

Tracey Wasgind

ABN: 27 877 352 052

Providing Bookkeeping and
Management Accounting Services

MYOB

Certified Consultant

25 November 2011

Audit Committee of the Board
Riverland Division of General Practice Inc.
3 Vaughan Court, Vaughan Tce
BERRI SA 5343

Dear Board Members,

I would like to thank you for giving me the opportunity to support your organization by providing financial management services and advice over the last two (2) years. I express an interest to continue the services I have offered over the last year for the next twelve (12) month period to 30 June 2013.

Once again I would like to recap the services and terms I will offer over the next period of engagement.

Scope of the Engagement

Analysis, discuss and make recommendations regarding accounting records and financial affairs.

- ❖ I believe services that will be required are (but not limited to), the preparation of equipment lease/loan schedules and maintenance of annual/long service leave entitlements in a proportional basis etc. I have at my disposal various calculation tools and templates to assist in these matters.
- ❖ Annual review and reconciliation of BAS related liability accounts, including GST and PAYG Withholding.

Prepare financial statements as requested...

- ❖ I have maintained the standard set of financial reports over the last year and will continue to do so. If there are any additional reports requested by the board during the next year, I am happy to accommodate any such request.

Provide a narrative report on RDGP's financial position

- ❖ I have maintained the standard narrative report format over the last year. There will be minor additional detail added in time for the next meeting and I am happy to accommodate any more such requests in the future.

Attend Audit and Finance Committee Meetings

- ❖ 1 months' (30 days) notice will be required. Any specific details/reports required to be presented by myself at the meetings are to be included in the agenda so I can adequately prepare in advance.

Provide telephone and email support to staff

- ❖ Matters involving general allocation or handling of transactions are fine, If I am unable to be contacted by phone I try to reply to emails on a 24 hour cycle at the longest.
- ❖ Please note if there are technical issues regarding the QuickBooks set up my knowledge is some-what limited at the moment. However I am sure it will improve as time goes on.

Attend RDGP'S AGM

- ❖ 1 months' (30 days) notice will be required. Any specific details/reports required to be presented by myself at the meeting are to be included in the agenda so I can adequately prepare in advance.

Contribute a written report to be included in RDGP's Annual Report

- ❖ If required I am happy to contribute to the annual report.

Be available to visit RDGP at key times to provide support

- ❖ I plan to personally collect required information to complete the financial reports required on a monthly basis to begin with. If short query visits are required more often I will endeavour to assist within a 1 week time frame, however it will usually be in a shorter time frame.

Professional Fees and Payments

I propose a flat hourly rate of \$130 per hour excluding GST be continued for all services rendered including onsite assistance, analysis of financials, preparation of reports and attendance at any committee meetings and AGM.

Payment will be expected within 14 days of presentation of invoice. Failure to adhere to these terms will result services to cease with payments required in advance if/once service resume. Payments are accepted by cheque or direct deposit.

Review of Engagement

Terms are to be review during April 2013 by all parties involved.

Any queries please do not hesitate to contact me.

Kind Regards



Tracey Wasgind MIPA
B.Com (Corp Fin & Acc)
MYOB Certified Consultant
Public Accountant
Registered BAS Agent