

Client:

**Dame Superannuation Fund**

Code: **SMI62S**

| W/P:     | Index     |
|----------|-----------|
| Initials | Date      |
| BTW      | 23-Sep-21 |
| Rev by:  |           |

**INDEX OF WORKPAPERS**

As at: **30-Jun-21**

Contact: **David & Melita**

| 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   | A4      | ✓                 |   |
|                                      | 4a              | Asset Strategy Comparison   |         |                   | Print from Class  |
|                                      | 5               | Review points   | A5      |                   |   |
|                                      | 6               | Queries   | A6      |                   |   |
|                                      | 7               | Notes for Auditor   | A7      |                   |   |
| <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   | D1      | ✓                 | Print from Class  |
|                                      | 1b              | Sale Documents  |         | ✓                 |   |
| <b>Investment Income</b>             |                 |   |         |                   |   |
| 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  |         |                   |   |
| <b>Member Benefit Payments</b>       |                 |   |         |                   |   |
| 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                                    |                 | <b>Expenses</b>   |         | ✓                 |   |
| <b>BALANCE SHEET ITEMS</b>           |                 |   |         |                   |   |
| <b>Investments</b>                   |                 |   |         |                   |   |
| L                                    | 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   | O2      |                   |   |
| P                                    | 1               | Sundry Assets   |         |                   |   |
| <b>Income Tax</b>                    |                 |   |         |                   |   |
| Q                                    | 2               | Tax reconciliation  | Q2      | ✓                 |   |
|                                      | 2a              | Actuarial Certificate   |         |                   |   |
|                                      | 3               | GST Reconciliation  | Q3      |                   |   |
|                                      | 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) |