**NEUTRAL BAY PUBLIC SCHOOL P & C ASSOCIATION**

 175 Ben Boyd Road

 Neutral Bay NSW 2089

16th November 2016

Mr R O’Grady

Aitken O’Grady

PO Box 448

Neutral Bay NSW 2089

Dear Mr O’Grady,

This representation letter is provided in connection with your audit of the financial report of the Neutral Bay Public School P & C Association for the year ended 30 September 2016, for the purpose of you expressing an opinion as to whether the financial report is in all material respects, presented fairly in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

In accordance with the engagement letter, we acknowledge our responsibility for ensuring that the financial report is in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) , 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 your audit.

1. We have made available to you:
2. all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit; and
3. There:
4. has been no fraud, error or non-compliance with laws and regulations involving management or employees who have a significant role in internal control;
5. has been no fraud, error or non-compliance with laws and regulations that could have a material effect on the financial report; and
6. 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.
7. 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.
8. 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.
9. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
10. 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.
11. The following have been properly recorded and/or disclosed in the financial report:
12. related party transactions and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements and guarantees (written or oral);
13. arrangements involving restrictions on cash balances, compensating balances and line-of-credit or similar arrangements;
14. agreements to repurchase assets previously sold;
15. material liabilities or contingent liabilities or assets including those arising under derivative financial instruments;
16. unasserted claims or assessments that our lawyer has advised us are probable of assertion; and
17. losses arising from the fulfilment of, or an inability to fulfil, any sale commitments or as a result of purchase commitments for inventory quantities in excess of normal requirements or at prices in excess of prevailing market prices.
18. There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
19. The entity has satisfactory title to all assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
20. The entity has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
21. 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.
22. 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 entity taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those you considered necessary for that purpose.

Yours faithfully

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Ben Keen Alex Fransen

President Treasurer