

Brenda Wishey

Client:

Cooper Family Superannuation Fund

Code:

COO03S

W/P:

Index

Initials

Date

Prep by:

BO

30-Nov-21

Rev by:

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As at:

30-Jun-21

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>	✓		
			<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	
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E	1	Investment Income Summary Report & Distribution Reconciliation Report		✓	Print from Class	
	1a	Trust Distributions - Annual Tax Statements		✓		
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	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>				
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	2a	Commutations Minutes/Agreements				
	3	Rollouts				
		4	Release Authorities			
G		<b>Expenses</b>		✓		
<b>BALANCE SHEET ITEMS</b>						
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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	<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>			
<b>R</b>	1	Sundry Creditors			
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<b>OTHER</b>					
<b>V</b>		Notes			
<b>W</b>					
<b>X</b>		Exceptions Report			Print from Class
<b>Y</b>		Other relevant or supporting documents		✓	
<b>ZZ</b>		Associate Details/Company Extract			Individual Trustees (1st Yr Only)/Directors of Corporate Trustee (Every year)