

Memorandum Ministry Financial Statements



To:	Les Jones, Treasurer – Mercy Partners board@mercypartners.org.au	From:	
Date:		Ministry:	

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 met 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	
a. 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 AGM.

Version Control					
Version #	Overview of updates	Author	Approved By	Date Approved	Next Review Due
1	Form Created	LJ	FARI Treasurer	16/06/2023	16/06/2026