

7 May 2003

Dear Client

RE: Audit for the year ended 31st December 2002

In order to complete the audit, the following information will be required : contact phone numbers for the treasurer/bookkeeper including mobile and work numbers, plus:

1. Bank statements for the period for operational cheque/savings accounts (including credit card accounts) and loan / term deposit accounts if applicable. **Bank confirmation** - audit request (OR re-investment certificates plus a statement of balances as at year end for term deposits or loans)
2. **A list of office bearers and members for the Committee of the Association during the year ended 31st December 2002**
3. Full details of petty cash records, if any, supported by receipts for the year.
4. Details , supported by receipts and cheque books, for purchases. Receipt books for income and deposit books.
5. Minutes of Committee meetings held, **asset register of assets** owned.
6. **Date of AGM and date audit required.**
7. **Audited financial statements for the year immediately prior** to the one being audited. **Bank reconciliation for the prior year.**
8. Wages books, plus any other payroll records separate to MYOB: copies of group certificates;
9. **Business activity statements (copies)** for the full year (if GST registered), plus supporting calculations.
10. **Copy of MYOB file backed up to floppy disk twice on one disk (if it will fit) OR email to us as a zip file : peteri@spitfire.com.au.**
11. Details (receipts etc) of all prepaid expenses and unpaid accounts at year end.

Peter Irving & Co.