

Tourism Council Western Australia Limited

Directors' Representation Letter

For the Year Ended 30 June 2021

13 August 2021

Mr G Ledger
Chartered Accountant
Suite 2, 20 Altona Street
West Perth WA 6005

Dear Sir

**TOURISM COUNCIL WESTERN AUSTRALIA LIMITED
AUDIT FOR THE YEAR ENDED 30 JUNE 2021**

We confirm, to the best of our knowledge and belief, and having made appropriate inquiries of other directors and officials of the company, the following representations given to you in connection with your expression of an audit opinion on the financial report of Tourism Council Western Australia Limited for the year ended 30 June 2021.

We acknowledge as Directors our responsibility for the presentation and preparation of the financial report in accordance with applicable Accounting Standards and other relevant statutory requirements. Further, we confirm that the financial report is free of material misstatements including omissions. All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the company have been properly reflected and recorded in the accounting records.

GENERAL

- 1 The financial records of the company have been kept so as to enable a financial report to be prepared and audited and other records and registers required, have been properly kept and are up-to-date.
- 2 The company has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
- 3 We believe we have established and maintained adequate internal controls to facilitate the preparation of a reliable annual financial report.
- 4 There have been no changes in accounting policies or application of those policies that would have a material effect on the annual financial report, except as disclosed in the annual financial report.
- 5 The assets shown in the company's books of account at 30 June 2021 belonged to the company.
- 6 We have no plans or intentions that may materially effect the carrying values or classification of assets and liabilities.

COMPLIANCE

- 7 We understand that testing and sampling procedures are used in your examination, and that these would not necessarily disclose all shortages and irregularities.
- 8 We confirm, to the best of our knowledge and belief, there has been no error or non-compliance with laws and regulations that known to us that may have affected the company including communications from regulatory agencies concerning non-compliance with, or deficiencies in financial reporting practices that could have a material effect on the financial report.
- 9 We acknowledge our responsibility for the implementation and operations of accounting and internal control systems that are designed to prevent and detect fraud and error.

ASSETS

- 10 Balances owing by trade and other debtors at balance date are valid receivables and do not include charges for goods on consignment, approval or repurchase agreements. All known bad debts have been written off and the provision for doubtful debts in our opinion is adequate.
- 11 The carrying amounts of all non-current assets have been reviewed to determine whether they are in excess of their recoverable amount. If the carrying amount of a non-current asset exceeds the recoverable amount, the asset is written down to the lower value. In assessing recoverable amounts the relevant cash flows have not been discounted to their present value.
- 12 The company has satisfactorily title over all owned assets recorded in the financial report. All amounts charged to fixed assets in the financial report during the year represent actual additions or improvements of a capital nature. No material amounts representing additions or improvements of a capital nature were charged to expense accounts.
- 13 Depreciation and/or amortisation is based on the estimated economic useful life to the company of the respective assets and was provided in the financial report for all depreciable assets. Appropriate adjustments were made to the provisions for depreciation in respect of all items disposed of, or considered unusable, during the year.
- 14 None of the assets and receivables of the company have been pledged, assigned, discounted or sold, except as disclosed in the financial report.

LIABILITIES

- 15 All liabilities which have arisen or which will arise out of the activities of the company to the end of the financial year have been included in the annual financial report.
- 16 There were no contingent or undetermined and unrecorded obligations of a material amount for which provision has not been made in the financial statements or noted thereon. This includes any material liabilities, contingent liabilities or assets arising under derivative financial investments.
- 17 There were no purchase commitments in excess of normal requirements or at prices in excess of the prevailing market prices, nor any agreements to repurchase items previously sold.

- 18 Other than as detailed in the annual financial report, the company is not aware of any breach or non-compliance with the terms of any contractual arrangements, however caused, which could initiate claims on the company which would have a material effect on the annual financial report.
- 19 Except as disclosed in the financial statements, the results for the year were not materially affected by:
- Transactions of a sort not usually undertaken by the company;
 - Circumstances of an exceptional or non-recurrent nature;
 - Charges or credits relating to a prior period; or
 - Any change in the basis of accounting.

OTHER

- 20 No events have occurred and no facts have been discovered since balance date which would make the financial statements for the period materially inaccurate or misleading, nor are any matters pending which might have such an effect, which have not already been disclosed in the financial statements.
- 21 There were no legal matters pending or undertaken during, or at the end of, the reporting period or unasserted claims or assessments which could give rise to a liability or which requires disclosure in the financial statements.
- 22 We understand that your audit was conducted in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the company taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully
Tourism Council Western Australia Limited

Andrew Hill



[Signature], Director

Dated this 16 day of September 2021