

Client: **Bucknall Superannuation Fund**Code: **BUC02S****INDEX OF WORKPAPERS**As at: **30-Jun-21**Contact: **Brenda**

W/P:	Index
Initials	Date
Prep by: <b>BO</b>	18-May-22
Rev by:	

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>			
	6	Queries	<a href="#">A6</a>			
	7	Notes for Auditor	<a href="#">A7</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				
	2	Rollovers				
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)			
	5	Interest Received		✓	
	6	Other Income			
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			
G		<b>Expenses</b>		✓	
<b>BALANCE SHEET ITEMS</b>					
L		<b>Investments</b>			
	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	02	✓	
P	1	Sundry Assets			
Q		<b>Income Tax</b>			
	2	Tax reconciliation	02	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	03		
	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)