

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

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	
a. Signed Director's report	
b. Signed Auditor's Independence Declaration	
c. Signed Director's Declaration	
d. Signed Independent audit report	
e. Confirmation that the board has passed a resolution covering the financial statements.	
Ministry Annual Report (that is published on the ministry's website or printed in hard copy)	
Company's Auditor Report	
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.	
b. Supply Mercy Partners Limited with a copy of the audit clearance/close report as required under auditing standards	
Reconciliation of Monthly Management Accounts to the Financial Statements	
a. Confirmation that the Board received a reconciliation between the monthly management accounts and the audited financial statements.	
b. List of significant reconciling items.	
Report by management to the Board on changes in the School's financial statements from the prior year	
a. Where such a financial snapshot analysis is prepared, please provide Mercy Partners Limited with a copy.	
External Benchmarking Surveys	
b. Where the ministry has participated in an external benchmarking survey please provide Mercy Partners Limited with a copy of the survey results.	

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

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