2025-26 Annual Return (Form plus Instructions) for Crown land reserve committees of management

Due Date

Due date: 30 September 2026 (earlier lodgement welcome)

Committees not in a position to submit by the due date are not required to seek permission for an extension unless they plan to submit after 30 November 2026.

Lodgement Options

- Online using the Crown Land Kiosk (preferred). See the Appendix on pages 12-16 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.
- Mail the completed form to: DEECA Customer Contact Centre, Level 4, 402-406 Mair Street, Ballarat, Victoria, 3350.

About this 25-26 Annual Return Form (version with form and instructions)

This 'Form plus Instructions' Annual Return document is 16 pages long, with the main form for completion on pages 2-6 and further information and instructions on pages 7-11 (for all) and 12-16 (additional information for committees submitting through the Crown Land Kiosk).

It is recommended that everybody read pages 7-11 before completing the form/Kiosk.

Note: There is a 'Form Only' (6 pages) version of the 25-26 Annual Return Form available from https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management.

DEECA contacts for committees of management

Key information for committees, including the role of DEECA's regional Public Land Services Teams (day-to-day reserve matters) and the Public Land Administration Hub (committee election processes) can be found on the DEECA website at:

https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management

Annual Return related queries

For specific questions about the Annual Return, phone or text Michael Gourlay, Project Officer, on 0404 255 317 or email michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au.

VICTORIA State Government | Energy, Environment and Climate Action

2025-26 Annual Return for Crown land reserve committees of management

Committee Name:
(Optional) Add your committee's DEECA Land Manager ID number at the end of committee name if you know it

Appendix A on pages 7-11 of this form provides information to assist completing the Annual Return. It is recommended you read these pages before completing the main form/Kiosk.

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

Income for the 2025-26 financial year (1 July 2025 to 30 June 2026). Please only include income and expenditure for the committee itself, including any lease/licence/user group income received by the committee. The overall financial accounts of lessees/licensees/user groups are not required. 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.

***** For groups with no income/expenditure in 2025-26, the notes on Page 8 provide details of an alternative method to submit the Annual Return, rather than completing the form *****

Income Type	**2025–26 ($)**
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)	
Income Total ***(add a to g)***	

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	2025–26 ($)
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 *(please specify)*	
u) Other *(please specify)*	
v) Depreciation (if applicable)	
Expenditure Total *(add k to v)*	

Comments/additional information relating to expenditure:

3. Income/Expenditure Balance (Result)

Please add your committee’s income/expenditure “balance” or “result” for 2025-26. This is calculated by subtracting total expenditure from total income. For negative figures use a minus sign -$ or brackets ($).

Income/Expenditure Balance/Result	2025–26 ($)
Income/Expenditure Balance/Result for 25-26	

4. Bank balances and other cash or money owed or due as of 30 June 2026

Balances require an 'Opening Balance' for the financial year (opening 1 July 2025 which will be the same as Closing Balance as of 30 June 2025) and a Closing Balance for 30 June 2026.

***** See page 10 for further information about e) Petty Cash and page 11 for the use of f) Receipts not yet banked and g) Current liabilities. Getting these correct can be tricky but helps prevent unnecessary bank reconciliation errors. *****

Accounts	Account name	Institution	Opening Balance (1 July 25)	Closing Balance (30 June 26)
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 25)	Closing Balance (30 June 26)
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 25)	Closing Total (30 June 26)
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 25-26 year
Change of total cash assets for 25-26 ('Opening' Total cash assets balance (1 July 2025) subtracted from 'Closing' total (1 July 2026)	

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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 page 10 in Appendix A of this form.

For most groups, a perfect $0.00 bank reconciliation will be evident from the answer to Question 3 (Income/Expenditure Result) being the same as Question 5 (Change in total cash assets from year-start to year-end). In most instances, these two figures should be identical.

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 2025-26. 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 another grant provider)	Purpose for which the grant was provided. Please include any specific name of the grant.	Funding received from grant in 2025–26 ($)

8. Day-to-day financial management

Please describe the nature of your committee's financial record system, for example, Excel spreadsheet, any financial management software used and/or use of an external accountant. Please also note your committee's approach to the issue of 'segregation of duties' and a minimum of 2 people to sign-off on key transactions, as per the outline in Section 5 of the Committee of Management Guidelines.

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: (1) A general description of the reserve(s) your committee manages, including activities that occur on the reserve(s) (2) Any relevant history, recent changes and/or plans for the future (3) 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 another person authorised by the committee to submit.

It is required that the financial details of this Annual Return are agreed to 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 (or other comments on approval process):

(Optional) Please attach any additional documentation your committee would like to provide, for example copies of original financial reports used to complete the Annual Return. If your committee keeps a Balance Sheet with details of Assets and Liabilities, please provide a copy with your Annual Return, along with the related Income/Expenditure Statement.

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Appendix A: Notes to assist completing the 2025-26 Annual Return

Introduction

The notes in this Appendix are relevant for all committees, both those using the Annual Return form (pages 2-6) and those completing the Annual Return through the Crown Land Kiosk. Appendix B on pages 12-16 has additional information for people submitting through the Kiosk.

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

We value and appreciate your volunteer time and effort

We greatly appreciate the volunteer time and effort of the 7,000+ volunteers managing 1,500+ Crown land reserves across the state.

We have tried hard to make the Annual Return process as simple as possible, within the requirements of governing legislation for Crown land reserve committees of management.

The type of reserves being managed by voluntary committees of management varies widely, from those with little or no financial transactions (see next page) to those with income and expenditure up to $1 million per year.

> Whatever the type and size of your committee, we hope this form and the Annual Return process is easy enough to follow and complete.
>
> While completing the Annual Return on-line using the Crown Land Kiosk is our preferred method (since it saves staff time at our end) we understand that on-line lodgement isn't everybody's preferred method. If you prefer to do the Annual Return by email or post, that's totally fine!

And we are only ever an email, phone call or text away if you have questions. Contact Michael Gourlay, on 0404 255 317, michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au.

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 such as 'segregation of duties', bank reconciliations and keeping records of all key financial decisions.

> Financial management is a responsibility of the whole committee and every committee member, not just the Treasurer or Secretary/Treasurer.

If your committee has had no financial transactions for the 2025-26 year

If your committee did not have any income or expenditure for the financial year, we are still required to record completed details of your Annual Return.

For the 25-26 Annual Return, as a trial 'new system' to reduce bureaucracy at your end, rather than complete the full Annual Return, you can send a text 0404 255 317 or email to michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au with:

- Committee name and statement to the effect that there were nil income or expenditure transactions of the committee in 2025-26. Your name and position on the committee.
- Clarification (if bank account exists) of 'opening' (30 June 2025) and 'closing' (30 June 2026) balance or statement that the committee has no bank account.

It would also be greatly appreciated if the email included a summary of the reserve(s), as per the Additional Comments question: (1) A general description of the reserve(s) your committee manages, including activities that occur on the reserve(s) (2) Any relevant history, recent changes and/or plans for the future. In instances where the committee itself has no income/expenditure, but there are operations on the reserve undertaken by a group or club, please provide details. For example, "The golf/bowling club operates on the reserve and does its own finances separate to the committee".

If your committee does 'accrual' accounting (has 'Depreciation' and/or 'capitalises' some assets in the Balance Sheet rather than recording them in the income/expenditure statement)

Without going too far into accounting jargon, it is important for us to identify those committees (around 10% at last count) who do 'accrual' accounting.

Most committees do 'cash' accounting (which basically means what is in the bank statements (and petty cash) between the relevant dates is what goes in the financial reports). If you are doing 'cash' accounting, you can skip the rest of these notes on accrual accounting, but please read the notes on the next page about the use of e) Petty cash f) Receipts not yet banked and g) Current Liabilities for the Bank Balances (Question 4) of the Annual Return.

For those of you doing 'accrual' accounting, you will know the key basics of this approach. Your Balance Sheet is critical to understanding your overall financial position, along with your Income/Expenditure Statement.

Key factors for the Annual Return include amounts for 'Depreciation' in the income/expenditure statement and changes in 'Assets' and 'Liabilities' recorded in the Balance Sheet between the close of the previous year (30 June 2025) and the close of the current year (30 June 2026).

For groups using 'accrual' accounting, please provide a copy of your Balance Sheet for 30 June 2026 in addition to your income/expenditure statement. Ideally the Balance Sheet would include an additional column with information for 30 June 2025 (allowing easy identification of changes for the year). If not, please supply a copy of the Balance Sheet for 30 June 2025. See also the notes on the next page "If your committee has financial statements in a particular format."

Translating your financial reports into the Annual Return/Kiosk format

Sometimes, while committees have perfectly structured financial reports in a particular format, mistakes appear at our end because of errors in translating the information into the Annual Return/Kiosk format.

It is strongly recommended that in addition to completing the Annual Return Form/Kiosk, you provide copies of any financial reports from which the Annual Return figures were drawn. Providing your original financial reports will enable DEECA staff to check the originals if there appears to be an error in Annual Return figures (e.g. the bank reconciliation is 'out' – see more about bank reconciliation on page 10).

Remember to include bank interest from all accounts as income

The Annual Return is a report of your committee's overall finances, including all bank accounts, not just the 'main trading' account. For example, any interest income from a Term Deposit account needs to be included as income.

Transfers between committee bank accounts should not be recorded as income or expenditure

If your committee transfers money between different bank accounts, for example, transferring some money from a Term Deposit into the main trading account, these 'intra-committee' bank transfers should not be recorded as income/expenditure in the Annual Return (the changes in bank accounts are picked up via the Bank Balances section of the Annual Return, so nothing is required in income/expenditure regarding 'intra-committee' bank transfers).

If your committee has financial statements in a particular format

DEECA appreciates that some committees have detailed financial statements with a structure of line-items that do not fit neatly with the line-items outlined in this 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 Annual Return/Kiosk 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/Kiosk 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 ….).
    - As noted above 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.

If your committee has financial statements in a particular format (continued)

The second option is:

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. Where relevant in the Annual Return Form or Kiosk state "See Financial Statements attached."
    - 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.

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, including from Term Deposit accounts.
- Inadvertently missing one or more items of income or expenditure.
- Incorrect bank figures (note 'Opening' is 12.01am on 1 July 2025 and will be the same as the 'Closing' bank balance figure for 30 June 2025).
- Including one or more items of expenditure that occurred outside the 25-26 year.
- Errors in figures relating to Petty Cash, Receipts not yet banked and/or 'Current Liabilities' (see further below and next page).

Petty Cash

If your committee uses and records figures for Petty Cash in the Banking section of the Annual Return (Question 4) then, one way or another, the amount of 'Net Change' in the Petty Cash Balance needs to be reflected in the income/expenditure section, otherwise the bank reconciliation will be 'out' by the amount of the total Petty Cash difference.

For example, if the Petty Cash balance in the Banking section changed from an 'Opening' $100 (1 July 2025) to a 'Closing $150' (30 June 2026) the $50 of extra net income needs to be appropriately reflected in the income/expenditure section. This could be done by including the relevant Petty Cash transactions - 'ins' (income) and 'outs' (expenditure) - in various line items, for example, "Sausage sizzle income $80" and "Sausage sizzle expenditure $30".

Also, in what may be a simpler method for you: for the Annual Return it is acceptable, on the assumption you have an appropriate and transparent method for recording individual Petty Cash transactions, to put one overall net Petty Cash change figure in for the year in either income (if the Petty Cash Balance went up) or expenditure (if Petty Cash Balance went down).

The above example would require the inclusion of an Income line-tem, 'Other – Net Petty Cash income' for $50. If the Petty Cash Balance had gone down by $50 this would be recorded as 'Other – Net Petty Cash expenditure' for $50. If the Petty Cash Balance is the same for 'Opening' and 'Closing' there is no need for any income/expenditure line items relating to Petty Cash to be included in the Annual Return. We hope this makes sense! Petty Cash is often an area of difficulty in accounting processes!

Receipts not yet banked and/or 'Current Liabilities' in the Banking section

The items in the banking section:

- f) Receipts not yet banked and/or other money owed to the committee
- g) Unpresented cheques and/or other Current Liabilities

tend to be a source of confusion and often the cause of bank reconciliation errors. Both these items introduce elements of 'accrual' accounting, but they don't constitute full 'accrual' accounting.

If you are doing 'cash' accounting (what is in the bank statements plus any Petty Cash) please feel free to ignore items f) and g).

For example, if a regular lease payment is late and would normally have been paid before 30 June and in this financial year (and therefore could potentially be added under Item f) Receipts not yet banked or other money owed to the CoM) it might be simpler for you to use full 'cash' accounting methods. This would mean counting it in the year it was actually received and evident in bank statements.

For example, if a 25-26 lease payment wasn't received until July or August 2026, you have the option to not include it in the 25-26 Annual Return but count it in 26-27 instead.

There are pros and cons to different methods for f) and g). In the above example, it might end up that 25-26 shows no lease payments and 26-27 shows two years of lease payments. Using f) in 25-26 would mean the yearly reports look more consistent from year to year. Either method is fine, so choose what suits you best, but please note:

If recording amounts in f) and/or g) in the banking section, the corresponding amounts need to be included in income and/or expenditure, otherwise the bank reconciliation will be 'out'.

Correct Example f) and income: The lease payment for the 25-26 financial year for $500.00 wasn't paid before 30 June 26. It has been recorded under 'f) Receipts not yet banked or other money owed to the CoM' in the banking section as it is money owed as of 30 June 26 relating to the 25-26 year and will be paid (or indeed has been paid during July-Aug 26). The corresponding amount of $500.00 has been recorded in the 25-26 Annual Return in the Income section.

Correct Example g) and expenditure: As of 30 June 26, the committee owed a contractor $2,000.00 for work they did in the 25-26 financial year, but it wasn't paid before 30 June because the committee didn't have time to process the invoice until July. Since it relates to 25-26, $2,000.00 was included in 'g) Unpresented cheques and/or other Current Liabilities' in the 25-26 Annual Return and the corresponding $2,000.00 was recorded in the Expenditure section.

In the above examples, if the $500.00 or $2,000.00 were recorded in f) and g) without also being included as income and expenditure, then this would cause bank reconciliation errors of those amounts.

Finally, if you include Items for 'Closing' for f) and/or g) in the 25-26 Annual Return, the same amounts should appear in 'Opening' for f) and/or g) in the 26-27 Annual Return (and not be counted as income or expenditure in 26-27 as you have already counted them once in 25-26). Likewise, any amounts that appeared in 'Closing' for f) and/or g) in your previous 24-25 Annual Return should be there as 'Opening' for f) and g) in the 25-26 Annual Return (and not counted as income or expenditure in 25-26 as you have already counted them once in 24-25).

Appendix B: Using the Crown Land Kiosk for the Annual Return

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. Key documents such as leases or licences can be stored on the Kiosk.

Kiosk email and website for logging in

The email for Kiosk administration, including making a request to register for the first time (or check if you are already registered) is clip@deeca.vic.gov.au.

The Kiosk address for logging in is: https://crown-land-kiosk.delwp.vic.gov.au/landing (and that's not a typo; the Kiosk address still includes the old 'delwp' department acronym).

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

Kiosk registration is done using your individual email (general committee emails are not used for Kiosk registration).

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

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 10 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.

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 2025-26' will usually appear on the top right of the Dashboard screen as one of the 'Top 4' items under 'Committee Obligations'.

Note: if you haven't completed the 2024-25 Annual Return, and/or years before that, the previous years will appear above 25-26 as the Kiosk lists 'Committee Obligations' from oldest not yet completed to most recent.

In this situation you can still complete 25-26 before going back to the previous years or complete the previous years first and then 25-26.

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

In the unlikely event that the 'Submission of Annual Return for 2025-26' button isn't immediately evident in the 'Top 4' items under 'Committee Obligations', this will be because at least 4 other committee obligations (such as previous year Annual Returns) are listed ahead of the 25-26 Annual Return. In this situation, locate the 'Full profile' button on the left had 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.

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.

In the pages that follow, we do our best to explain a few of these quirks.

Many people jump straight into the Kiosk and submit the Annual Return without any issues. Feel free to try that and not read the below but perhaps keep these notes handy in case you do strike an issue.

Strongly recommended one Kiosk user per committee for the Annual Return

- While multiple members of the committee can be registered to use the Kiosk, 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 of the Annual Return tends to create errors in what gets saved and what doesn't, so best if it is all done by the same person from start to finish.

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 this Annual Return 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.

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 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 on Page 16) 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.
- 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, despite following the advice above, 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, for example, the original accounts used for translation into the Kiosk) so that in the unlikely event that there is a ‘data loss’ event, the data can be re-entered (by yourself or a DEECA staff member).

Troubleshooting Kiosk errors

If you experience any problems doing the Annual Return on the Kiosk, please contact DEECA staff member Michael Gourlay for assistance by phone or text on 0404 255 317, or michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au.

Troubleshooting Kiosk errors (continued)

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 and hopefully that will ensure 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 via phone or text on 0404 255 317, or michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au.

Attestation – name and position of person completing the Annual Return

Please ensure the Attestation section is completed with name and position of the person submitting. This should be completed 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 (quorum) 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 see instructions on the next page. However, please note:

Generating and saving a final copy of the Annual Return yourself in the Kiosk before you submit (and/or checking drafts as you go) can be frustrating, with painful 'pop-ups' settings in your computer or phone causing issues the Kiosk can't seem to cope with. If it all gets too frustrating, you can always request a copy from us after you have submitted, via phone or text on 0404 255 317, or michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au.

Reviewing your data before you submit

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.

You get 'CoM Annual Return ….. successfully generated' but no report appears

'Pop-ups' settings may explain why you get the message 'CoM Annual Return ….. successfully generated' but no report appears.

If this happens, there is a small trick that should fix the problem.

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' hopefully translate into a message that says 'Submission ….. successful'.

If wanting to change data before submitting

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 via phone or text on 0404 255 317, or michael.gourlay@deeca.vic.gov.au or voluntary.committees@deeca.vic.gov.au to request a copy.

Good luck for your Kiosk experience and thank you!