# ANNUAL / QUARTERLY

# FINANCIAL REPORT

# [Insert name of committee]

# COMMUNITY ASSET COMMITTEE

|  |  |  |  |
| --- | --- | --- | --- |
| Financial Report for period |  | to |  |

1. Income and Expenditure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Previous year |  | Jul-Sep  $ | Oct-Dec  $ | Jan-Mar  $ | Apr-Jun  $ |
|  | **Opening balance**  Ledger/Cash book |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Income Type** | | | | | | **Total** |
|  | Casual Hire |  |  |  |  |  |
|  | Regular Users |  |  |  |  |  |
|  | Membership Fees |  |  |  |  |  |
|  | Fundraising |  |  |  |  |  |
|  | Grants |  |  |  |  |  |
|  | Rental Income |  |  |  |  |  |
|  | Interest |  |  |  |  |  |
|  | Asset sales |  |  |  |  |  |
|  | GST refund from Council |  |  |  |  |  |
|  | GST collected |  |  |  |  |  |
|  | OTHER |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expenditure Type** | | | | | | **Total** |
|  | Electricity/Gas/Water |  |  |  |  |  |
|  | Insurance |  |  |  |  |  |
|  | Cleaning |  |  |  |  |  |
|  | Audit Fees |  |  |  |  |  |
|  | Promotion |  |  |  |  |  |
|  | Events |  |  |  |  |  |
|  | Capital purchases |  |  |  |  |  |
|  | GST return to Council |  |  |  |  |  |
|  | GST paid |  |  |  |  |  |
|  | OTHER |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Closing balance**  Ledger/Cash book |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GST (refund)/payable\***  *GST collected minus GST paid* |  |  |  |  |

*\* If GST is payable, please send a cheque to Cardinia Shire Council, PO Box 7, Pakenham Vic 3810*

1. Details of bank and fixed deposit balances held

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Account type** | **Bank Name** | **30th Sep**  **$** | **31st Dec**  **$** | **31st Mar**  **$** | **30th Jun**  **$** |
| Bank account |  |  |  |  |  |
| Term deposit |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | |  |  |  |  |

**PLEASE ATTACH COPIES OF BANK STATEMENTS AND VERIFICATION OF FIXED TERM DEPOSIT BALANCES**

1. Reconciliation to bank statements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **30th Sep**  **$** | **31st Dec**  **$** | **31st Mar**  **$** | **30th Jun**  **$** |
| Closing balance on  **Bank Statements\*\*** |  |  |  |  |
| - Unpresented chqs |  |  |  |  |
| + unbanked income/cash on hand |  |  |  |  |
| Closing balance in  **Ledger/Cash book** |  |  |  |  |

*\*\* Closing balance on Bank Statements should be the same as the total in section B including all bank accounts and term deposits*

1. Volunteer Services this year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of volunteers** | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Full year |
| Male |  |  |  |  |  |
| Female |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total** |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Jul-Sep | Oct-Dec | Jan-Mar | Apr-Jun | Total |
| **Total volunteer hours** |  |  |  |  |  |

**PLEASE ATTACH YOUR CURRENT VOLUNTEER REGISTER**

1. Statement by Principal Accounting Officer (Treasurer)

I certify that the details provided in the Financial Report are true and correct.

Principal Accounting Officer (Treasurer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Contact Number: |  | | |
| Signed: |  | Date: | Click or tap to enter a date. |