

24 June 2015

The Management Committee
Telopea Park School P & C Association
New South Wales Crescent
BARTON ACT 2600

Dear Committee Members

AUDIT - YEAR ENDED 31 DECEMBER 2014

We have completed our audit on behalf of Telopea Park School P & C Association for the year ended 31 December 2014.

In accordance with our normal reporting practice, we wish to bring to your attention various matters, that arose during the conduct of the audit. You will appreciate that our audit procedures are designed primarily to enable us to form an opinion on the financial report as a whole and, accordingly, do not necessarily bring to light all the weaknesses that may exist in the accounting and internal control systems.

Please find set out below various matters:

Bank Reconciliation

The Bank Reconciliation has been prepared by Julie Sheedy however has not been reviewed by the Treasurer or the Management Committee. We recommend that the Bank Reconciliation be reviewed and signed by the reviewer.

Payroll – Time sheets

We notice not all time sheets had been duly signed off by the Co-ordinator.

Fete Reconciliation

We have been provided a Fete Reconciliation spreadsheet. However, we found a discrepancy of \$7,000 between the Cashbook and the reconciliation work papers.


Raffles Reconciliation

We have not been provided with any reconciliation or paperwork regarding raffles and fundraising activities.

We would like to take this opportunity to thank you and your staff for the courtesy and cooperation given to us during our audit.

Please feel free to contact our Dubbo office if you have any questions regarding the matters raised in this report.

Yours faithfully,
CROWE HORWATH CENTRAL WEST



Clare Wagner
Audit Partner

**Crowe Horwath
Central West**

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