

3 May 2023

Committee Members
The ANU Observer Incorporated
25 Childers Street
ACTON, ACT 2601

Dear Committee Members,

ANU OBSERVER INCORPORATED 2021 AUDIT COMPLETION REPORT

We have completed our audit in respect of the financial statements for the year ended 30 November 2021 of the ANU Observer Incorporated and will be issuing an unqualified audit report.

Responsibilities of the Auditor

The auditor is responsible for forming and expressing an opinion on the financial statements which have been prepared in accordance with the applicable accounting standards as outlined in our audit engagement letter. The audit of the financial statements does not relieve the Committee members of their responsibilities.

Responsibilities of the Committee Members

The Committee Members are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards.

The responsibility for the safeguarding and detection of fraud, error and non-compliance with laws or regulations rests with the Committee Members. Management is also responsible for identifying and ensuring that the branch complies with the laws and regulations applicable to its operations.

Significant Accounting Policy & Audit Issues

We have satisfied ourselves that all accounting policies adopted are appropriate and comply with applicable accounting standard and the requirements of the Associations Incorporations (ACT) Act. The financial statements have been prepared as special purpose financial statements in accordance with the as Australian Accounting Standard reduced disclosure requirements.

As part of our audit we have reviewed your accounting systems and internal controls, to the extent that we planned to rely on such systems and internal controls for the purpose of our audit opinion. Our testing was designed for the purpose of arriving at our audit opinion and as such was not designed to and cannot be expected to identify all weaknesses in accounting systems and internal controls that a more extensive examination may identify.

It should be noted that our audit was conducted by reviewing the financial balances as disclosed in the year end draft financial report and supporting management accounts.

We summarise below some of the key findings and recommendations arising from the work undertaken in respect of the 2021 financial year:

2021 Findings & Audit Adjustments

No audit adjustments were required to your year-end financial statements.

Other Matters for Consideration

Asset Register

We have noted that the asset register has not been adequately maintained, in detail for audit purposes. We identified a number of items that should have been included in the asset register but were not disclosed.

We recommend that all equipment purchases be promptly recorded in the asset register, and all associated invoices kept on file. This will allow for efficient and effective evidence for audit purposes.

Audit Evidence

To maintain adequate audit evidence, it is imperative that all purchases and expenses have a corresponding invoice or information attached. Thereby being easily identified in the future as required for meetings and/or audit purposes.

* * * * *

We wish to advise that the audit for the year ended 30 November 2022 is outstanding. Please collate your records and provide instructions to conduct the audit for the 2022 financial year.

We trust the above information is of value and should you have any queries or require further assistance please do not hesitate to contact us.

In conclusion, we take the opportunity to thank Richard Chun for their assistance during the course of the audit.

Yours sincerely
PKF Canberra



John Mihailaros
Partner