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.