

Client:

Dame Superannuation Fund

Code: SMI62S

W/P:

Index

Initials

Date

## INDEX OF WORKPAPERS

As at: 30-Jun-22

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Prep by:

BTW

24-Aug-22

Ref by:

Elizabeth Meiklejohn

| Ref.                         | Leadsheet Title   | Links              | Applies | Comments or Notes   | Cleared Date/Init |
|------------------------------|---|--------------------|---------|---|-------------------|
| A                            | <b>Job Management</b>   |                    |         |   |                   |
|                              | 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> |         |   |                   |
| B                            | <b>Financial Statements</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                                       |                    |         |   |                   |
| D                            | <b>Gains &amp; Losses</b>   |                    |         |   |                   |
|                              | 1a Realised Gains Report  | <a href="#">D1</a> |         | 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                                    |                    |         |   |                   |
|                              | 4 Foreign Exchange Gains/(Losses)                                       |                    |         |   |                   |
| F                            | <b>Member Benefit Payments</b>  |                    |         |   |                   |
|                              | 1 Benefits Paid & Pension Limit Report                                  |                    |         | Print from Class  |                   |
|                              | 1a Pension Minutes  |                    |         |   |                   |
|                              | 2 Lump Sum  |                    |         |   |                   |
|                              | 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  |                   |
| M                            | 1a Investment Confirmations   |                    |         |   |                   |
|                              | 1 Fixed Assets and Depreciation Schedule                                |                    |         |   |                   |
| N                            | <b>Other Assets</b>   |                    |         |   |                   |
|                              | 1 Cash and Bank (including Overdraft)                                   |                    |         |   |                   |
| O                            | 1 Other Assets  |                    |         |   |                   |
|                              | 2 Borrowing Costs   | <a href="#">O2</a> |         |   |                   |
| P                            | 1 Sundry Assets   |                    |         |   |                   |
| Q                            | <b>Income Tax</b>   |                    |         |   |                   |
|                              | 2 Tax reconciliation  | <a href="#">Q2</a> |         |   |                   |
|                              | 2a Actuarial Certificate  |                    |         |   |                   |
|                              | 3 GST Reconciliation  | <a href="#">Q3</a> |         |   |                   |
| R                            | 3a BAS Statements   |                    |         |   |                   |
|                              | <b>Liabilities</b>  |                    |         |   |                   |
| T                            | 1 Sundry Creditors  |                    |         |   |                   |
|                              | 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) |                   |