

Client:

The De Marco Superannuation Fund

Code:

DEM04S

INDEX OF WORKPAPERS

As at:

30-Jun-21

Contact:

Brenda

W/P:	Index
Initials	Date
BO	04-Jan-22
Rev by:	

Prep by:

Rev by:

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	✓	
Financial Statements					
B	2	Income Tax Return		✓	
	3	Final Trial Balance		✓	
	3a	Final General Ledger		✓	
PROFIT and LOSS ITEMS					
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		✓	
Investment Income					
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		✓	
		Member Benefit Payments			
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		✓	
G		Expenses		✓	
		BALANCE SHEET ITEMS			
		Investments			
L	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	02		
P	1	Sundry Assets		✓	
		Income Tax			
Q	2	Tax reconciliation	02	✓	
	2a	Actuarial Certificate			
	3	GST Reconciliation	03	✓	
	3a	BAS Statements		✓	
		Liabilities			
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)