

Saskatchewan Archery Association Inc.

**Audit Completion Report to the
Board of Directors**

**Annual Financial Statements
September 30, 2013**

To: Karen Webb, Treasurer
Board of Directors

Purpose of this Report: To provide the Board of Directors information for consideration in the approval of the annual general purpose financial statements and to address certain communication requirements of the auditor.

I. GENERAL

We have substantially completed the audit of the annual financial statements of **Saskatchewan Archery Association Inc.** for the year ended September 30, 2013, in accordance with Canadian generally accepted auditing standards.

The annual audit process involved four phases:

- (a) Organizational level control - review and evaluation,
- (b) Control systems and procedures - review and evaluation,
- (c) Substantive procedures - examination, on a test basis, of documentation and other evidence supporting the financial transactions and balances reflected in the financial statements, and
- (d) Overall review of the financial disclosures contained in the financial statements, including the appropriateness and completeness of the notes.

This report summarizes matters to be communicated that arise from audit execution. We have communicated with the Board of Directors regarding our responsibilities under Canadian generally accepted auditing standards and matters related to planning the audit. We have, in all significant respects, executed our work in accordance with that plan (refer to the Audit Engagement Letter including planning considerations).

As well, significant matters relating to the appropriateness of presentation and disclosure in the annual financial statements, if any, are included in our report.

We have discussed our detailed findings and observations with management. There were no matters that, in our judgment, constituted a reportable matter to the Board of Directors.

II. MATTERS ARISING FROM AUDIT EXECUTION

1.0 Matters resulting from auditor responsibility to consider fraud and error, illegal or possibly illegal acts

No matters were identified.

We request that the Board of Directors confirm to us, that the Board is not aware of any actual, suspected or alleged instances of fraud within the Association. If the Board is aware of any instances, please provide details.

2.0 Matters resulting from auditor responsibility to consider laws and regulations

No matters were identified.

We request that the Board of Directors confirm to us, that the Board is not aware of any instances of non compliance with laws or regulations within the Association. If the Board is aware of any instances, please provide details.

3.0 Matters resulting from assessment of internal controls

No matters were identified that, in our judgment, significantly impact approval of the financial statements.

4.0 Considerations regarding related party transactions not in the normal course of operations and involving significant management judgment concerning accounting

No matters were identified.

5.0 Significant issues, judgments and qualitative matters affecting financial reporting

In our judgment, there are no significant or unusual items to report in this regard.

6.0 Other matters including work performed and independence

Management prepares the general purpose financial statements and we provide additional comments for management's consideration.

We did not identify any events or conditions that cast doubt on the Association's ability to continue as a going concern.

We are aware of no relationships between the Association and Virtus Group, Chartered Accountants and Business Advisors LLP that, in our professional judgment, may reasonably be thought to bear on our independence. Refer also to: Annual Independence Letter dated September 30, 2013. We confirm that we have maintained our independence throughout the audit engagement.

Management is responsible for assessing subsequent events up to the date of the release of the financial statements. We are not aware of any significant subsequent events requiring financial statement disclosure at this time.

7.0 Summary of unadjusted items

There were no unadjusted financial statement misstatements identified during the audit.

Canadian auditing standards require the auditor to obtain written representations from management and, where appropriate, those charged with governance regarding their responsibility for the financial statements and knowledge of the matters concerned herein.

III. FINANCIAL REPORTING

1.0 Accounting policies affecting the financial statements and disclosures

We noted no significant exceptions related to management's selection, application or disclosure of accounting policies.

Significant transactions and activities appear to be fairly described in the financial statements. We have assessed the financial statement disclosures for overall neutrality,

consistency and clarity.

2.0 Accounting estimates affecting the financial statements

Management's estimations and disclosures related to the Association's exposure to business risks including credit and interest rate risk appear reasonable based on our audit findings. The range of possible variation in these estimates appears not to be significant.

3.0 Significant difficulties encountered during the audit

No difficulties were encountered.

4.0 Other significant matters

The Organization transitioned to Canadian accounting standards for not-for-profit organizations under Part III of the CICA Handbook – Accounting. No transitional adjustments were identified by management. We have reviewed management's selection of accounting policies and disclosure within the annual financial statements for consistency with the new standards. We have not noted any exceptions to report to the Board.

No other significant matters were identified.

IV. CONCLUDING COMMENTS

For the purposes of the Board approval of the financial statements, we are aware of no significant outstanding audit issues that, in our judgment, impair our ability to issue our unmodified report on the annual financial statements.

The nature of items herein noted together with the status of management's current consideration of these items, as we understand it, indicates that a formal response appears to not be required. Further, in our judgment, there are no particular actions required of the Board relating to the contents of this report.

The co-operation and assistance provided by your management and staff during our audit is appreciated.

Thank you for the opportunity to be of service to Saskatchewan Archery Association Inc.

Respectfully submitted,
Virtus Group LLP

Brian Heinrichs, CA
Associate, Assurance & Advisory Services