strategy Comparison			Print from Class
	5	Review points	<a href="#">A5</a>		
	6	Queries	<a href="#">A6</a>		
7	Notes for Auditor	<a href="#">A7</a>			
<b>Financial Statements</b>					
B	2	Income Tax Return		✓	
	3	Final Trial Balance		✓	
	3a	Final General Ledger		✓	
<b>PROFIT and LOSS ITEMS</b>					
<b>Contributions &amp; Rollovers</b>					
C		Members Statements		✓	Print from Class
	1	Contributions Received & Contributions Cap Report		✓	Print from Class
	1a	s290-170 Deductibility Notices		✓	
	2	Rollovers			
<b>Gains &amp; Losses</b>					
D	1a	Realised Gains Report	<a href="#">D1</a>	✓	Print from Class
	1b	Sale Documents		✓	
<b>Investment Income</b>					
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				
<b>Member Benefit Payments</b>					
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		<b>Expenses</b>		✓	
<b>BALANCE SHEET ITEMS</b>					
<b>Investments</b>					
L	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	<a href="#">O2</a>		
P	1	Sundry Assets			
<b>Income Tax</b>					
Q	2	Tax reconciliation	<a href="#">Q2</a>	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	<a href="#">Q3</a>	✓	
	3a	BAS Statements			
<b>Liabilities</b>					
R	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)