Meeting date: Wednesday 2 April 2014
Meeting time: 6.30 pm
Meeting location: GOA Boardroom

MINUTES OF MEETING

Opening prayer

St. Ignatius’ Prayer for Generosity
Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Attendance
- Marty Price, Tracey Maynard, Ellen Geldard, Jody Peacock, Glenn McConville, Kerrie Payne

Apologies
- NIL

Confirmation of minutes from previous meeting
- Motion moved by Ellen Geldard that the minutes of the pre-AGM meeting held on 10 March 2014 and the AGM held on 12 March 2014 be confirmed and held on record, seconded by Tracey Maynard.

Business arising from previous minutes
- NIL

Incoming correspondence
- Letter of thanks from the Willis Family
- Request for financial assistance from Darren and Vicki Hauser for Matthew to compete in National Triathlon Championships
- Request for financial assistance from Darren Baldwin for Todd to compete in National Triathlon Championships
- Invoice from Core Architecture
- Letter from ADF re loan for open space master plan stage 1
Business arising from incoming correspondence
- Request for financial assistance from Darren and Vicki Hauser – motion moved by Ellen to donate $300.00, seconded by Tracey, cheque drawn for $300.00
- Request for financial assistance from Darren Baldwin – motion moved by Jody to donate $300.00, seconded by Ellen, cheque drawn for $300.00
- Invoice from Core Architecture – Glenn to investigate reason for invoice
- Letter from ADF re loan – signed by Marty as required, to be returned by Ellen

Outgoing correspondence
- Updated authority for signatories on bank account returned to ADF
- Letter to XCC enclosing cheque for tuckshop
- Letter to Willis Family enclosing cheque for Brooke and Daniel

Treasurer's report
- Report attached
- Julie Westbrook has requested us to contribute our allocated $100,000.00 for the open space master plan prior to the end of term
- Audit report received from CLM

Head of School report
- Photo days went well, very professional and organised
- Xavier Day today – students from middle and senior schools got out into community to provide assistance in various ways, very positive feel to the day
- Cyber safety session ran with year 8 students recently, a representative of the police took the session, very informative

General business
- Donation of remaining cookbooks to school – auditor suggested this course of action to prevent confusion with income. Jody to try selling some at the disco tomorrow.
- Cyber safety session for parents – can we run one again this year? Who can present a session? Susan McLean comes highly recommended but is very expensive (nearly $3,000 per 100 minute session). Can we source local people and put together a session? Glenn to look at options
- Student insurance – who’s paying the premium this year? Has it been included in fees? Glenn to check and report back
- Contribution to stage one of open space master plan – motion moved by Tracey to draw cheque for allocated $100,000.00 and give to school, seconded by Marty.

Open space master plan
- Glenn to look into how much money has been spent so far and whether the senior performance deck was budgeted for this current stage.

Meeting closed 7.30 pm

Minutes confirmed at meeting held on
14/5/14. EGold

Meeting date: Wednesday 2 April 2014
Meeting time: 6.30 pm
Meeting location: GOA Boardroom

MEETING AGENDA

Opening prayer

St. Ignatius’ Prayer for Generosity

Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Apologies

Incoming correspondence
- Request for financial assistance from Darren & Vicki Hauser
- Request for financial assistance from Darren Baldwin
- Letter of thanks from the Willis Family
- Invoice from Core Architecture
- Letter from ADF re loan for open space master plan stage 1

Treasurer’s report and accounts for payment

Principal/Head of School report

General business
- Donation of remaining cookbooks to school

Open space master plan
- Update on current work being undertaken or next stage to commence
Dear Ellen

We cannot thank the Xavier catholic College enough for supporting Brooke and Daniel throughout their high school life. It was an absolute relief/surprise/joy to receive the cheque from you. This will certainly help us continue to support their sporting interests.

Just wanted to let you know how you have helped Brooke even though she is no longer a student at this school. Brooke is in her first year doing B Psych Hon at Griffith Uni on the Gold Coast. She chose this Uni to continue pursuing her triathlon career. Brooke has been accepted into the Griffith Uni Sporting College and has befriended some Olympians and other top class Aussie athletes from ice skating to equestrian.

Brooke recently competed in the Gatorade triathlon Series in Brisbane, as an elite athlete, against world class athletes such as Emma Jackson, Felicity Abraham (Canadian) and Ashleigh Gentle where she came 7th. She is very happy and enjoying her life but still has very fond memories of the Xavier Catholic College Community.

Thank you once again

Brett & Billie Willis

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17th March 2014

Mr Martin Price  
President  
Xavier Catholic College P & F Association  
PO Box 1630  
HERVEY BAY QLD 4655

Dear Mr Price

Re: Request for Financial Assistance

Our son Matthew Hauser is a Year 11 student, who has been at Xavier since he began Year 8 in 2011. Matthew has represented Queensland in Cross Country and Triathlon at School Sport Australia National Championships for the last three years.

This year, Matthew has been selected to represent Queensland for Triathlon at the National Championships being held in Bendigo from 8th to 11th April.

We are requesting financial assistance from the Xavier Parents and Friends Association to help pay for the compulsory levy of $1346.50(not including uniform). Any support you could provide would be greatly appreciated.

Thank you for your consideration in this matter.

Yours sincerely

Darren & Vicki Hauser

50 Dover Street  
PIALBA QLD 4655  
Phone: 41243478

Email: darvic1@bigpond.com
Gday,

I am writing on behalf of my son Todd Baldwin who is in Grade 9 at XCC. He has recently been selected in the Queensland Secondary Schools Triathlon Team and we would like to enquire about any financial assistance the Xavier Parents and Friends Association may be able to offer him.

He is travelling to Bendigo to compete at the School Sport Australia National Triathlon Championships from the 8 – 11 April.

We have just paid his levy of $1346.50 that covers his flights, accommodation, meals, championships costs, etc. plus an additional $550 for Queensland School Sport Uniforms, Triathlon Suit, etc.

He also needs a wetsuit due to the cold water temperature in Bendigo which will cost around $200 - $500 depending on the quality and condition of the wetsuit. A recently upgraded bike, racing wheels and helmet have also been very expensive additions (approx. $2500) to his Triathlon equipment.

This will be an expensive exercise to get Todd to Bendigo and comes on the back of sending his sister Chloe Baldwin (also in Gr 11 at Xavier) to the recent National Open Water Swimming Titles held in Geelong therefore we would be extremely thankful for any assistance your organisation may be able to offer him.

Could you please let me know if there is a formal application process to follow or if I need to forward any further documentation verifying his selection, levies, costs, etc. – if any assistance is available.

Thank you for your time – we look forward to hearing back from you soon.

Regards,

Darren Baldwin

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18 March 2014

Mr Marty Price
President
Xavier College P&F Association
c/- Xavier Catholic College
PO BOX 1630
HERVEY BAY QLD 4655

Dear Marty

LOAN $192,000
PURPOSE Open Space Master Plan Stage 1
LOAN NO 51536 L22

The above loan has been approved and established on behalf of Xavier Catholic College.

Would you please acknowledge the existence of the facility by signing below, where indicated. The **signed original** of this letter should be returned to the ADF and a photocopy retained for your records.

The loan is now fully drawn and repayments will commence at an amount equal to the monthly loan repayment will be debited from P&F account 51604 S1 on the 27th of each month, commencing 27th March 2014 and credited to the school account. This repayment will then be debited from the school and credited to the loan the following day.

This process is necessary, as the school will need to record the loan in its books to meet annual reporting requirements to government.

Sincerely,

TROY TORNABENE
Relationship Manager
Customer Service

I/we acknowledge that the above loan has been approved and established on behalf of Xavier Catholic College and agree to the conditions of the approval as set out in the attached Certificate of Acknowledgement, Ref. No. 6328

Signed... Official Position... Date.../.../...
Certificate of Acknowledgement

CATHOLIC EDUCATION OFFICE
on behalf of
XAVIER CATHOLIC COLLEGE

acknowledge that it has received a Loan from The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane through the Archdiocesan Development Fund, as set out hereunder:

AMOUNT OF LOAN: $192,000

PURPOSE OF LOAN: Educational Purposes for Open Space Master Plan Stage 1

TERM OF LOAN: Three (3) years.

LOAN REPAYMENTS: Repayments will be by way of Thirty six (36) monthly instalments of principal and interest estimated to be $5,789 as at the date of this Certificate.

Loan repayments to be transferred monthly from ADF Account No. 51536 S11.

INTEREST RATE: 5.40% p.a. (variable)

It is acknowledged that repayment of the said Loan and payment of the interest thereon will be a debt due to The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane through the Archdiocesan Development Fund.

_________________________  Official Position  _______________________

_________________________  Official Position  _______________________

(to be signed under Seal where applicable)

Date: _____________________
18 March 2014

Ms J Westbrook  
Business Manager  
Xavier Catholic College  
P O Box 1830  
HERVEY BAY Q 4655

Dear Julie,

RE: **TUCKSHOP**

Further to your email of 24 December 2013 enclosed herewith is cheque in the sum of $14,500.00 as a donation from the Parents & Friends Association to assist with the wages payable for the tuckshop staff.

Yours faithfully

**ELLEN GELDARD**  
Secretary

---

**ARCHDIOCESAN DEVELOPMENT FUND**  
COMMONWEALTH BANK OF AUSTRALIA  
240 QUEEN STREET BRISBANE QLD.

**PAY**  
Xavier Catholic College  
OR ORDER

THE SUM OF  
Fourteen thousand five hundred dollars

XAVIER CATHOLIC COLLEGE  
P & F ASSOCIATION

DATE 12/03/2014  
$ 14,500.00  
CUSTOMER(S) SIGNATURE(S)
18 March 2014

Mr B & Mrs B Willis
41 Gundesen Drive
URRAWEEQ Q 4655

Dear Brett & Billie,

Thank you for your letter of 11 November 2013. I apologise that it has taken so long to process your request.

Enclosed is cheque in the sum of $400.00 to assist with the fees associated with Brooke and Daniel’s participation in the Queensland Secondary Schools Athletics.

On behalf of the P & F Association, I would like to congratulate Brooke and Daniel on their continued success and thank them for being such wonderful ambassadors of our College.

Yours faithfully

ELLEN GELDARD
Secretary

ARCHDIOCESAN DEVELOPMENT FUND
COMMONWEALTH BANK OF AUSTRALIA
240 QUEEN STREET BRISBANE QLD.

PAY Billie Willis
THE SUM OF Four hundred dollars

DATE 12/03/14

$ 400.00

XAVIER CATHOLIC COLLEGE
P & F ASSOCIATION

CUSTOMER(S) SIGNATURE(S)
The opening balance for the Parents & Friends Association was $150,032.91.

INCOME
We received $35,286.52 from Xavier Catholic College for the collection of fees.

OUTGOINGS
We made one payment toward the Canteen Expansion loan in the amount of $833.00.
We made the first payment toward the new loan for the Usage of Space plan. This amount was $5,789.00.
We wrote a cheque in the amount of $400 payable to Billie Willis for the sporting achievements of Brooke & Daniel Willis (from late last year). We wrote a cheque for $14,500 to donate to the Tuckshop to help cover the wages shortfall from 2013. We paid Core Architecture $1320 for the drawing of engineering plans for the deck in the senior area. We reimbursed Jody Peacock $47.98 & Tracey Maynard $110.00 for the supply of food for the AGM.

The closing balance of the P&F General account as at 31/03/2014 was $162,367.43 with $47.98 in outstanding cheques. Our actual position is $162,319.45.

I, Tracey Maynard move the treasurer’s report be accepted.

Seconded__________________________
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No Withholding tax has been deducted from this payment.  Total $463.61
Xavier Catholic College
1 Wide Bay Drive
ELI WATERS QLD 4655
ABN 49 991 006 857-132
Phone : 07 4197 1177
Fax : 07 4197 1170
Email : psherveybay@bne.catholic.edu.au

Date 13/03/2014
Page No. 1
Bank Branch No. 064-786
Bank Account No. 516040100
Reference Vendor payment
Document No VR004092

EFT Remittance Advice

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Credits this Statement 35,286.52
Debits this Statement 22,952.00

Should you have any queries please ring 07 3316 9289 during normal office hours.
**BRI THE ARCHDIOCESAN DEVELOPMENT FUND**

194 CHARLOTTE STREET  
BRISBANE 4000

*Printed at 04:22pm, 02 APR 2014*

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**Transaction BEGIN Date**: 01 MAR 2014  
**Transaction END Date**: 31 MAR 2014

**CLIENT No.**: 51604  
**B C E O P & F ASSN. XAVIER COLLEGE**

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Credits this Statement  
Debits this Statement  
16,330.00

---

**B C E O**  
**P & F ASSN. XAVIER COLLEGE**

PO BOX 1630  
HERVEY BAY QLD 4655

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Should you have any queries please ring 07 3336 9289  
during normal office hours.
Periodical Payment Details

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OK
The Secretary  
Xavier Catholic College Parents & Friends Association  
PO Box 1630  
HERVEY BAY  QLD 4655

XAVI0001  
10 March 2014

Dear Members,

RE: ANNUAL AUDIT

We enclose your association’s Financial Statements and Audit Report.

When conducting an audit there are standard auditing practices with which, as qualified members of the Institute of Chartered Accountants, our firm is required to comply.

With this point in mind we make the following recommendations, which are intended to be helpful rather than critical, on the standard of the records to be maintained. These recommendations will enable your committee to rectify the weaknesses in the system, comply with the Act and strengthen internal control.

INVOICING

Kindly ensure that invoices are raised and receipts are applied against the appropriate invoice.

BANK RECONCILIATIONS

Kindly ensure that bank reconciliations are performed on a regular basis to ensure accuracy of financial information.

MINUTES & MEETINGS

The Secretary is responsible for ensuring that accurate minutes are maintained. The minutes of meetings provide a permanent official record of the business transacted. Going forward please include the minutes of the previous meeting and have them signed as true and correct to ensure that an accurate record of meetings is documented.
STOCK ON HAND

Please note the cookbooks expenditure recorded in the current year relates to the adjustment of the balance of cookbook stock on hand. Please ensure that if the remaining cookbook stock is to be donated to the school that this is appropriately minuted at the next committee meeting.

ANNUAL GENERAL MEETING

We noted that the minutes of the previous Annual General Meeting and the audited financial statements were not presented at the Annual General Meeting. Kindly ensure that these are presented at future Annual General Meetings.

REGISTER OF ASSETS

We advised in our management letter of 6 March 2012 that a motion to revalue Plant and Equipment to nil needed to be entered in the minutes. Kindly ensure that this revaluation is raised and approved at the next executive committee meeting.

We congratulate your members on the association's achievements over the past year and offer our best wishes for your continued future success.

If we may be of further assistance please do not hesitate to contact our office.

Yours faithfully,

....................................................
TERRY LYNCH
6 March 2014

Terry Lynch
CLM Chartered Accountants
PO Box 5497
Torquay QLD 4655

Dear Mr Lynch,

This representation letter is provided in connection with your audit of the financial report of Xavier Catholic College Parents & Friends Association for the year ended 31 December 2013 for the purpose of expressing an opinion as to whether the financial report is presented fairly, in all material respects, in accordance with Australian Accounting Standards.

We confirm that:

Financial Report

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 6 January 2014 for the preparation of the financial report in accordance with Australian Accounting Standards; in particular the financial report is fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- 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 any uncorrected misstatements is attached to the representation letter (where applicable).
- The Association has complied with all aspects of contractual agreements that could have a material effect on the financial report in the event of non-compliance.
- There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial report in the event of non-compliance.
- The Association has satisfactory title to all assets and there are no liens or encumbrances on the Association's assets, except for those that are disclosed in the Notes to the financial report.
• 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.
• There has been no impairment in the net realisable value of fixed assets (tools) whose functionality has now been superseded by new machinery.

Information Provided

• We have provided you with:
  o 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;
  o Additional information that you have requested from us for the purpose of the audit; and
  o Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
• All transactions have been recorded in the accounting records and are reflected in the financial report.
• We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
• We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  o Management;
  o Employees who have significant roles in internal control; or
  o Others where the fraud could have a material effect on the financial report.
• We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity’s financial report communicated by employees, former employees, analysts, regulators or others.
• We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial report.
• We have disclosed to you the identity of the entity’s related parties and all the related-party relationships and transactions of which we are aware.
• We have provided you with all requested information, explanations and assistance for the purposes of the audit.

Dated:..............................................

Signed:............................................

Position Held:....................................
Xavier Catholic College Parents & Friends Association
PO Box 1630
Hervey Bay QLD 4655

XAVI0001
6 January 2014

Sir/Madam,

Objectives and scope of audit

You have requested that we audit the financial report of Xavier Catholic College Parents & Friends Association, which comprises the Assets and Liabilities Statement as at 31 December 2013, the Statement of Income and Expenditure and notes comprising a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial report.

Our Responsibilities

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.
Management's Responsibility

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

a) For the preparation of the financial report that gives a true and fair view in accordance with the Australian Accounting Standards and the Education (General Provisions) Act 1989;

b) For such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error; and

c) To provide us with:
   i. Access to all information of which the committee and management are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
   ii. Additional information that we may request from the committee and management for the purpose of the audit; and
   iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, where appropriate, those charged with governance written confirmation concerning representations made to us in connection with the audit. We look forward to full cooperation from your staff during our audit.

Independence

We confirm that, to the best of our knowledge and belief, we currently meet the independence requirements of the Australian Auditing Standards and Education (General Provisions) Act 1989 in relation to the audit of the financial report. In conducting our audit of the financial report, should we become aware that we have contravened the independence requirements of the Australian Accounting Standards and Education (General Provisions) Act 1989 and Australian Auditing Standards, we shall notify you on a timely basis.

Specific restrictions are imposed in relation to the employment relationships that can exist between the audited entity and its auditors. To assist us in meeting independence requirements and to the extent permitted by law and regulation, we request you discuss with us:

- The provision of services offered to you by CLM Chartered Accountants prior to engaging or accepting the service; and
- The prospective employment opportunities of any current or former partner or professional employee of CLM Chartered Accountants prior to the commencement of formal employment discussions with the current or former partner or professional employee.
Fees

Our audit fees, which will be billed as work progresses are based on the time required by the individuals assigned to the engagement plus direct out-of-pocket expenses. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required.

This letter will be effective for future years unless it is terminated, amended or superseded.

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our audit of the financial report.

Terry Lynch B Bus FCA
Date: 6 January 2014

Signed by: .......................... Position Held: ..........................

Date: ..........................