

The Board of Trustees
Woodlands Primary School
168 Dip Road
RD 2
OPOTIKI 3198

Tena koutou Board of Trustees

2018 AUDIT MANAGEMENT LETTER

We have completed the audit of your financial statements for the year ended 31 December 2018. We enclose the hard copy and have also emailed the electronic copy for filing with the MOE.

Scope of the Audit

The primary aim of our audit is to form an opinion as to whether your financial statements fairly reflect the results of your School activities for the reporting period and its financial position at balance date. The audit report expresses this opinion.

Purpose of this Letter

In forming our audit opinion we conducted detailed tests of selected transactions and reviewed the key controls in place to ensure the effective operation of your accounting systems and internal controls. We provide the following feedback to assist with your understanding of the audit process and our findings. This report should remain confidential to the Board.

Required Communications

As required by the Auditing Standards we affirm that:

- We have had no disagreements with management during our audit nor have we had any serious difficulties in dealing with management.
- We have not identified any instances of fraud involving senior management or any other frauds that have caused a material misstatement in the financial statements.
- We have not noted any significant risks or exposures that are required to be separately disclosed in the financial statements.

We reaffirm we are independent of your organisation, and that we have no relationship with your organisation that impairs our independence.

A number of matters and observations arose from our audit work which we discussed with the Tumuaki and the School's administrator. We comment on the following matters for the Board to consider.

Positive Financial Management

The surplus result of \$38,979 for 2018 has built on cash reserves and increased overall equity.

96 Waioweka Road
PO Box 541
Opotiki 3162
Ph (07) 315 7034
Fax (07) 315 7038
office@cooksonforbes.co.nz

Directors

Fred Cookson BCOM CA
fred@cooksonforbes.co.nz

June Forbes BBS CA
june@cooksonforbes.co.nz

Manager

Melanie Cole BMS CA
mel@cooksonforbes.co.nz



Governance

The Board maintains excellent governance practices which is evident throughout the minutes for the 2018 year.

Cyclical Maintenance Provision

The provision for cyclical maintenance represents the boards obligation to fund the external painting of the school. The Board should review this provision or estimate each year to ensure that the reported obligation within the financial statements is reasonable reflection of the expected cost.

Publishing Annual Reports On-line

The Education Act 1989 requires you to publish your Annual Report on-line. Your Annual Report contains your audited annual financial statements including our audit opinion, analysis of variance, list of trustees and Kiwisport statement.

Making your Annual Report accessible to the School community is important for transparency and accountability. The expectation is that your Annual Report is published as soon as possible after your audit is completed, as the value of good accountability lessens over time. We note that you did publish your 2017 Annual Report on your website

Please ensure that once your 2018 Annual Report is submitted to the Ministry it is also published on your website.

Audit Adjustments

We communicated the audit adjustments with your Schools accountant and have no unadjusted errors to advise you of.

Accounting Systems & Controls

The school's systems and internal control procedures operated appropriately throughout the year. Where ever possible, adequate segregation of duties should be maintained and one up approval authorisation applied for all transactions.

Conclusion

The School has good financial management systems in place and remains in a strong working capital and overall financial position going forward. Well done.

Thanks to all who assisted us in the completion of our audit work.

Noho ora mai,



Rangi Williams BMS CA