2025-26 Annual Return (Form only without 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 (Form only without instructions)

This 'Form only without instructions' Annual Return document is 6 pages long, with the main form for completion on pages 2-6.

Note: There is a 'Form plus Instructions' version of the 25-26 Annual Return Form (16 pages) available from https://www.deeca.vic.gov.au/boards-and-governance/committees-of-management with further information on pages 7-11 (for all) and 12-16 (additional information for committees submitting through the Crown Land Kiosk). It is recommended that everybody reads pages 7-11 of the 'Form plus Instructions' version of the form before completing the form/Kiosk.

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 the 'Form plus Instructions' version of the 25-26 Annual Return Form provides information to assist in completing the Annual Return. It is recommended you read this information before completing the Annual Return via this form or the 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 the 'Form plus Instructions' version of the 25-26 Annual Return Form provide details of 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	
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	
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 of the 'Form plus Instructions' version of the 25-26 Annual Return Form for further information about e) Petty Cash and page 11 for the use of f) Receipts not yet banked and g) Current liabilities.*****

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)	

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 of the 'Form plus Instructions' version of the 25-26 Annual Return 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.

Thank you for your attention to the 2025-26 Annual Return!