



ABN: 76 000 412 715

## 2016 AUDIT REQUIREMENTS

<b>Who</b>	<b>FOR BRANCHES CURRENTLY NOT SENDING FINANCIALS TO SYDNEY OFFICE AND ELECTING A LOCAL AUDITOR</b>
<b>Financial Year</b>	1 July 2015 – 30 June 2016
<b>Branch</b>	
<b>Audit fee</b>	All fees relating to the local audit will be paid by the Branch

### 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 questions so 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>
Main Contact for audit queries		
President		
Treasurer		
Secretary		

**Due date:** Please return this completed form by **31 March 2016** to **Can Assist, Suite 2, Level 3, 92 Pitt Street, Sydney NSW 2000**, to enable Sydney office to plan its audit workloads and our centralised external auditor can provide a quote for the total number of branches that they will audit.

#### **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 **copies** of 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. **Please send original forms to your local auditor.** 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.**

**LOCAL AUDIT TIMELINES 30 June 2016**

Please ensure that you provide your completed financial year records with all supporting documentation to your local auditor **by no later than 21 July 2016**.

The completed branch audited financial reports are required by our central auditor **by 7 August 2016 for consolidation purposes**. Please ensure that your local auditor's time has been booked in order to meet these timelines.

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

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.***