



ABN: 76 000 412 715

## 2016 AUDIT REQUIREMENTS

<b>Who</b>	<b>FOR BRANCHES CURRENTLY SUBMITTING MONTHLY FINANCIALS TO SYDNEY AND ELECT CENTRALISED AUDIT BY DOBBS VUMBACA</b>
<b>Financial Year</b>	1 July 2015 – 30 June 2016
<b>Branch</b>	

### INFORMATION REQUIRED BY THE SYDNEY AUDITOR PRIOR TO THE START OF THE AUDIT

#### **Branch Office Bearers**

In preparation for the audit, we need to confirm the names and contact details of current Branch Office Bearers as well as the main contact person for audit queries. While we will try to minimise the contact as much as possible, we may need additional information arising from audit therefore the person nominated as the main contact would need to be available during the day for the course of the audit i.e. mid July - end of August.

<b>Position</b>	<b>Name</b>	<b>Daytime contact number</b>
<b>Main Contact for audit queries</b>		
<b>President</b>		
<b>Treasurer</b>		
<b>Secretary</b>		

**Due date:** Please return this completed form by **31 March 2016** to Can Assist, Suite 2, Level 3, 92 Pitt Street, Sydney NSW 2000.

#### **Bank Details**

As part of the audit process, **the auditor will need to confirm ALL the bank accounts used by each Branch during the year.** The auditor has provided the attached *Bank Confirmation Certificate* which gives them the authority to request bank and investment balances as at 30 June 2016. As account signatories, we request that you **complete and sign one form for each bank account held by the branch during the current financial year.** For example if you have six bank accounts you will need to complete six forms. In situations where your Branch moved from one bank to another the auditor still needs a signed Bank Confirmation Certificate in respect of **both** banks. If your Branch has a maturing deposit at year end and you intend to move it from one bank to another we would ask you to complete a Bank Confirmation Certificate for **both** banks. NB: If you open or close any branch bank accounts after submission of this form until 30 June 2016, please notify us immediately and **complete a new bank confirmation form for each new account.**

**Due date:** Please return signed and completed Bank Confirmation Certificate(s) for all branch cheque accounts, term deposits and cash management accounts used during the year by **31 March 2016** to Can Assist, Suite 2, Level 3, 92 Pitt Street, Sydney NSW 2000. NB: The auditor has confirmed they need the **original signed authorities** as some banks will not action photocopied or scanned authorities. **Please do not send these forms to your banks or the external auditor.**

#### **Information Required**

Below is a list of the financial information we will need you to forward to the Sydney office by the due dates referred to in the attached covering letter. For those Branches that have been supplying their financial information on a monthly basis, we thank you! **For those Branches that have not yet submitted July 2015 to February 2016 information we will need all of this by 31 March 2016.**

- Electronic version of cashbook/ledger, either from MYOB or in Excel format
- All payment vouchers/receipts from the last date of your submission
- All Branch Assistance records supporting payments made to clients
- All receipt books for receipts issued to donors/monies banked for the relevant period
- All cheque books used during the period
- All petty cash vouchers/reimbursements
- All deposit books/deposit slips for the period
- Copies of bank reconciliations
- Original bank statements for the period (including closed accounts)
- All original term deposit/investment documentation for the period (including closed accounts)
- Counted and signed statement of any cash on hand
- Copies of all Minutes of Committee Meetings and ABM's held which have not already been provided to Sydney office

Please also refer to the attached documentation checklist which details the external auditor's **minimum substantiating documentation requirements for all types of branch transactions**.

Should you require us to return any or all of the above please advise and we will be happy to do so once the audit is complete.

If you have any questions regarding this letter and/or the audit process, please contact Audrey Pritchard, Finance Manager, or Chad Carter-Rosewall, Financial Accountant, on 02 9216 9400.

***Thank you for your ongoing support and cooperation in supplying the required documents. Your assistance is greatly appreciated in helping us to meet the audit reporting timelines.***