

# **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS MILDURA BRANCH**

## **Scope**

The financial report and committee's responsibility.

The financial report comprises the statement of income and expenditure for the year ended 30<sup>th</sup> June, 2009.

The committee of the Association is responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting requirements. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than for which it is prepared.

## **Audit Approach**

I conducted an independent audit in order to express an opinion to the members of the association. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether in all material respects the financial report, so as to present a view which is consistent with my understanding of the association's financial position, and of its performance as represented by the results of its operations. These policies do not require the application of all Accounting Standards and other mandatory reporting requirements in Australia.

I formed my audit opinion on the basis of these procedures, which included:

- examining on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

## **Independence**

In conducting my audit, I followed applicable independence requirements of Australian

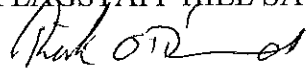
Professional ethical pronouncements.

**Audit Opinion**

In my opinion, the financial report of Australian Institute of Office Professionals – Mildura Branch presents a true and fair view for the year ended 30<sup>th</sup> June , 2009.

Richard O'Donnell  
17 Balara Crescent

FLAGSTAFF HILL SA 5159

A handwritten signature in black ink, appearing to read "Rick O'Donnell", written over the printed name below.

Rick O'Donnell

**AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS  
MILDURA BRANCH**

**Statement of Income & Expenditure for the year ended 30<sup>th</sup> June 2009.**

**Income :**

Meetings	7008.00
Membership Fees	983.75
Sponsorship	3520.00
Bank Interest	1.33
Books	960.00
Telstra grant	<u>1000.00</u>
	<b>\$ 13473.08</b>

**Less Expenses**

Meeting Expenses	11420.87
Bank Fees	49.10
Petty cash	89.50
Postage	37.45
Reimbursements	1243.29
Donations	250.00
AIOP	585.00
Savings Account	<u>2500.00</u>
	\$16175.21
	<u>( 2702.13)</u>
Opening Cash book Balance 1 <sup>st</sup> July, 2008.	\$5230.96
	<b>\$2528.83</b>

**Bank Reconciliation 30<sup>th</sup> June,2009**

Bank balance 30 <sup>th</sup> June,2009.	3383.83
Less Outstanding Cheques	
104 25.00	
105 2640.00	
	<u>2665.00</u>
	718.83
Add Outstanding Deposit	<u>1810.00</u>
Cashbook Balance at 30 <sup>th</sup> June,2009	<b>\$2528.83</b>

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**AUSTRALIAN INSTITUTE OF OFFICE PROFESSIONALS  
MILDURA BRANCH**

**Statement of Income & Expenditure for the year ended 30<sup>th</sup> June 2009  
Savings Account**

**Income**

Transfer	2500.00
Interest	<u>58.69</u>
Balance at 30 <sup>th</sup> June ,2009	<b>\$2558.69</b>