

8 Audit administration

8.1 Engagement team and how to contact us

We have structured our team to achieve an appropriate skill and experience mix on the audit. The main team members on this audit include:

Name	Position	Role	Contact
Financial audit			
Phil Delahunty	Engagement Partner	Client relationship manager. Responsible for overall quality control of the audit.	phild@rsdadvisors.com.au ☎ 5445 4200 ☎ 5444 4344
Nick Bell	Audit Manager	Manage audit. Direct and supervise audit team. Key contact for operational audit matters.	nickb@rsdadvisors.com.au ☎ 5445 4200 ☎ 5444 4344

8.2 Key milestones

For an orderly audit and to assist Berrigan Shire Council achieve its financial reporting targets, planned audit visits and deliverables have been agreed with management in line with the following important dates.

Table: Key deliverables

Deliverable	Date	Responsibility
Before balance date		
Interim and Planning audit visit	May 2016	RSD
Engagement letter issued	May 2016	RSD
Audit strategy issued	June 2016	RSD
After balance date		
Trial Balance, working papers and supporting schedules	8 th September 2016	BSC
Draft financial report prepared	8 th September 2016	RSD/BSC
Final Audit Visit	15 th – 16 th September 2016	RSD
Financial report and management representation letter signed	Early October 2016	BSC
Audit opinion issued	Early October 2016	RSD
Final management letter issued	October 2016	RSD