

Memorandum



07 3267 5840
info@mercypartners.org.au
www.mercypartners.org.au

142 Flower Street
Northgate Q 4013
Po Box 39 Nundah Q 4012

To Les Jones, Treasurer – Mercy Partners
board@mercypartners.org.au

From <insert Ministry name>

Date <insert date>

Subject Ministry Financial Statements

As requested, please find below information to assist Mercy Partners undertake a review of our annual Financial Statements.

Inclusions	Attached
Completed Financial Statements	<input type="checkbox"/>
a. Signed Director's report	<input type="checkbox"/>
b. Signed Auditor's Independence Declaration	<input type="checkbox"/>
c. Signed Director's Declaration	<input type="checkbox"/>
d. Signed Independent audit report	<input type="checkbox"/>
e. Confirmation that the board has passed a resolution covering the financial statements.	<input type="checkbox"/>
Chair's Report and Principal's Report (as included in the ministry's Annual Report)	<input type="checkbox"/>
Company's Auditor Report	<input type="checkbox"/>
a. Confirmation that the Board or the relevant committee of the Board has meet with the auditor and gone through the key findings in the audit clearance/close report.	<input type="checkbox"/>
b. Supply Mercy Partners Limited with a copy of the audit clearance/close report as required under auditing standards	<input type="checkbox"/>
Reconciliation of Monthly Management Accounts to the Financial Statements	<input type="checkbox"/>
a. Confirmation that the Board received a reconciliation between the monthly management accounts and the audited financial statements.	<input type="checkbox"/>
b. List of significant reconciling items.	<input type="checkbox"/>
Report by management to the Board on changes in the School's financial statements from the prior year	<input type="checkbox"/>
a. Where such a financial snapshot analysis is prepared, please provide Mercy Partners Limited with a copy.	<input type="checkbox"/>
External Benchmarking Surveys	<input type="checkbox"/>
b. Where the ministry has participated in an external benchmarking survey please provide Mercy Partners Limited with a copy of the survey results.	<input type="checkbox"/>

Note: The above information is required to be submitted to Mercy Partners a minimum of 10 business days before the ministry's AGM.

Version 1