

BUTLER SETTINERI

AUDIT SOM:	Shire of Merredin		
AUDIT AREA:	Audit timetable		
PREPARED BY:	BSA	DATE:	30 June 2022

Our audit timetable for the financial year ended 30 June 2022 is as follows:

Key area	Target date	Person responsible
Audit Planning		
Audit Entrance Meeting with the Audit Committee and Management	05 July 2022	SOM, BSA, OAG
Interim Audit		
Send list of requirements for interim	5 July 2022	BSA
Reconciled financial information ready for audit (up to 30 April 2022) Interim Information provided	11 July 2022	SOM
Interim Audit selections to SOM	11 July 2022	BSA
Interim Audit visit	18 – 21 July 2022	BSA & SOM
BSA Review	29 July 2022	BSA
OAG Review	5 August 2022	OAG
Issue of Interim Management Letter (if applicable)	12 August 2022	OAG
Final Audit		
Bank confirmation letters	5 July 2022	BSA & SOM
Final audit list of requirements to SOM	15 August 2022	BSA
Reconciled financial information ready for audit - Trial Balance - Balance Sheet Reconciliations Provide information requested by audit	30 August 2022	SOM
Draft Financial Report provided to audit	30 August 2022	SOM
Audit selections to SOM	5 September 2022	BSA
SOM ready with information	12 September 2022	SOM
Audit fieldwork visit	12 – 15 September 2022	BSA & SOM
Audit Completed for review	14 October 2022	BSA
BSA Review	21 October 2022	BSA
Meeting with Management	25 October 2022	SOM, BSA
File presented to OAG for review	1 November 2022	OAG
Financial Report		
Draft Audited Financial Report to SOM with OAG comments	8 November 2022	BSA, SOM
Draft Audited Financial Report ready for Internal Agenda - Review	15 November 2022	BSA, SOM
Approval by the CEO • Draft Annual Financial Report • Management Representation Letter	23 November 2022	SOM

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Final package to OAG for signing	23 November 2022	BSA
Completion and Exit		
Meeting with Audit Committee	22 November 2022	SOM, BSA, OAG
Issue of Auditor's Report	30 November 2022	OAG
Council Meeting to adopt AFR	13 December 2022	SOM

Key:

SOM = Tracie Unsworth (Director Corporate Services) Tamara Tabor (Finance Co-ordinator) Shire of Murray

BSA = Butler Settineri Audit Marcia Johnson (Director and Team)

OAG = Mahmoud Salahat (Assistant Director)