

## JOHN PHILLIPS CPA

29 November 2017

Mr Heath McMichael  
Chair  
Balai Bahasa Indonesia (ACT) Inc.  
Canberra ACT 2600

Dear Mr McMichael

I have examined the accounts of Balai Bahasa Indonesia (ACT) Inc. for the period  
1 November 2016 to 23 November 2017 and my audit opinion is attached.

Sincerely yours

A handwritten signature in black ink, appearing to read 'John Phillips', written in a cursive style.

John Phillips  
Certified Practising Accountant

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF BALAI BAHASA INDONESIA (ACT)**

**Report on Financial Records**

I have examined the financial records of Balai Bahasa Indonesia (BBI) ACT for the period 1 November 2016 to 23 November 2017. Note that this period includes the BBI financial year 1 November 2016 to 31 October 2017.

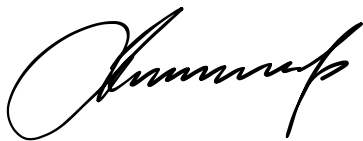
I conducted a cross-check of the receipts and expenditure recorded in the BBI ACT Inc - Financial report (attached) with the bank statement, cheque book and evidence supporting the outgoings.

I have also confirmed that the closing cash balance of \$2177.01 (23 Nov 2017) shown on the BBI ACT Inc - Financial report reconciles with the National Australia Bank (NAB) account statement for BBI ACT. The bank balance of \$2177.01 represents the value of the current assets of the organisation as at 23 November 2017. The balance at the close of the BBI financial year on 31 October 2017 was \$2029.73.

In my opinion, the BBI ACT Inc - Financial report for the reporting period has been drawn up so as to give a true and fair view of the cash receipts and expenditure of the organisation.

**Audit Responsibility**

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit to obtain reasonable assurance whether the financial report is free from material misstatement. This involved performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend upon the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.



John Phillips  
Certified Practising Accountant (858186)

29 November 2017

**BBI Transactions 31/10/16-23/11/17**

		Credit	Debit	Receipt		
23-Nov-17	Taxis-INTERNET TRANSFER to MI Nurhayati-Margono		\$74.65	Y	✓	
22-Nov-17	bclublunchbalance INTERNET TRANSFER to MI Nurhayati-Margono		\$71.79	Y	✓	
22-Nov-17	ILTAnametags INTERNET TRANSFER to MI Nurhayati-Margono		\$22.50	Y	✓	
21-Nov-17	IraArmstrong bclub lunch trnsferred by MI Nurhayati-Margono	\$15.00			✓	
20-Nov-17	Campbell D S CAMPBELL membership	\$5.00			✓	
13-Nov-17	Fiona Hoggart INTERNET TRANSFER for books	\$27.00			✓	
13-Nov-17	2xbooklunchIraUrip M I NURHAYATI-MA	\$30.00			✓	
13-Nov-17	FROM TRYBOOKING FOR BOOKCLUB LUNCH	\$99.26			✓	
6-Nov-17	ZARA MAXWELL INTERNET TRANSFER forbooks	\$27.00			✓	
2-Nov-17	INTERNET TRANSFER FROM TRYBOOKING FOR BOOKCLUB LUNCH	\$112.96			✓	
26-Oct-17	Prapti INTERNET TRANSFER for books	\$27.00			✓	
25-Oct-17	Shinta Benilda INTERNET TRANSFER for books	\$27.00			✓	
24-Oct-17	INTERNET TRANSFER ILTAdinner20Oct17		\$2800.00	Y	✓	
24-Oct-17	SALLY GOODSPEED INTERNET TRANSFER for books	\$27.00			✓	
24-Oct-17	MARGO E SMITH INTERNET TRANSFER for books	\$27.00			✓	
23-Oct-17	INTERNET TRANSFER Halimreimbursement		\$586.82	Y	✓	
23-Oct-17	INTERNET TRANSFER FROM TRYBOOKING FOR BOOKCLUB LUNCH	\$0.45			✓	
23-Oct-17	INTERNET TRANSFER FROM TRYBOOKING FOR BOOKCLUB LUNCH	\$0.54			✓	
4-Oct-17	INTERNET TRANSFER AII00022 Unspent grant returned to DFAT		\$5358.46	Y	✓	
7-Sep-17	INTERNET TRANSFER INV56299 Theartrette hire NFSA		\$800.00	Y	✓	
4-Sep-17	IndoFilmNightDrink INTERNET TRANSFER to Shinta Benilda		\$10.00	Y	✓	
1-Sep-17	IndoFilmNight-INTERNET TRANSFER for food frm Indo Cafe		\$620.00	Y	✓	
31-Aug-17	trf frm Heath HEATHCOTE MCMICH memberships	\$10.00			✓	
28-Aug-17	Arup H E ARUP - membership	\$5.00			✓	
8-Aug-17	ASEAN Youth Forum BBI ACT INTERNET TRANSFER		\$650.00	Y	✓	
23-May-17	GPOrenewal2017 INTERNET TRANSFER to MI Nurhayati-Margono		\$196.00	Y	✓	
23-May-17	dinners-bookclub INTERNET TRANSFER to MI Nurhayati-Margono		\$150.00	Y	✓	
23-May-17	Dewi-airporttaxi INTERNET TRANSFER to MI Nurhayati-Margono		\$39.17	Y	✓	
5-May-17	CHEQUES	\$5.00			✓	
28-Apr-17	membershipIraArmst M I NURHAYATI-MA BBI ACT	\$5.00			✓	
28-Apr-17	bookdinner M I NURHAYATI-MA BBI ACT	\$15.00			✓	
26-Apr-17	3xbookdinners M I NURHAYATI-MA BBI ACT	\$45.00			✓	
24-Apr-17	4xNeighbourTales INTERNET TRANSFER to Dewi Anggraeni		\$66.00	Y	✓	
24-Apr-17	bookdinner Ana NOV	\$15.00			✓	
19-Apr-17	bookdinner H McMichael	\$15.00			✓	
19-Apr-17	bookdinnerPraptiandlda	\$30.00			✓	
18-Apr-17	bookdinnerKRISHNA BOYAPATI	\$15.00			✓	
18-Apr-17	Dewibook Ida M I NURHAYATI-MA BBI ACT	\$16.50			✓	
13-Apr-17	bookdinner AW AARON WILLIAM	\$15.00			✓	
10-Apr-17	Dewibook MARGO E SMITH	\$16.50			✓	
4-Apr-17	KIRRILLY MCKENZI membership	\$5.00			✓	
3-Apr-17	Dewibook Aaron AW AARON WILLIAM	\$16.50			✓	
30-Mar-17	DewibookPeter PETER SIMOJOKI	\$16.50			✓	
17-Mar-17	ATDIKBUD KBRI CBR EMBASSY OF THE R BBI ACT	\$7000.00			✓	
13-Mar-17	AnnualReturn16-17 INTERNET TRANSFER to H McMichael		\$41.00	Y	✓	
21-Feb-17	ALINA PAHOR BBI ACT INC membership	\$5.00			✓	
23-Jan-17	ELIZABETH BUTKUS BBI ACT INC membership	\$5.00			✓	
16-Jan-17	Aaron Watson BBI ACT INC membership	\$5.00			✓	
5-Jan-17	Donation from member	\$20.00			✓	
20-Dec-16	MARGO E SMITH Donation from member	\$10.00			✓	
20-Dec-16	Benilda DAMON SEARLE Donation from member	\$50.00			✓	
20-Dec-16	EVAHN DERKLEY Donation from member	\$50.00			✓	
13-Dec-16	AGMdinnerfor15pp INTERNET TRANSFER to MI Nurhayati-Margono		\$225.00	Y	✓	
13-Dec-16	12membershiprenewals	\$60.00			✓	
13-Dec-16	16x\$15dinners M I NURHAYATI-MA BBI ACT	\$240.00			✓	
28-Nov-16	J Maitland Membership	\$5.00			✓	
25-Nov-16	CHEQUE 0000044 Ryan Tedia AGILE Conference		\$250.00		✓	
15-Nov-16	Music/performanceforILTAdinnerINTERNET TRANSFER		\$300.00	Y	✓	
15-Nov-16	ASILE prizeto L Sukamta-INTERNET TRANSFER		\$250.00	Y	✓	
8-Nov-16	CHEQUE 0000043 KBRI Indonesia Teachers Dinner		\$1920.00		✓	
31-Oct-16	D & O J HALLPIKE membership (already included in last year's balance)	\$5.00			✓	
		<b>\$8,121.21</b>	<b>\$14,431.39</b>			
	Opening Balance (1 Nov 2016)	\$8,487.19				
	Plus Credits This Yr	\$8,121.21				
	Total Credits	\$16,608.40				
	Less Debits This Yr	\$14,431.39				
	<b>Closing Balance (23 Nov 2017)</b>	<b>\$2,177.01</b>	(Checked with bank statement - OK)			