Report to Management

The observations and detailed findings noted during our audit are provided for management's information and action as management deems appropriate.

Our observations on control systems and procedures are based on observation and discussion as well as a sample of transactions where appropriate at March 31, 2026. As a result, the report should be used as a guide for improving the design and function of your control system.

We provide a copy of this reporting to the President of the Board of Directors, as information only, so that the President is aware of the nature of the reporting we provide to management.

Our reporting to management consists of appendices:

"A" Systems Procedures and Control Observations

To: Jennifer Murray, President, Board of Directors
Members, Board of Directors

Serving Saskatchewan for over 60 years

SYSTEMS PROCEDURES AND CONTROL OBSERVATIONS **APPENDIX "A"**

The following items are presented for your consideration:

1. Expense dates in the general ledger

   During the course of the audit we noticed on many occasions that dates recorded in the general ledger did not algin with the dates on the corresponding invoices. We recommend that the expense be recorded on the invoice date to make it easier to trace invoices and to assist with recording transactions in the correct period.

2. Stale dated items on bank reconciliation

   During our review of the year end bank reconciliation, we noted there was one stale dated cheque for $125 from July 2025. No adjustment was made during the audit. We recommend that the bank reconciliation is reviewed carefully, and all stale dated items removed from the listing and reissued as required or reversed in the new fiscal year if the amount is not going to be reissued.

3. Inventory update in QBO

   We noted that the inventory count was completed and documented in a spreadsheet and was not updated in QBO. Since you use the inventory module and track all the inventory on hand in QBO, we recommend that once the year-end count occurs, the adjustments should be made in QBO. This will ensure the inventory items are updated and available to be recorded as sold in your accounting records.

4. Filing PST return for 2025

   Based upon the documents that we received related to PST, it does not appear that the 2025 PST return has been filed. It appears that the carried forward balance owing was pre-populated on the PST return we were provided and has been paid ($584), however the 2025 activity for PST collected on frame sales does not appear to have been paid to the Government. We have previously sent you the instructions to set up the online PST account. We recommend completing that as soon as you can in order to view the details of your PST account to ensure all the filings are up to date.

5. Online frame sales

   We had noted during the audit that the online frame sales were posted net of the cost of the frames. This also resulted in the PST and GST not being recorded correctly. We recommend recording the total revenue to the sales account and including the cost of the frames to the expense account. We can discuss these journal entries if you require additional information.

6. Struck from ISC registry

   Upon review of details in the ISC database, we noted that the Association has been struck off the registry. We recommend reviewing the status and completing the forms required to be reinstated in the registry.