

(Letterhead of Applicant)

Souella Cumming
KPMG
10 Customhouse Quay
PO Box 996
Wellington

Dear Souella,

Significant Community Based Project Fund 2006/07 – Management Representation

This representation letter is provided in connection with your verification review of information provided with our application to seek funding for *<insert what the funding is for>* from the Significant Community Based Project Fund. Your verification review is for the purpose of recommending to the Department of Internal Affairs a final funding amount and expressing an opinion to the Department of Internal Affairs as to whether the information provided in our application and any further information provided up until 31 March 2007 gives a true and fair view of our project costs, project funding, project plan and capability, financial position and performance, and governance and management processes.

We acknowledge our responsibility for the true and fair presentation of information provided with the application and to the Independent Assessment Team. We confirm, to the best of our knowledge and belief, that the following representations are accurate:

- 1 We have recorded in the application and presented to the Independent Assessment Team all project costs as at 31 March 2007 in a complete and accurate manner.
- 2 We have not over- or under-stated the project costs.
- 3 We have recorded in the application and presented to the Independent Assessment Team all funding received and promised as at 31 March 2007 in a complete and accurate manner.
- 4 We have not over- or under-stated project funding received and promised.
- 5 We have disclosed to the Independent Assessment Team any changes since the application submission date in project costs.
- 6 We have disclosed to the Independent Assessment Team any changes since the application submission date in project funding received and promised.
- 7 We have disclosed to the Independent Assessment Team any material changes since the application submission date in the area of project management, resourcing and capability. This includes material changes to:
 - Project plan (scope, milestones, timetable, activities);
 - Project team capability (loss or change of key personnel eg project manager);
 - Project risks; or

- Contingency provision
- 8 We have disclosed to the Independent Assessment Team any material changes since the application submission date in the area of financial position and performance and in the entity's ability to continue as a going concern. This includes material changes to:
- a) Operating position;
 - b) Financial position;
 - c) Operating projections; or
 - d) Financial Management Reporting.
- 9 We have disclosed to the Independent Assessment Team any material changes since the application submission date in the area of governance and management processes. This includes material changes to:
- a) The governing body composition;
 - b) Leadership of the project;
 - c) Governing body activities, or
 - d) Previously undisclosed conflicts of interest.
- 10 We have disclosed to the Independent Assessment Team all known instances of non-compliance with laws and regulations.
- 11 We have made available to you all information necessary for you to make your recommendation and form your opinion, which includes but is not limited to:
- financial records and related data;
 - bank account details and statements from all bank accounts;
 - other financial, legal, regulatory or project information and issues which have the capacity to be relevant to the true and fair nature of application information; and
 - other related information, explanations and assistance necessary for the conduct of the verification review.

Signed: _____
(CEO/Chairperson or equivalent)

Position: _____

Date:

Signed: _____
(CFO or equivalent)

Position: _____

Date: