



Annual financial return for WA charitable collections licence

Purpose

This form is only to be completed by organisations who hold a charitable collections licence in Western Australia and **ARE NOT** registered with the Australian Charities and Not-for-profit Commission (ACNC).

This form must be returned to Consumer Protection within six (6) months of the organisation's financial year ending.

IMPORTANT NOTE: Organisations that ARE registered with the ACNC, must lodge the ACNC's Information Statement (AIS) and include its WA charity licence number (CC) as its fundraising licence.

Instructions

- ▶ Type directly into this form electronically before printing and signing it, or hand print neatly using an ink pen in BLOCK letters
- ▶ Tick where appropriate and attach additional pages if the space in this form is insufficient.
- ▶ Sections A, B, C, E and F must be completed in every case.
- ▶ Section D is completed as follows:
 - Charities with less than 500,000 in revenue **only complete section D1**.
 - Charities with more than \$500,000 but less than \$3 million **only complete section D2**.
 - Charities with \$3 million or more in revenue **only complete section D3**.

How to lodge this form

Return this completed form together with any attachments by **email** to charitiesaudits@dmirs.wa.gov.au. Please retain a copy of this form for your records.

If you need assistance completing this form, contact the Associations and Charities Branch on (08) 6552 9364.

A. ORGANISATION DETAILS

The organisation's legal registered name

WA licence number
CC

Australian Business Number (ABN)

This return is for the financial reporting period ending:

(DD / MMM / YYYY)

Organisations postal address

Suburb

State / Territory

Postcode

Organisation Telephone number

Organisation Email

B. PRINCIPAL EXECUTIVE OFFICERS

Provide details of the organisation's three (3) current Principal Executive Officers (PEO) in the spaces below:

Full Name of PEO	Role Held
PEO 1.	
PEO 2.	
PEO 3.	

If there have been changes to the PEO's, the organisation must lodge a [Change of Circumstances form](#).

C. ACTIVITIES

Has the organisation received any charitable collections during the reporting period?

Yes

No

└── If no, provide reasons why the organisation did not have any charitable collections.

You may need to contact Consumer Protection on (08) 6552 9364 to discuss whether a WA licence is still required.

How much money was spent on the charitable purpose in this reporting period?

Briefly explain how the above charitable monies were spent. (eg. Beneficiaries)

What was the organisations total revenue in the reporting period?

Annual revenue less than \$500,000 (small)

Complete D1

Annual revenue over \$500,000 but less than \$3,000,000 (medium)

Complete D2

Annual revenue of \$3,000,000 or more (large)

Complete D3

D1. FINANCE SMALL ORGANISATIONS (less than \$500,000 revenue)

Which accounting method did the organisation use to prepare its financial statements during the reporting period?

- Cash (income is recorded when it is received and expenses when they are paid)
- Accrual (income is recorded when it is earned and expenses when they are incurred)

Complete the Income and Expenses Statement Summary and the Balance Sheet Summary below.

- Use the amounts shown from financial statements from the reporting period.
- Enter amounts as whole figures (drop off any cents) in Australian Dollars.
- Include Cash in Bank as *Total Assets*
- **You must also attach a Profit & Loss Statement and Balance Sheet**

Income and Expenses Statement Summary

Revenue/receipts		\$AUD <i>Enter amounts as whole figures (No cents)</i>	
A	Revenue from Government, including grants		.00
B	Donations and bequests		.00
C	Fundraising Income		.00
D	Revenue from providing goods and services		.00
E	Investment income		.00
F	Other revenue/receipts		.00
G	Total revenue/receipts (A + B + C + D + E + F)		.00
H	Other income (for example, gains)		.00
I	Total income/receipts (G + H)		.00
Expenses/payments			
J	Employee expenses/payments		.00
K	Fundraising Expense		.00
L	Grants and donations made for use in Australia		.00
M	Grants and donations made for use outside Australia		.00
N	Other expenses/payments		.00
O	Total expenses/payments (J + K + L + M + N)		.00
P	Net surplus/deficit (I - O)		.00

Balance Sheet Summary

Q	Total assets		.00
R	Total liabilities		.00
S	Net assets/liabilities (Q - R)		.00

Go to Section E. FINANCIAL REPORTS

D2. FINANCE MEDIUM ORGANISATIONS (revenue \$500,000 or over and less than \$3 million)

A MEDIUM organisation is required to complete a REVIEW of its financial report.

In the report attached to this form, is the reviewer's opinion or conclusion about the financial statements modified?

- No
 Yes

If Yes, select the type of modification

- Qualified/Qualification
 Adverse
 Disclaimed/disclaimer

Did the organisation have any related party transactions during the reporting period?

A related party transaction is a transaction (other than reasonable remuneration such as salary, superannuation or director's fees) between the organisation and any person/entity, including :

- the members of the Governing Body of the organisation;
- the organisation's executives;
- relatives of the members of the Governing Body of the organisation or its executives;
- other entities controlled or significantly influenced by the Governing Body of the organisation or its executives

It is important for any related party transactions a person has or may receive to be disclosed. For example, a Governing Body member receives a payment as a result of the organisation dealing with a business that the member has a financial interest in.

- No
 Yes

If yes, list any related party transactions during the reporting period in the table below

Payment/benefit amount	Name of person receiving the benefit	Purpose

Does the organisation have a documented policy or process about related party transactions and conflicts of interest?

- Yes
 No

If no, describe how the organisation manages related party transactions and conflicts of interest.

Complete the Income and Expenses Statement Summary and the Balance Sheet Extract below.

- Use the amounts shown from financial statements from the reporting period.
- Enter amounts as whole figures (drop off any cents) in Australian Dollars.
- Include Cash in Bank as *Total current assets*

Income and Expenses Statement Summary

Revenue/receipts		\$AUD <i>Enter amounts as whole figures (No cents)</i>	
A	Revenue from Government, including grants		.00
B	Donations and bequests		.00
C	Fundraising Income		.00
D	Revenue from providing goods and services		.00
E	Investment income		.00
F	Other revenue/receipts		.00
G	Total revenue/receipts (A + B + C + D + E + F)		.00
H	Other income (for example, gains)		.00
I	Total income/receipts (G + H)		.00
Expenses/payments			
J	Employee expenses/payments		.00
K	Fundraising Expense		.00
L	Grants and donations made for use in Australia		.00
M	Grants and donations made for use outside Australia		.00
N	Other expenses/payments		.00
O	Total expenses/payments (J + K + L + M + N)		.00
P	Net surplus/deficit (I - O)		.00

Balance Sheet Extract

Assets			
S	Total current assets		.00
T	Total non-current assets		.00
U	Total assets (S + T)		.00
Liabilities			
V	Total current liabilities		.00
W	Total non-current liabilities		.00
X	Total liabilities (V + W)		.00
Y	Net assets/liabilities (U - X)		.00

Go to Section E. FINANCIAL REPORTS

D3. FINANCE LARGE ORGANISATIONS (revenue of \$3 million or more)

A **LARGE** organisation is required to complete an **AUDIT** of its financial report.

In the report attached to this form, is the auditor's opinion or conclusion about the financial statements modified?

- No
 Yes

If Yes, select the type of modification

- Qualified/Qualification
 Adverse
 Disclaimed/disclaimer

Did the organisation have any related party transactions during the reporting period?

A related party transaction is a transaction (other than reasonable remuneration such as salary, superannuation or directors fees) between the organisation and any person/entity including :

- the members of the Governing Body of the organisation;
- the organisation's executives;
- relatives of the members of the Governing Body of the organisation or its executives;
- other entities controlled or significantly influenced by the Governing Body of the organisation or its executives

It is important for any related party transactions a person has or may receive to be disclosed. For example, a Governing Body member receives a payment as a result of the organisation dealing with a business that the member has a financial interest in.

- No
 Yes

If yes, list any related party transactions during the reporting period in the table below

Payment/benefit amount	Name of person receiving the benefit	Purpose

Does the organisation have a documented policy or process about related party transactions and conflicts of interest?

- Yes
 No

If no, describe how the organisation manages related party transactions and conflicts of interest.

Complete the Income and Expenses Statement Summary and the Balance Sheet Extract below.

- Use the amounts shown from financial statements from the reporting period.
- Enter amounts as whole figures (drop off any cents) in Australian Dollars.
- Include Cash in Bank as *Total current assets*

Income and Expenses Statement Summary

Revenue/receipts		\$AUD <i>Enter amounts as whole figures (No cents)</i>	
A	Revenue from Government, including grants		.00
B	Donations and bequests		.00
C	Fundraising Income		.00
D	Revenue from providing goods and services		.00
E	Investment income		.00
F	Other revenue/receipts		.00
G	Total revenue/receipts (A + B + C + D + E + F)		.00
H	Other income (for example, gains)		.00
I	Total income/receipts (G + H)		.00
Expenses/payments			
J	Employee expenses/payments		.00
K	Fundraising Expense		.00
L	Grants and donations made for use in Australia		.00
M	Grants and donations made for use outside Australia		.00
N	Other expenses/payments		.00
O	Total expenses/payments (J + K + L + M + N)		.00
P	Net surplus/deficit (I - O)		.00

Balance Sheet Extract

Assets			
S	Total current assets		.00
T	Total non-current assets		.00
U	Total assets (S + T)		.00
Liabilities			
V	Total current liabilities		.00
W	Total non-current liabilities		.00
X	Total liabilities (V + W)		.00
Y	Net assets/liabilities (U - X)		.00

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E. FINANCIAL REPORTS

Different financial reports need to be included with this form, depending on the organisations size.

Small Organisations

I confirm that a statement of profit or loss and Balance Sheet is attached to this form.

Medium and Large Organisations:

The organisation's financial report must include:

- a statement of profit or loss and other comprehensive income;
- statement of financial position;
- statement of changes in equity;
- statement of cash flows; and
- notes to the financial statements.
- signed and dated authorised persons' declaration about the statements and notes; and
- a signed and dated auditor or reviewer's report.

I confirm that a signed copy of the financial reports containing the above information and either the reviewer or auditors report is attached to this form.

F. CONTACT DETAILS AND DECLARATION

Complete the declaration below:

This form must be signed by:

- a member of the Governing Body such as the Chairperson, President or Secretary;
- a person who holds a position in the organisation who is authorised by its Governing Body to sign this form (such as a CEO or CFO); or
- an agent instructed/authorised by the organisation's Governing Body to sign this form

Name of person signing this form

Contact number (Landline or Mobile)

Email

Position held (CEO, CFO, Chairperson/President, Secretary, Treasurer)

I declare that:

- ▶ I am authorised to lodge this information on behalf of the organisation; and
- ▶ the information contained in this form and any supporting documents provided at the time or subsequent to lodgement are to the best of my knowledge and belief complete, correct and true

Signature (Do Not Print)

Date signed (DD/MM/YYYY)

Who should be contacted if there is a query about this form?

- The person signing this form
- The contact shown below:

Name of contact

Contact number (Landline or Mobile)

Email

Position held (CEO, CFO, Chairperson/President, Secretary, Treasurer)