

Instructions for Completing Annual Financial Reports for Management Committees

This form is provided to give Management Committee Members step by step instructions on how to use the Annual Financial Reporting form.

The Annual Financial Reporting form should be completed at the end of each Fiscal year, (July to June) and submitted to Council by 31 July in the following Fiscal year.

The Annual Financial Reporting form can also be used on a more regular basis should the Committee wish to do so. This would simplify the process when completing the Annual Financial Report for Council.

If your Committee is already using an accounting software package there is no need to complete the Annual Financial Reporting Template, however please submit your software generated Profit and Loss by 31 July.

Instructions

A photocopy of the Income and Expenditure (Cash Book) must be attached to the completed Annual Financial Report.

Management Committee: Fill in the name of the Committee you are reporting on.

Reporting Period: Fill in the period you are reporting on, e.g. July 2011 to June 2012.

Income Section Record all income (excluding GST) for the entire reporting period. The income should be broken down into income types. There are another two lines which can be used if there are any other income types. Be sure to write what sort of income you are recording should you use either of the blank lines. Income information is to written onto a printed copy of the spreadsheet.

Expenditure Section: Record all expenditure (excluding GST) for the entire reporting period. The expenditure should be broken down into income types. There are another five lines which can be used if there are any other expenditure types. Be sure to write what sort of expenditure you are recording should you use any of the blank lines. Income information is to written onto a printed copy of the spreadsheet.

Profit and Loss: From the Annual Financial Report, take the total income and minus the expenditure. If the amount left is a positive, the Committee has made a profit. If the amount is a negative, the Committee has made a loss.

Annual Financial Report

**Management
Committee:**

Reporting Period:

Note: All Figures Should Be **Excluding GST**

Income:

Facility Hire

Membership Fees

Other Income

Interest Earned

Total Income

Expenses:

Advertising

Bank Fees

Cleaning

Postage

Printing

Building Maintenance

Grounds Maintenance

Security

Stationery

Electricity

Gas

Garbage

Telephone

Water

Other Expenses

Total Expenses:

Profit/(Loss)