

CLUBS – FORECAST ACCOUNTS SIGNOFF

To the Department of Internal Affairs

Report on Forecasted Financials

Prepared by [*Provider name*]

Terms used in this report

In this report:

- **Audited Accounts** means [*insert name of provider*]'s financial statements for the Historical Financial Year(s) attached to this report;
- **Current Financial Year** means the current financial year of [*insert name of provider*] at the date of this report, being [*date*] to [*date*];
- **Forecast Financial Year** means the financial year immediately after the Current Financial Year;
- **Historical Financial Year** means the financial year immediately preceding the Current Financial Year.

Responsibilities of the Governing Body of [*insert name of provider*]

The management personnel of [*insert name of provider*] are responsible for the preparation of the Forecasted Financial Statements, including the assumptions on which the Forecasted Financial Statements are based (the **Assumptions**).¹

Basis of Opinion

I have examined the Forecasted Financials in accordance with the relevant professional standards, including the International Standard on Auditing ISAE 3400 (**The Examination of Prospective Financial Information**).

This report has been prepared for use by the Department of Internal Affairs (the DIA) only and may not be relied upon by any other party without the express written permission of the signatory.²

Actual results are likely to be different from the Forecasted Financial Statements since the anticipated events frequently do not occur as expected and the variation may be material.

I have no relationship with or interest in [*insert name of provider*].³

Opinion

ICA Initial⁴

I confirm that the financial figures for the Historical Financial Year(s) in the completed Forecasted Financial Statements are consistent with the financial

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¹ The Assumptions must be disclosed in the notes to the Forecasted Financial Statements

² It is preferable to enter into a contractual relationship with each independent Chartered Accountant to enforce the provisions of this report.

³ Amend to reflect any relationship

⁴ Please initial each response in the space provided. If in any case you can not initial an attestation please attach a detailed explanation to this report

figures for the Historical Financial Year(s) in the Audited Accounts.

Based on my examination of the evidence supporting the Assumptions, nothing has come to my attention that causes me to believe that the Assumptions as set out in the Forecasted Financial Statements do not provide a reasonable basis for the Forecasted Financials.⁵

In my opinion, the Forecasted Financial Statements have been properly prepared on the basis of the Assumptions.

I acknowledge that:

- as a condition of a licence from DIA, [*insert name of provider*] must submit to DIA the Forecasted Financial Statements and a copy of this form of report duly completed and signed by an external independent chartered accountant; and
- the DIA will rely on this report in issuing a licence to [*insert name of provider*].

Signed:

Position:

Independent Chartered Accountant

Date:

Print Name:

Name of Accounting

Firm:

Accounting Firm's

Address:

⁵ The DIA acknowledges that actual results are likely to be different from the Forecasted Financials since anticipated events frequently do not occur as expected and the variation may be material.