

Client:

Dame Superannuation Fund

Code: **SMI62S**

| | |
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| W/P: | Index |
| Initials | Date |
| BTW | 24-Aug-22 |

INDEX OF WORKPAPERS

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

Contact: **David & Melita**

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 | | |
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| B | 2 | Income Tax Return | | | |
| | 3 | Final Trial Balance | | | |
| | 3a | Final General Ledger | | | |
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| 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 | | | |
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| 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 | | | |
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| 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 | | | |
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| L | 1 | Investment Portfolio Report | | Print from Class | |
| | 1a | Investment Confirmations | | | |
| M | 1 | Fixed Assets and Depreciation Schedule | | | |
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| 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 | | | |
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| 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) | |