



# 2024-25 Annual Return form for committees of management of Crown land reserves

Completion of this Annual Return is a legislative requirement of the *Crown Land (Reserves) Act 1978*

**Due date:** 30 September 2025 (earlier lodgement welcome)

## (Lodgement options)

- Online using the Crown Land Kiosk (preferred). See the Appendix on pages 10-14 of this form for further information about using the Kiosk.
- Email this form as a word document or pdf to: Department of Energy, Environment and Climate Action (DEECA) Customer Contact Centre [customer.service@deeca.vic.gov.au](mailto:customer.service@deeca.vic.gov.au)
- Mail the completed form to: DEECA Customer Contact Centre, Level 4, 402-406 Mair Street, Ballarat, Victoria, 3350.

## About this Annual Return Form

The main form is on pages 2-6. Appendix A on pages 7-9 provides information to assist completing the Annual Return. Appendix B on pages 10-14 provides further information for people using the Crown Land Kiosk to complete the Annual Return.

## Phone Enquiries

- Michael Gourlay, DEECA Project Manager, Committees of Management [0404 255 317](tel:0404255317)
- DEECA Customer Contact Centre [136 186](tel:136186)

## Email Enquiries and DEECA committees of management website

- [michael.gourlay@deeca.vic.gov.au](mailto:michael.gourlay@deeca.vic.gov.au) or [voluntary.committees@deeca.vic.gov.au](mailto:voluntary.committees@deeca.vic.gov.au)
- or the DEECA Land and Built Environment (LBE) team responsible for committees of management in your part of the state (see the committees of management section of the DEECA website for the email addresses of the six regional LBE teams).
- <https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management>.



Energy,  
Environment  
and Climate Action

## 2024-25 Annual Return

**Committee Name:**

**Committee's DEECA Land Manager ID No. (if you don't know this number, just leave blank):**

### 1. Income (recommend precise figures, including two decimal points/cents)

Income for the 2024-25 financial year (1 July 2024 to 30 June 2025). Please only include income and expenditure for the Committee of Management itself, including any lease/licence/user group income received by the committee. The overall financial accounts of lessees/licensees/user groups are not required.

Please add further rows to the income table if required. Please use the space at the bottom of the page for any comments/additional information relating to income.

Income Type	2024–25 (\$)
a) Leases and licences	
b) Facility Hire	
c) Grants	
d) Fundraising and gifts/donations	
e) Interest Received	
f) GST / Tax Refunds	
g) Other (Please specify)	
g) Other (Please specify)	
g) Other (Please specify)	
g) Other (Please specify)	
g) Other (Please specify)	
<b>Income Total (add a to g)</b>	

Comments/additional information relating to income:

## 2. Expenditure (recommend precise figures, including two decimal points/cents)

Please add further rows to the expenditure table if required. Please use the space at the bottom of the page for any comments/additional information relating to expenditure.

Note: For groups using “accrual” accounting, please use the line-item v) Depreciation for any depreciation expenditure.

Expense Type	2024–25 (\$)
k) Utilities	
l) Fundraising costs	
m) Administration expenses	
n) Building maintenance	
o) Asset purchases and additions	
p) Land maintenance	
q) Insurance costs	
r) Salaries & Wages	
s) Banking costs	
t) GST / Tax Payments	
u) Other ( <i>please specify</i> )	
u) Other ( <i>please specify</i> )	
u) Other ( <i>please specify</i> )	
u) Other ( <i>please specify</i> )	
v) Depreciation (if applicable)	
<b>Expenditure Total (add k to v)</b>	

Comments/additional information relating to expenditure:

## 3. Income/Expenditure Balance (Result)

Please add your committee’s income/expenditure “balance” or “result” for 2024-25. This is calculated by subtracting total expenditure from total income. For negative figures use a minus sign -\$ or brackets (\$).

Income/Expenditure Balance/Result	2024–25 (\$)
Income/Expenditure Balance/Result for 24-25	

#### 4. Bank balances and other cash or money owed or due as of 30 June

Balances require an "Opening Balance" for the financial year (opening 1 July 2024 which will be the same as Closing Balance as of 30 June 2024) and a Closing Balance for 30 June 2025.

Accounts	Account name	Institution	Opening Balance (1 July 24)	Closing Balance (30 June 25)
a) Bank account 1				
b) Bank account 2				
c) Bank Account 3				
d) Other Bank Account				

Other cash and/or money owed or due as of 30 June	Opening Balance (1 July 24)	Closing Balance (30 June 25)
e) Petty cash on hand		
f) Receipts not yet banked and/or other money owed to the committee		
g) Unpresented cheques and/or other Current Liabilities		

Total cash assets as of 30 June	Opening Total (1 July 24)	Closing Total (30 June 25)
Calculate total by a + b + c + d + e + f and then subtract g		

#### 5. Change in total cash assets from year start to year end

Include here a calculation of the change in total cash assets for the year, by subtracting the opening balance from the closing balance. For negative figures use a minus sign -\$ or brackets (\$).

Change in total cash assets from year start to year end	Change \$ for the 24-25 year
Change of total cash assets for 24-25. Take the "Opening" Total cash assets balance (1 July 2024) and subtract it from the "Closing" total cash assets balance (1 July 2025)	

## 6. Bank reconciliation check

After receiving your Annual Return, in addition to reading your Additional Comments (see question 9) and other information supplied, our department's staff undertake a routine check of the 'bank reconciliation' of your annual return financial figures.

For more information about bank reconciliation – including a basic check you can undertake before submitting your Annual Return, see Appendix A on pages 7-9 of this form.

A detailed explanation of bank reconciliation is provided in Section 5 of the Committee of Management Guidelines, available from the Committees of Management section of the DEECA website at <https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management>.

## 7. Grants received

Please include details of grants received during 2024-25. Add rows or attach additional information if more than three grants for the year.

Grant Provider (for example, name of government department, local council, or other grant provider)	Purpose for which the grant was provided. Please include any specific name of the grant.	Funding received from grant in 2024–25 (\$)

## 8. Day-to-day financial management

Please summarise your committee's approach to financial management, including:

- Frequency and style of financial reports for the committee
- Process and timing for bank reconciliations
- Other aspects of financial management outlined in the Committee of Management Guidelines (available from <https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management>) including "segregation of duties" and a minimum of 2 people to sign-off on key transactions

Please also describe the basis of your committee's financial record system, for example, Excel spreadsheet, any financial management software used and/or use of an external accountant.

For committees with limited transactions, "from the bank statements" is an accepted description for a financial record system. For committees with no income/expenditure and/or no bank account, write that in the box.

## 9. Additional Comments

To inform DEECA about your committee's operations, please include any further information you would like department staff to consider, including successes and achievements or any issues of concern.

You may also like to include:

- General description of the reserve(s) your committee manages, including activities that occur on the reserve(s)
- Any relevant history, recent changes and/or plans for the future
- A list of key user groups

## 10. Attestation by committee "Responsible Officer"

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

Name	Position on committee

The Committee's Responsible Officer must be a committee member (Chairperson, Secretary, Treasurer, Secretary/Treasurer or General Member, or a person authorised by the committee to submit).

It is required that the financial details of this Annual Return are agreed upon by a committee quorum (majority of current members) at a meeting or via a phone/email process and that this agreement is noted in writing as minutes of the meeting or phone/email process. If for some reason you are submitting the Annual Return ahead of the formal committee "sign-off" process, please use the space in the box to describe the situation, for example "The committee isn't meeting next until late October, and we will organise formal approval then and notify you when done."

**Date of committee meeting (or finalisation of phone/email process) when Annual Return financial details were agreed to by a majority of the committee:**

**(Optional) Please attach any additional documentation your committee would like to provide.**

If your committee has a Balance Sheet, please provide a copy with your Annual Return submission.

## APPENDIX A: Notes to assist completing the Annual Return

### Introduction

The notes in this Appendix are relevant for all committees, both those using the Annual Return form (as a word doc or hard copy) and those completing the Annual Return through the Crown Land Kiosk.

Appendix B on page 10 has additional information for people submitting through the Kiosk.

### Precise figures including two decimal points/cents

It is strongly recommended you use precise figures to two decimal points/cents. This will assist in achieving a perfect \$0.00 bank reconciliation rather than small bank reconciliation errors when “rounded to the dollar” figures are used.

### Committee of Management Guidelines information on financial management

The Committee of Management Guidelines, available from the DEECA website at <https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management> includes detailed guidance for committees on financial matters, including the importance of:

- Financial management being a responsibility of the whole committee and every committee member, not just the Treasurer.
- The basics of good financial management, including segregation of duties; regular bank reconciliations; all key financial decisions being recorded in meeting minutes.

### If your committee has had no financial transactions for the year

- If your committee did not have any income or expenditure for the financial year, you are still required to complete the Annual Return.
- Please complete by showing \$0.00 in the lines for Income Total and Expenditure Total and Balance and completing the remaining sections, including any bank account details.
- If no bank account, please state “No accounts” in the line for Bank Account 1 and put \$0.00 for both Opening Balance and Closing Balance. Please then repeat \$0.00 for both Opening and Closing Balance in the line for Total Cash Assets and \$0.00 for Change in total cash assets.
- Please also include an appropriate description for the Day-to-day Financial Management question, such as “No income/expenditure and no bank account.”
- In instances where your Crown land reserve Committee of Management itself has no income/expenditure, but there are operations on the reserve undertaken by a group or club, for example a bowling or golf club, please indicate this in either the Day-to-Day financial management question and/or in Additional Comments. For example, “the golf/bowling club operates on the reserve and does its own finances separate to the committee”.
- Please also include any relevant Additional Comments and the Attestation. For committees with no income/expenditure and/or no bank account, the inclusion of Additional Comments is especially appreciated. The reason why/how a committee is operating with no income/expenditure is not always immediately apparent to our staff, so any explanation/background is appreciated.

### **If your committee does “accrual” accounting (has “depreciation” and/or a Balance Sheet)**

- Please note that the Expenditure section includes a line for v) Depreciation. Please ensure that any Depreciation recorded in your income/expenditure (profit/loss) statement is recorded in the line v) Depreciation.
- If your committee has a Balance Sheet, please provide a copy with your Annual Return lodgement.

### **If your committee has financial statements in a particular format**

DEECA appreciates that some committees have detailed accounting statements with a structure of line-items that do not fit neatly with the line-items outlined in the Annual Return form/Kiosk pro-forma.

For example:

- You may have one line item for ‘Maintenance’ rather than separate items for ‘Building maintenance’ and ‘Land maintenance’), or
- Your accounts may have many more individual line items than those provided on the form/Kiosk.

In these circumstances, we seek to ensure that the Annual Return process can proceed with minimal duplication of effort at your end. For example, we would not expect you to interrogate your ‘Maintenance’ line item and split it into two separate figures.

However, between your efforts and those of DEECA staff, your detailed accounts will need to be translated into the Kiosk/Landfolio system we use to store and retrieve financial information.

If you have a detailed set of financial statements, there are two options to consider in completing the Annual Return.

1. Complete the Annual Return by transcribing your Financial Statements information into the Annual Return format as best you can.
  - This is the preferred option as it ensures your committee is in control of the information recorded.
  - The space for ‘Comments’ can be used to provide any relevant explanation (for example “Maintenance includes both building and land maintenance” or “Other includes a range of line items listed in our accounts such as ...).
  - It is highly recommended that you also provide a copy of your original Financial Statements so that DEECA staff can, if necessary, check your original Financial Statements against the recorded Annual Return information.
2. Provide a copy of your Financial Statements without attempting to fully transcribe all line-items into the Annual Return format.
  - In this instance DEECA staff will be responsible for transcribing the information into the Annual Return format. If using this method, please ensure that you include figures for “Income Total” and “Expenditure Total” within the Annual Return format, along with Bank Balance details.
  - Please also complete the other questions including Day-to-Day financial management, Additional Comments and Attestation.

## Bank Reconciliation Check

DEECA staff will undertake a routine check of the 'bank reconciliation' of your Annual Return.

A detailed explanation of bank reconciliation is provided in Section 5 of the Committee of Management Guidelines, available from the committees of management section of the DEECA website at <https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management>.

In short, for committees where the figures are based on 'cash' accounting, the following two figures should be the same:

- The income/expenditure balance (result) – see Question 3 in the Annual Return Form and
- The change in total cash assets from year start to year end – see Question 5 in the Form

If these figures are different, then the bank reconciliation is 'out' and it means there are one or more errors in the figures. If your bank reconciliation is 'out' you may wish to check and update your figures before you submit the Annual Return.

Common errors include:

- Forgetting to include bank interest as income.
- Inadvertently missing one or more items of income or expenditure.
- Incorrect bank figures.
- Including one or more items of expenditure that actually occurred outside the 24-25 year.
- If you include an item under 'f) Receipts not yet banked and/or other money owed to the committee' or 'g) Unpresented Cheques and/or other Current Liabilities' in the Bank/Cash assets section, then the same items need to also be included in Income/Expenditure, otherwise the bank reconciliation will be 'out' by the amounts included in f) and g).

If you have a bank reconciliation error, it is usually helpful to re-check the bank statements. Often the error is easy to spot and correct from a bank statement check.

- Note: Some groups use 'accrual' accounting involving the 'Capitalisation' of assets and related inclusion of 'Depreciation' as an expenditure line item. The method for doing bank reconciliation checks for those using 'accrual' accounting is slightly different and involves examination of a full 'Balance Sheet' with asset values listed as well as the income/expenditure statements.

If your Annual Return is submitted with a significant bank reconciliation error, DEECA staff may contact you to request you review the figures. In some instances, DEECA staff may request copies of bank statements to assist in working with you to achieve accurate figures.

## Your contributions to Additional Comments are greatly appreciated

In addition to completing the financial information, your committee is encouraged to use the 'Additional Comments' section to provide information you would like DEECA staff to consider, including successes and achievements or any issues of concern.

You may also like to include a general description of the reserve(s) your committee manages, including details of user-groups, activities that occur on the reserve(s) and any relevant history, recent changes and/or plans for the future.

Any details you include in Additional Comments are appreciated and helpful in informing DEECA staff about your reserve(s).

## APPENDIX B: Submitting the Annual Return through the Crown Land Kiosk

### What is the Kiosk?

The Kiosk is an on-line portal designed for managers of Crown land reserves.

In addition to the capacity to submit the Annual Return directly on-line, the Kiosk provides access to reserve maps and other information to assist committees. For example, key documents such as leases or licences can be stored on the Kiosk.

### What are the main benefits of using the Kiosk to submit the Annual Return?

- Time, accuracy and efficiency for both committees and DEECA staff.
- The Kiosk is particularly helpful for DEECA staff because Annual Return data submitted through the Kiosk is instantly and automatically translated into a Summary Report format which includes automated checks of income/expenditure and bank/cash assets totals and a bank reconciliation check (see also page 8 for more detail on the importance of bank reconciliation).
- Data supplied through a posted or emailed form needs to be manually entered by DEECA staff. In addition to the extra time needed for this, the translation process is susceptible to data entry errors.

### Kiosk quirks!

The Kiosk has a few quirks! Compared to some other on-line forms you may have used in recent times, the Kiosk might look and feel a bit old fashioned.

#### **Strongly recommended one Kiosk user per committee for the Annual Return**

While multiple members of the committee can be registered to use the Kiosk (see more about registration on page 14) it is strongly recommended that only one person from your committee (from the same Kiosk login address each time) works on the Annual Return in the Kiosk from start to finish.

Unfortunately, multiple people coming in at various times working on drafts has a tendency to create errors in what gets saved and what doesn't, so best if it is all done by the same person.

### Adding a new row / line-item (or deleting a row) in income/expenditure or elsewhere

Adding rows / line-items in the Kiosk (and deleting rows you don't need) can be a bit confusing!

A key element is understanding the way the drop-down menu works for each row / line-item.

The drop-down menu can be seen via the little down arrow at the end of each row. The name of each row is determined by what is chosen from the drop-down menu for each row. The choices are the same ones you can see in the form on pages 2-4. To be included through the Kiosk, every row (including every new row) must be allocated a choice from the drop-down menu.

The Kiosk is set up with certain rows pre-chosen (in the same way the form is) in anticipation that many committees will use one or more of the chosen line items.

But you may not need to use any or all of the pre-selected rows. You can leave the unused rows as is or you can delete the ones you don't need by hitting the X at the right-hand side of the row after the comment column. The X will turn red as you hover over it and if you hit the X, the row will be deleted.

## **Adding a new row / line-item (or deleting a row) in income/expenditure or elsewhere (con't)**

With adding rows / line-items:

- A typical scenario is somebody seeking to add multiple new 'Other' rows / line-items to income and/or expenditure (Other is one of the choices in the drop-down).
- At the bottom of each section of income, expenditure, bank/cash assets, grants you will see in blue 'Add new row'. If you hover over this and click, it will add a row at the bottom of whatever is there above.
- In Income and Expenditure, if you haven't already done anything else, this row will be added beneath the 'Total' row (ideally it would insert the new row above the Total but it doesn't!). The new row(s) below the Total row can look awkward.\*\*\*

If you wish to edit\*\*\* so that the Total ends up as the bottom row:

- Add as many new rows as you need and then add one final new row and tag that one as 'Total.'
- Either before or after you do that, delete the previous Total row.

\*\*\* Note: there is actually no harm in leaving the Total row where it is and having additional items below the Total. When it comes to the way the automated summary reports add line-items and check and calculate totals, it will pick up all the line items (except for the Total) and add them to get a 'Calculated Total' irrespective of whether the Total row is in the middle or at the end. So, the decision to organise the data rows with the Total at the bottom is mainly for the sake of visual presentation and having the data 'look normal to you with the Total at the bottom.

## **No "Save" button but it is saving!**

Another unusual aspect of the Kiosk is that it doesn't have an identifiable 'save' button on the screen as you input the data. You might expect there to be a 'save' or 'save and continue' button somewhere, but there isn't!

However, please be reassured that as you enter the data, the Kiosk is saving it as you go.

## **The saving process if completing the Annual Return in one sitting**

If you complete the Annual Return in one sitting, you will notice a moving series of small dots towards the top of screen when the Kiosk is in 'think-time/saving' mode.

If you utilise the option to 'Review Data Report before submitting' (see more below on Page 13) you will get a 'doing a save' message on the top right of screen followed by a 'generating report' message.

When you finish the Annual Return and hit the 'submit' button you will, after some 'think-time', get a 'Submission ..... successful' message.

### **If wanting to input some draft data, save it and come back to it another time**

If you have entered draft Annual Return data in the Kiosk and wish to leave it there as a draft and log out of the Kiosk (or return to the Kiosk dashboard) and return another time to complete the Annual Return:

- If logging out from the Kiosk from the Annual Return - the log out button can be found as a drop down from the top right corner of the screen where your name is displayed.
- Once you hit the log out button, a 'pop-up' titled 'Keep your Changes?' will appear. Make sure to hit the button "KEEP DRAFT" - this will ensure the data you have entered will be there when you return to the Annual Return in the Kiosk.
- The same 'Keep your Changes?' pop up and KEEP DRAFT message will appear if you decide to navigate back to the Kiosk Dashboard rather than log out of the Kiosk from the Annual Return screen.
- Note: As outlined in 'Troubleshooting Kiosk errors' below, if you have a Kiosk crash/error, an error message will appear and above it there will be a link to 'Return to dashboard.' When you hit the link to 'Return to dashboard' this will prompt a message asking you if you wish to save the work you have done. Hit yes to that to ensure that your work is saved.

### **Keeping a copy of data you enter as protection if there is a data-loss event**

Occasionally, people using the Kiosk have had instances where data has been lost during the process of submitting. It is highly recommended that people keep a copy of the data they prepare for entry through the Kiosk (as a screen shot or in some other form) so that in the unlikely event that there is a 'data loss' event, the data can be re-entered.

#### **Troubleshooting Kiosk errors**

If you experience any problems doing the Annual Return on the Kiosk, please contact DEECA staff member Michael Gourlay for assistance on 0404 255 317, [michael.gourlay@deeca.vic.gov.au](mailto:michael.gourlay@deeca.vic.gov.au) or [voluntary.committees@deeca.vic.gov.au](mailto:voluntary.committees@deeca.vic.gov.au).

If you do have a Kiosk crash, an error message will appear and above it there will be a link to 'Return to dashboard'.

If possible, take a photo or screenshot of the error message (it may help us later), then hit the link to 'Return to dashboard'. This will prompt a message asking you if you wish to save the work you have done. Hit yes to that to ensure that your work is saved.

Then you can re-enter from the Dashboard and try again, with, hopefully, most or all of your previous work saved. If the error reoccurs go through the same process - photo/screenshot, hit Return to dashboard and then save.

However, if you are getting repeat errors, we suggest you don't keep trying. Contact Michael and request assistance!

### **Attestation**

Please ensure the Attestation section is completed with name and position of the person submitting. Please complete this before proceeding to the Mandatory committee approval date box.

## **Mandatory date box for committee approval**

Near the end of the Kiosk Annual Return (as per Page 6 of the form) after Attestation, there is a box asking for the 'Date of committee meeting (or finalisation of phone/email process) when Annual Return financial details were agreed to by a majority of the committee.'

This is a mandatory box and the Annual Return will not submit through the Kiosk if this box is left blank.

If for some reason you are submitting the Annual Return ahead of the formal committee 'sign-off' process, please use the space in the box to describe the situation, for example "The committee isn't meeting next until late October, and we will organise formal approval then and notify you when done."

## **How to get a copy of the Annual Return submitted through the Kiosk?**

The Kiosk does have the capacity for you to check (and save a copy) of your Annual Return before you submit. To do this:

- There is a button 'Review Data Report before submitting' at the very end next to the 'Submit' button.
- When you hit the 'Review Data Report before submitting' button a 'doing a save' message will appear on the top right of your screen, followed by a 'generating report' message. Please be patient as the completion of the 'saving' and 'generating report' can take a few moments. You should see a 'Saving .... Successful' message followed by a 'CoM Annual Return ..... successfully generated' message. Unless there are issues with 'Pop-ups' (see box below) a summary report in pdf format will then open in a new separate tab in your Internet browser.

'Pop-ups' may explain why you get the message 'CoM Annual Return ..... successfully generated' but no report appears. If this happens, there is a small trick to fix it. At the end of the address line in your Internet browser, there will be a little rectangular box with a line through it. Hit that box and it will generate a message something like 'Pop-ups blocked' with an option to 'Always allow pop-ups from (the Kiosk site address)'. Click on that option to allow pop-ups and press 'Done' and the report should appear.

## **Saving the Annual Return Summary Report and going back to original Kiosk screen to submit**

- On checking the report, if all details are correct and you wish to proceed to submit as is, there are two next steps. First it is suggested that you save a copy of the Summary Report for your own records. Then you need to return to the original tab in your Internet browser where you were doing the data entry. On that screen, hit the 'Submit' button. A 'Submitting in progress' message will appear at the top right of your screen and this will, after some 'think time' translate into a message that says 'Submission ..... successful'.
- If your inspection of the initial Summary Report reveals some financial or other information you wish to change before submitting, when you return to the original Kiosk data entry tab in your Internet browser, scroll back up to the data you wish to change and make the changes. You can then repeat the process to 'Review Data Report before submitting' as many times as you like to check that everything is as you want it before submitting.

Unfortunately, once you submit the Annual Return through the Kiosk, it doesn't automatically send you a copy of the Summary Report. However, you can contact Michael Gourlay (see above) to request a copy.

## **To use the Kiosk you must be registered as a Kiosk user**

One or more members of a committee can be registered for the Kiosk, but as outlined above, it is strongly recommended that only one person from your committee (from the same Kiosk login address each time) works on the Annual Return in the Kiosk from start to finish.

### **Registering for the Kiosk**

To register for the Kiosk for the first time, please email [clip@deeca.vic.gov.au](mailto:clip@deeca.vic.gov.au).

The DEECA staff receiving this email will check to ensure that you are listed as a member of the committee. You will then be emailed instructions for completing the Kiosk registration process.

Note: There is a 24-hour time limit for using the link provided in the first email we send you for Kiosk registration, so please ensure you proceed quickly to use the link and complete the registration process.

## **Logging in and passwords (including forgotten passwords)**

The Kiosk address for logging in is: <https://crown-land-kiosk.delwp.vic.gov.au/landing>.

You will need both the specific email associated with your Kiosk registration and your password.

If you have forgotten your Kiosk password, hit 'forgot password' and follow instructions to reset.

## **Finding the Annual Return 'Proceed' button on the Dashboard page**

On logging in to the Kiosk, the first page you will see is what is known as the 'Dashboard' page.

The proceed button for 'Submission of Annual Return for 2024-25' will usually appear on the top right of the Dashboard screen as one of the 'Top 4' items under 'Committee Obligations'.

Hit proceed and the first page of the Annual Return screen will appear.

In the unlikely event that the 'Submission of Annual Return for 2024-25' button isn't immediately evident in the 'Top 4' items under 'Committee Obligations', this will be because at least 4 other committee obligations are listed ahead of the Annual Return. This might include Annual Returns from previous years that haven't been submitted. If there are overdue Annual Returns prior to 24-25, please contact Michael Gourlay (as above) to clarify the process to get Annual Returns up to date.

If the 'Submission of Annual Return for 2024-25' isn't immediately evident in the 'Top 4' on screen, locate the 'Full profile' button on the left hand side of the Dashboard page and then hit 'Activity'. This will give a full list of all 'Committee Obligations' including those numbered 5, 6, 7. You will find the 'Submission of Annual Return for 2024-25' button there.

## **Good luck and thank you!**

Hopefully all will go smoothly with your Kiosk submission of the 24-25 Annual Return!

The Annual Return is an important document and your efforts to complete and submit it through the Kiosk are greatly appreciated.

And as indicated above, If you experience any problems doing the Annual Return on the Kiosk, please contact DEECA staff member Michael Gourlay for assistance on 0404 255 317, [michael.gourlay@deeca.vic.gov.au](mailto:michael.gourlay@deeca.vic.gov.au) or [voluntary.committees@deeca.vic.gov.au](mailto:voluntary.committees@deeca.vic.gov.au).