

Client:

Cooper Family Superannuation Fund

Code:

COO03S

W/P:

Index

Initials

Date

Prep by:

BO

30-Nov-21

Rev by:

INDEX OF WORKPAPERS

As at:

30-Jun-21

Contact:

Enter Client Contact

Ref.		Leadsheet Title	Links	Applies	Comments or Notes	Cleared Date/Init
A		Job Management		✓		
	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			
B		Financial Statements				
	2	Income Tax Return		✓		
	3	Final Trial Balance		✓		
	3a	Final General Ledger		✓		
PROFIT and LOSS ITEMS						
C		Contributions & Rollovers				
		Members Statements		✓	Print from Class	
	1	Contributions Received & Contributions Cap Report		✓	Print from Class	
	1a	s290-170 Deductibility Notices				
	2	Rollovers				
D		Gains & Losses				
	1a	Realised Gains Report	D1		Print from Class	
	1b	Sale Documents				
E		Investment Income				
	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				
F		Member Benefit Payments				
	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						
L		Investments				
	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		✓		
Q		Income Tax				
	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		Exceptions Report			Print from Class	
Y		Other relevant or supporting documents		✓		
ZZ		Associate Details/Company Extract			Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)	