

Committee of Management Annual Return

For the financial year ended 30 June 2018

Please complete and return by **23 November 2018** to: CoM Returns
DELWP Customer Service Centre
402 Mair Street
BALLARAT VIC 3350
or Email: customer.service@delwp.vic.gov.au

1. Committee of Management

Name:

I.D:

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2. Statement of income and expenditure

Please only include income and expenditure for the Committee, not Tenants of the Reserve.

Income	2017–18 (\$)
a) Fees (<i>eg hall hire, entrance fees, membership fees</i>)	
b) Fundraising (<i>eg garage sales, raffles, fundraising events</i>)	
c) Gifts / Donations	
d) Grants	
e) Leases / Licences / Informal Agreements	
f) Proceeds from disposal of Asset (<i>eg sale of lawn mower</i>)	
g) Interest received	
h) GST / Tax refunds (<i>if applicable</i>)	
i) Other (<i>please specify</i>)	
Income Total (<i>add a to i</i>)	

Expenditure	2017–18 (\$)
j) Utilities (<i>eg electricity, gas, water, council rates, phone, internet</i>)	
k) Fundraising costs	
l) Administration expenses (<i>eg stationery, postage, contract admin staff</i>)	
m) Building maintenance (<i>eg repairs, up keep, contract cleaners</i>)	
n) Asset purchases and additions (<i>eg tools, lawn mower, capital improvements</i>)	
o) Land maintenance (<i>eg tree removal, fencing, contract gardeners</i>)	
p) Insurance costs (<i>include premiums and any excess payments</i>)	
q) Salaries & Wages (<i>payments to staff & related costs - <u>not</u> payments to contractors</i>)	
r) Banking costs (<i>eg fees and charges</i>)	
s) GST / Tax Payments (<i>if applicable</i>)	
t) Other (<i>please specify</i>)	
Expenditure Total (<i>add j to t</i>)	

3. Breakdown of cash balance and other investments

Please only provide balances for the Committee, not Tenants of the Reserve.

	Opening balance 1 July 17	Closing balance 30 June 18
a) Petty cash on hand		
	Account name	Institution
b) Bank account 1		
c) Bank account 2		
d) Term deposits		
e) Receipts not yet banked (Cash and Cheques)		
f) Less un-presented cheques		
g) Total cash assets (a + b + c + d + e) – (f)		

4. Review key Committee contact details

If the Committee's contact details have changed since your last return please insert the new details below (please provide a current email address for the Committee if you have not already done so).

Name	
Title (eg Chair, Secretary, Member)	
Postal address	
Committee email address	
Telephone number	
Mobile number	

5. Additional comments

Include issues you would like to bring to the department's attention

6. Attestation of Committee's responsible officer

The Committee's Responsible Officer must be a Committee Member (eg Chairperson, Secretary or Treasurer).

I certify that the financial information supplied can be substantiated from supporting records and that any attached information is accurate.

Name

Title

Telephone number

Signature

Date of signing

When completed please return by **23 November 2018** to:

**COM Returns
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