

19 August 2024

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

Dear Committee Members,

## **ANU OBSERVER INCORPORATED 2023 AUDIT COMPLETION REPORT**

We have completed our audit in respect of the financial statements for the year ended 30 November 2023 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 2023 financial year:

### **2023 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 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 are accompanied by an invoice or supporting documentation. This will allow the records to be easily identified and retrieved in the future as required for meetings and/or audit purposes.

As communicated by the Finance Executive, all invoices and supporting documentations are held by the Finance Executive. However, in circumstances where the Finance Executive has changed due to the member leaving the association, all access to said receipts and supporting documentations are lost with that member. Consequently, the new Finance Executive is unable to provide the necessary information and supporting documents when requested for audit.

We recommend establishing a general email for the association (e.g. [info@anuobserver.com.au](mailto:info@anuobserver.com.au)) or utilising a file hosting server such as Dropbox, Google Drive, or OneDrive, that is accessible to all members. This will allow for continuity and access to important documentations.

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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 Madeleine Burns for their assistance during the course of the audit.

Yours sincerely  
PKF Canberra



John Mihailaros  
Partner