



# Annual Financial Return

## Good Governance Fact Sheet No. 4 for Committees of Management of Crown land reserves in Victoria

All committees of management are required to submit an Annual Financial Return to DELWP at the end of each financial year. The Annual Financial Return includes key financial information and can be submitted on-line through the Crown Land Kiosk.

### What is the Annual Financial Return?

The Annual Financial Return is a compulsory legal requirement for all committees. It includes:

- A summary of financial details for committee of management operations for the financial year 1 July to 30 June

The Annual Financial Return may also include questions on various other governance requirements such as policies for Conflicts of Interest and Gifts, benefits and hospitality.

### Due date for the Annual Financial Return

The Annual Financial Return relates to the financial year ending 30 June. Committees should submit the Annual Return as soon as possible after 30 June.

The Annual Financial Return can be submitted at any time from 1 July each year until a final deadline of 30 September.

Any committee of management that may have difficulty submitting the Annual Financial Return before the final deadline should contact DELWP to seek an extension.

### Submitting the Annual Financial Return through the Crown Land Kiosk

The preferred method for submitting the Annual Return is through the Crown Land Kiosk. For details, see *Crown Land Kiosk Fact Sheet* or the [DELWP Committees of management webpage](#).

### Contacting DELWP

Regarding Crown land reserve matters, DELWP staff can be contacted through the Crown Land Kiosk, by phone to the DELWP Customer Contact Centre on 136 186 (and/or direct to the DELWP Land and Built Environment (LBE) team in your part of the State) or email: [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) (and your email will be forwarded to the relevant LBE public land email in your region). Contact details for DELWP regional offices can be found through the [Regions and communities](#) section of the DELWP website.

### Note for Incorporated Associations and Companies Limited by Guarantee

Some committees of management of Crown land reserves are incorporated through means other than the *Crown Land (Reserves) Act 1978*. These groups include Incorporated Associations and no-profit Companies Limited by Guarantee. They have different processes for annual accountability to DELWP.