

# FLINDERS QUARTET

4<sup>th</sup> April 2022

Ms Roslyn Buzza  
Unit 31 Arbor Way,  
Carrum Downs VIC 3201

Re: Flinders Quartet Inc financial accounts for the year ended 31<sup>st</sup> December 2022

This representation letter is provided in connection with your audit of the financial report of the Flinders Quartet Inc for the year ended 31<sup>st</sup> December 2022, for the purpose of expressing an opinion as to whether the financial report is presented fairly, in all material respects, in accordance with the relevant Australian accounting standards [and, if relevant, other regulatory requirements].

We confirm, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves, the following representations made to you during your audit:

## *Financial report*

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 9<sup>th</sup> December 2022, for the preparation of the financial report in accordance with Australian accounting standards and the Constitution; in particular the financial report is fairly presented (or gives a true and fair view) in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Any related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Australian accounting standards.
- All events subsequent to the date of the financial report and for which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report as a whole. A list of the uncorrected misstatements is attached to the representation letter.

## *Information provided*

We have provided you with:

- a. access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation and other matters.
- b. all requested information, explanations and assistance for the purposes of the audit.
- c. unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- d. minutes of all meetings of directors, and committees of directors.

## **General**

- There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
- We confirm that there have been no changes to the accounting policies applied in the previous annual financial report or the methods used in applying them.
- We have no plans or intentions that may materially affect the carrying values or classification of assets and liabilities.
- We confirm the appropriateness of the measurement of accounting estimates, including related assumptions, used in the preparation of the financial report and the consistency in application of the processes.
- The following have been properly recorded or disclosed in the financial report:

- a. arrangements involving restrictions on cash balances, compensating balances, and line-of-credit or similar arrangements and
- b. agreements to repurchase assets previously sold.
- The entity has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor have any assets been pledged as collateral that have not been disclosed in the financial report.
- We confirm the reasonableness of significant assumptions, including whether they appropriately reflect management's intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the fair value measurement or disclosures.

### ***Laws and regulations***

- Other than as disclosed to you, there have been no:
  - a. irregularities involving management or employees who have significant roles in the system of internal control structure
  - b. irregularities involving other employees, that could have a material effect on the financial report
  - c. communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements or
  - d. known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered in preparing the financial report.
- We have complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.

### ***Fraud***

- We acknowledge our responsibility for the design and implementation of internal controls to prevent and detect fraud and error and confirm we have disclosed to you:
  - a. the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud
  - b. all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
    - i. management
    - ii. employees who have significant roles in internal controls or
    - iii. others where the fraud could have a material effect in the financial report and
  - c. all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial report communicated to us by employees, former employees, analysts, regulators or others.
  - d. the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

### ***Internal control***

- We have established and maintained an adequate internal control structure 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.

### ***Related party transactions***

- We confirm the completeness of the information provided regarding the identification of related party relationships and transactions and the adequacy of related party disclosures in the financial report.

### ***Commitments***

- There were no material commitments for goods or services at year end, other than those disclosed in the financial report.

### **Subsequent events**

- No events, other than those disclosed in the financial report, have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial report or amendments to significant assumptions used in the preparation of the accounting estimates.

### **Going concern**

- Nothing has come to our attention that would indicate that the Flinders Quartet Inc will not be able to continue as a going concern.

### **Contingencies**

- We are not aware of any pending litigation involving this association, other than the matters disclosed in the financial report.
- All contingent liabilities have been provided for or noted in the financial report.

### **Impairment of assets**

- We have considered the requirements of AASB 136: *Impairment of assets* when assessing the carrying values of assets and in ensuring that no assets within the scope of AASB 136 are stated in excess of their recoverable amount.

### **Financial instruments**

- Any financial instruments derecognised in the year have met the derecognition criteria of AASB 139 *Financial instruments: recognition and measurement*.
- All instruments recorded as equity instruments meet the definition of equity in AASB 132 *Financial instruments: presentation*.
- The sensitivity analyses disclosed in the financial report for foreign currency risk, interest rate risk and other price risk are all based upon reasonably possible fluctuations in currencies, interest rates and prices for the period until the next annual financial report is expected to be signed.
- All quantitative disclosures in the financial report relating to risk exposures in respect of financial instruments at reporting date are representative of exposures during the financial year.
- All concentrations of credit risk, liquidity risk and market risk (including currency risk, interest rate risk and other price risk) have been properly disclosed in the financial report.
- Disclosures relating to processes for managing risk in relation to financial instruments reflect actual processes in place during the reporting period.

### **Receivables**

- Adequate allowance has been made for adjustments and losses in relation to receivables.
- Provision has been made for any material loss to be sustained in the fulfilment of, or from inability to fulfil, any sale commitments.

### **Liabilities**

- We have disclosed the existence of any loans approved but not drawn down at the reporting date.
- No asset of the association has been pledged as security for any liability, except as disclosed in the financial report.
- All amounts of capital repayment and interest due to be paid to lenders during the reporting period were made on time, in accordance with provisions of the loan agreement, except as disclosed in the financial report.
- There are no financial guarantee contracts in place to third parties which could be called upon in the event of a default, other than those disclosed in the financial report.

**Property, plant and equipment**

- Rates of depreciation, applied to reduce book values of individual assets to their estimated residual values, reflect the probable useful lives of those assets to the association.
- Allowances for depreciation have been adjusted for all significant items of property, plant and equipment that have been abandoned or are otherwise unusable.
- The association has no 'make good' obligations in respect of its property, plant and equipment for which it would be required to make a restorative provision under AASB 137 Provisions, contingent liabilities and contingent assets which have not been included in the financial report.

**Capital management**

- All disclosures in the financial report in respect of capital management processes reflect actual processes in place during the reporting period.

**Electronic presentation of financial report**

- With respect to presentation of the financial report on our website, we acknowledge that:
  - a. we are responsible for the electronic presentation of the financial report
  - b. we will ensure that the electronic version of the audited financial report and the auditor's report on the website will be identical to the final signed hard copy version
  - c. we will clearly differentiate between audited and unaudited information in the construction of the entity's website as we understand the risk of potential misrepresentation
  - d. we have assessed the controls over the security and integrity of the data on the website and confirmed that adequate procedures are in place to ensure the integrity of the information presented and
  - e. we will not present the auditor's report on the full financial report with extracts only of the full financial report.

Yours sincerely,

*Sandra Stoklossa*

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Board of Directors