
NGĀTI WHĀTUA ŌRĀKEI RESERVES BOARD

RSM Hayes Audit
PO Box 9588
Newmarket
Auckland 1149

Dear Sirs/Madam

Letter of representation for the year ended 30 June 2019

This representation letter is given in connection with your audit of the performance report of Ngāti Whātūā Ōrākei Reserves Board for the year ended 30 June 2019 in connection with your responsibility to express an opinion as to whether:

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- the performance report of Ngāti Whātūā Ōrākei Reserves Board complies with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) and presents fairly, in all material respects:
 - the entity information for the year ended 30 June 2019;
 - the service performance for the year ended 30 June 2019; and
 - the financial position as at 30 June 2019 and its financial performance and cash flows for the year then ended.

Performance Report

We have fulfilled our responsibilities on behalf of the entity, as set out in the terms of the audit engagement dated 22 February 2019, including:

- identification of outcomes and outputs, including quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, for the evaluation of the service performance of the entity.
- the preparation of the performance report of Ngāti Whātūā Ōrākei Reserves Board in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) (“PBE SPFR-A (NFP)”) and that gives a fair presentation of:
 - the entity information for the year ended 30 June 2019;
 - the service performance for the year ended 30 June 2019; and
 - the financial position as at 30 June 2019 and its financial performance and cash flows for the year then ended.
- the selection and consistent application of appropriate accounting policies in compliance with the requirements of generally accepted accounting practice;
- the security and controls over information on your organisation’s website, including electronic presentation of the performance report.

The organisation and its governing body accepts that it is responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the performance report. The board acknowledges its responsibility for the design and implementation of internal controls to safeguard assets and prevent and detect error, fraud and non-compliance with laws and regulations.

We have made available to you all accounting records, including supporting documentation, and there have been no material transactions which have not been recorded in the accounting records.

We confirm, to the best of our knowledge and belief (having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves), the following representations:

1. The performance report is free of material misstatements, or omissions.
2. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
3. No transactions or balances have been offset, except where a right of set-off is permitted by the relevant accounting framework.
4. The records maintained during the year were in accordance with the requirements of the Inland Revenue Department.
5. All minutes of meetings of the governing body, and any sub-committees held to date have been made available to you for inspection, including summaries of recent meetings for which minutes have not yet been prepared or approved.
6. We have informed you of the existence of all agreements relating to other controlled entities or activities, joint ventures, trust funds or other contractual agreements.
7. We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the performance report.
8. Other than described in the performance report, we are not aware of any events subsequent to year end which require adjustment of, or disclosure in, the performance report or notes thereto.
9. The information contained in the organisation's performance report is consistent with the information contained elsewhere in the annual report.

Internal Control Systems and Compliance with Laws, Regulations and Contractual Obligations

10. There have been no changes to, or introduction of new, information systems during the year that could adversely impact the completeness and accuracy of the organisation's information systems and underlying data.
11. The organisation accepts that it is responsible for ensuring, and has in place appropriate mechanisms to ensure that all applicable legislative, regulatory and contractual requirements which impact on the activities and functions of the organisation have been complied with. To the best of its knowledge the organisation has complied with all legislative, regulatory and contractual requirements during the year.
12. The Board's actions during the financial period were according to and within its powers.
13. No claims or notices of litigation have been or are expected to be received.
14. The Board has not been directly represented by solicitors other than the In-house legal counsel at the Auckland Council in any legal claims or disputes for the year ended 30 June 2019.
15. Expenditure relating to restricted reserves, trusts and monies held on behalf of third parties has been incurred in accordance with the purposes of the restricted reserve, trust deed or any other agreement or understanding, and has been appropriately authorised.

Large or Unusual Transactions or Events

16. Related party relationships and transactions have been appropriately accounted for and disclosed in the performance reports in accordance with requirements of PBE SPFR-A (NFP).
17. We have disclosed the identity of Ngāti Whātua Ōrākei Reserves Board's related parties (including the trustees and their immediate families, as well as related organisations) and all the related party relationships and transactions of which we are aware.
18. There are no material or unusual transactions or off-balance sheet assets or liabilities that are not recorded or disclosed in the performance report.
19. We have disclosed to you:
 - the results of any assessment made by the board that the performance report of the organisation may be materially misstated as a result of fraud;

- any fraud or suspected fraud affecting the organisation involving members of the board of governing body, management, employees of the board or any of its subsidiaries, or any other parties; and
- any allegations of fraud, or suspected fraud, affecting the organisation's performance report communicated by employees, former employees, analysts, regulators, or others

Assets

19. All assets to which the entity has satisfactory title and which are required to appear in the statement of financial position do so appear. At balance date, there were no other material assets that have been pledged or are subject to mortgages, liens, security interests or any other form of material encumbrance that would require disclosure in the performance reports.
20. All current assets are expected to realise, in the ordinary course of business, at least the value at which they are recorded in the performance report and are expected to be realised within twelve months. Adequate provision has been made for all uncollectible or doubtful amounts owing to the organisation.
21. All vested assets and/or donations have been accounted for in the performance report.

Liabilities

22. All known or ascertainable material liabilities of the organisation at balance date have been reflected in the performance report.

Guarantees, Contingencies and Commitments

23. The Board has not provided any guarantees either directly or through an intermediary.
24. There are no known material contingent liabilities or contingent assets at balance date other than those disclosed in the performance report.
25. There are no known material commitments at balance date other than those disclosed in the performance report. The notes to the performance report also show lease commitments, where applicable. These are to meet existing needs and will be met out of future operating cash flows.
26. Throughout the year the organisation has complied with the requirements of its banking arrangements, debenture trust deeds or negative pledge agreements, including those relating to its net tangible assets ratios.

Going concern

27. The Board continues to adopt the going concern assumption in preparing the performance report for the year ended 30 June 2019. We have reached this conclusion after making enquiries and having regard to circumstances which we consider likely to affect the organisation during the period of at least one year from date of signing this letter, and to circumstances which we know will occur after that date which could affect the validity of the going concern assumption.

These representations are made at your request, and to supplement information obtained by you from the records of the organisation and to confirm information given to you orally during the course of the audit.

Yours faithfully

Marama Royal
Board Chair

Cr Desley Simpson, JP
Board Deputy Chair

Date