

AUDIT SOC:	Shire of Kondinin		
AUDIT AREA:	Audit timetable		
PREPARED BY:	DK	DATE:	01/03/2023

Our audit timetable for the financial year ended 30 June 2023 is as follows:

Key area	Target date	Person responsible
Audit Planning		
Send list of requirements for planning	27-Apr-23	DK
Planning information provided to audit	1-May-23	SOK
Audit Planning and Risk Assessment	10-May-23	DK
Planning document to OAG for review	30-May-23	DK
Entrance meeting document provide to SOK for agenda	22-June-23	DK
Audit Entrance Meeting with Audit Committee Meeting	27-June-23	SOK , DK OAG
Interim Audit		
Send list of requirements for Interim	22-May-23	DK
Reconciled financial information ready for audit (up to 31 March 2023) Interim Information provided	12-Jun-23	SOK
Interim Audit selections to SOK	13-Jun-23	DK
Information and sample ready for audit	20-Jun-23	DK
Interim Audit visit	26 to 29 Jun-23	DK & SOK
DK Review	6-Jul-23	DK
OAG Review	13-Jul-23	OAG
Issue of Interim Management Letter (if applicable)	21-Jul-23	OAG
Final Audit		
Bank confirmation letters	3-Jul-23	DK & SOK
Final audit list of requirements to SOK	3-Jul-23	DK
Reconciled financial information ready for audit - Trial Balance - Balance Sheet Reconciliations Provide information requested by audit	11-Sep-23	SOK
Draft Financial Report provided to audit	18-Sep-23	SOK
Audit selections to SOK	12-Sep-23	DK
Information and sample ready for audit	2-Oct-23	SOK
Audit fieldwork visit	9 to 12 Oct-23	DK & SOK
Fieldwork & Completion for review	20-Oct-23	DK & SOK
DK Fieldwork Review	12-Oct-23	DK
Meeting with Management	27-Oct-23	DK & SOK
DK Final Review	3-Nov-23	DK
File presented to OAG for review	10-Nov-23	OAG

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Grant Acquittals - R2R & LRCI		
Receipt of draft certification reports and supporting workpapers	19-Sep-23	SOK
DK Audit testing & completion	2-Oct-23	DK
DK Audit Review of reports	9-Oct-23	DK
Audit team to provide final signed report and workpapers to OAG for review	12-Oct-23	DK
OAG to review and issue opinion	31-Oct-23	OAG
Financial Report		
Draft Audited Financial Report to SOK with OAG comments	19-Nov-23	DK & SOK
Draft Audited Financial Report ready for Internal Agenda - Review	23-Nov-23	DK & SOK
Approval by the CEO <ul style="list-style-type: none"> • Draft Annual Financial Report • Management Representation Letter 	7-Dec-23	SOK
Final package to OAG for signing	11-Dec-23	DK
Completion and Exit		
Meeting with Audit Committee or (Audit Exit Meeting)	7-Dec-23	DK & SOK & OAG
Issue of Auditor's Report	12-Dec-23	OAG
Council Meeting to adopt AFR	15-Dec-23	SOK

Key:

SOK = Shire of Kondinin - Vince Bugna (Manager Corporate Services)

DK = Dry Kirkness - Robert Hall (Director) and Team

OAG = Liang Wong (Assistant Director)