



15th February, 2024

The Auditor
sps audit
Accountants
P O Box 347
MOOLOOLABA QLD 4557

Dear Sir

This representation letter is provided in connection with your audit of the financial report of Meridan State College Parents and Citizens Association Inc. for the year ended 31st December, 2023, for the purpose of you expressing an opinion as to whether the financial report is, in all material respects, in accordance with:

a) the *Education (General Provisions) Act 2006* and the *Financial Accountability Act 2009*, including:

- (i) Giving a true and fair view of the Association's financial position as at 31st December, 2023 and of its performance for the year ended on that date; and
- (ii) Complying with applicable Australian Accounting Standards (including the Australian Accounting Interpretations); and

b) other mandatory professional reporting requirements in Australia.

We acknowledge our responsibility for ensuring that the financial report is in accordance with:

a) the *Education (General Provisions) Act 2006* and the *Financial Accountability Act 2009*, including:

- (i) Giving a true and fair view of the Association's financial position as at 31st December, 2023 and of its performance for the year ended on that date; and
- (ii) Complying with applicable Australian Accounting Standards (including the Australian Accounting Interpretations); and

b) other mandatory professional reporting requirements in Australia.

and confirm that the financial report is free of material misstatements, including omissions.

We confirm, to the best of our knowledge and belief, the following representations made to you during our audit.


1. We have made available to you:

- (a) all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit; and
 - (b) minutes of all meetings of the Committee.
2. There:
- (a) has been no fraud, error or non-compliance with laws and regulations involving management or volunteers who have a significant role in internal control;
 - (b) has been no fraud, error or non-compliance with laws and regulations that could have a material effect on the financial report; and
 - (c) have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.
3. We acknowledge our responsibility for the design and implementation of internal control to prevent and detect error. We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
4. We believe the effects of those uncorrected financial report misstatements aggregated by the auditor during the audit are immaterial, both individually and in the aggregate, to the financial report taken as a whole.
5. We have no plans or intentions that may materially affect the carrying values, or clarification, of assets and liabilities.
6. We have considered the requirements of AASB 136 "Impairment of Assets" when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
7. The following have been properly recorded and disclosed in the financial report:
- (a) related party transactions and related amounts receivable or payable
 - (b) material liabilities or contingent liabilities or assets including those arising under derivative financial instruments;
 - (c) unasserted claims or assessments that our lawyer has advised us are probable of assertion.
8. There are no violations or possible violation of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
9. The Association has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral. Allowances for depreciation have been adjusted for all items of property, plant and equipment that have been abandoned or are otherwise unusable.

10. The Association has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
11. There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
12. We have no plans to abandon lines of product or other plans or intentions that will result in any excess or obsolete inventory, and no inventory is stated at an amount in excess of net realisable value.
13. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the Association taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully



President

Kobos Joanna

Treasurer

Meridan State College Parents and Citizens Association Inc.