



CATHOLIC DIOCESE OF AUCKLAND

27 June 2017

TO: PRINCIPALS

ALL CATHOLIC SCHOOLS

FINANCIAL HARDSHIP SCHEME

Earlier this year Darren Wright, from William Buck Christmas Goumland undertook an audit of the 2016 Hardship Grants on behalf of Auckland Common Fund Ltd.

Darren found that there was an overall improvement in the processes and understanding of the Hardship Scheme in the schools he visited for the 2016 audit.

He noted that not all grants are being adequately documented or formally communicated to the recipients in line with the ACFL Hardship Scheme Administrative Guidelines.

These observations made in the audit report indicate an awareness of the challenges each school faces within their community. In most cases best practice methods are being followed to administer the scheme but the documentation processes are often inadequate or not meeting the ACFL requirements.

As a result of the audit the ACFL Hardship Scheme processes have been reviewed and a new step has been introduced for all schools to document each hardship grant awarded.

A completed ACFL Hardship Checklist is now required for every grant awarded to document the application and outcome.

The use of this checklist is a MANDATORY requirement. Compliance with the use of the checklist will be audited internally by the Revenue Manager on a regular basis and may be requested when we consider the financial hardship applications we receive from your school each year. The external auditor will also check this requirement is being met in the annual audits.

The checklist, an updated Administrative Guide and Flow Charts are included with this correspondence.

Please delete / destroy any previous versions of the documents and use the version attached for all 2017 Hardship applications.

Thank you for all you do to support the collection of the Attendance Dues.

If you have any queries regarding the audit or the new process, please do not hesitate to contact the Revenue Manager, Carol Krebs.

Yours sincerely

Errol Burn
Chief Financial Officer
CATHOLIC DIOCESE OF AUCKLAND

Carol Krebs
Revenue Manager
CATHOLIC DIOCESE OF AUCKLAND