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| Annual Return 2021-22 to DELWP for  Committees of Management  of Crown land reserves |
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**Due date: 30 September 2022 (earlier completion welcome)**

**Complete on-line using the Crown Land Kiosk**

Please complete the 2021-22 Annual Return directly on-line using the Crown Land Kiosk.

It is expected that all committees will have at least one member registered for the Kiosk and with capacity to submit the Annual Return through the Kiosk. Ideally at least two of the committee office bearers (Chairperson, Secretary, Treasurer) will be registered Kiosk users.

* To register for the Kiosk for the first time, please email [clip@delwp.vic.gov.au](mailto:clip@delwp.vic.gov.au) (You will be emailed instructions for completing the Kiosk registration process).
* For people already registered for the Kiosk, go to: <https://crown-land-kiosk.delwp.vic.gov.au/landing> log in and complete the Annual Return (If you have forgotten your Kiosk password, hit “forgot password” and follow instructions to reset).

**Kiosk tips and training**

The committees of management section of the website of the Department of Environment, Land, Water and Planning (DELWP) includes tips for using the Kiosk for the Annual Return and a short instructional video, “How to use the Victorian Crown Land Kiosk.”

See: [delwp.vic.gov.au/boards-and-governance/committees-of-management](https://www.delwp.vic.gov.au/boards-and-governance/committees-of-management)

**Other options for submitting the Annual Return**

* Email completed form to the DELWP Customer Contact Centre [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) (emailed photos of the completed form will be accepted).
* Mail the completed form to the DELWP Customer Contact Centre, Level 4, 402-406 Mair Street, Ballarat, Victoria, 3350.

**Enquiries regarding the 2021-22 Annual Return**

DELWP Customer Contact Centre: Ph 136 186. Email: [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au)

**Instructions and guidance for completing the 2021-22 Annual Return**

As well as being a legislative requirement of the *Crown Land (Reserves) Act 1978*, the Annual Return provides valuable information for DELWP’s oversight and support role for committees.

**Committee agreement prior to submitting**

Your committee must ensure that the financial information included in the Annual Return is approved by a quorum of the committee before it is submitted.

The “Attestation” section requires you to include the date of a committee meeting when the content of the Annual Return was agreed to. In circumstances where an in-person meeting is not possible, the necessary agreement can be achieved through phone calls, email or other electronic means. In this case, use the “date of meeting” box in the attestation section to describe the process, for example: “A quorum of the committee agreed to Annual Return contents via a combined email and phone process.”

Note: When submitting through the Kiosk you must put a date or other descriptive information in the “date” box under Attestation, otherwise the Annual Return will not submit electronically through the Kiosk.

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

If your committee did not have any income or expenditure in 2021-22, you are still required to complete the Annual Return.

Please complete by showing a ‘nil balance’ in the Income and Expenditure sections and completing the remaining sections, including any bank account details. If no bank account, please state “no accounts” in the first bank account box.

**If your committee has financial statements in a different format**

If your committee has an Income/Expenditure statement (and/or Balance Sheet) that does not fit neatly with the line-items outlined in the Annual Return form, you may attach your financial statements and disregard the Income and Expenditure sections of the form.

However, please complete the remaining sections, including bank account details, grants information and attestation.

**Use of Additional Comments section encouraged**

Please use the “Additional Comments” box to include a summary of any highlights and achievements for the year and/or any areas of concern you would like to bring to the attention of DELWP staff.

Any details you include in the additional comments box will be helpful in informing DELWP staff about your reserve.

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* 1. **Committee Name:**
  2. **Committee’s DELWP Land Manager Identification Number (if you don’t know this number, just leave blank):**

1. **Income**

Income for the 2021-22 financial year (1 July 2021 to 30 June 2022). Please only include income and expenditure for the committee of management, including any lease/licence income received by the committee. Income and expenditure of groups with a lease or licence is not required.

Please add further rows to the income table if required.

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| --- | --- |
| Income Type | 2021–22 ($) |
| 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) |  |
|  |  |
| **Income Total *(add a to g)*** |  |

1. **Expenditure**

Please add further rows to the expenditure table if required.

|  |  |
| --- | --- |
| Expense Type | 2021–22 ($) |
| 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)* |  |
| u) Other *(please specify)* |  |
| u) Other *(please specify)* |  |
| u) Other *(please specify)* |  |
|  |  |
|  |  |
| **Expenditure Total *(add k to u)*** |  |

1. **Bank Balances and other Cash/Cheques**

Balances require a “starting balance” for the financial year (1 July 2021) and a “closing balance” (30 June 2022). Please only include balances for the committee of management. Balances for groups with a lease or licence are not required.

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| --- | --- | --- | --- | --- |
| **Accounts** | **Account name** | **Institution** | **Opening balance  (1 July 2021)** | **Closing Balance (30 June 2022)** |
| a) Bank account 1 |  |  |  |  |
| b) Bank account 2 |  |  |  |  |
| c) Bank Account 3 |  |  |  |  |
| d) Other Bank Account |  |  |  |  |

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| --- | --- | --- |
| **Other Cash and/or Cheques** | **Opening balance  (1 July 2021)** | **Closing Balance (30 June 2022)** |
| e) Petty Cash on Hand |  |  |
| f) Receipts not yet banked (cash or cheques) |  |  |
| g) Unpresented Cheques (cheques written by the committee that have not yet been banked) |  |  |

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| **Total Cash Assets** | **Opening total (1 July 2021)** | **Closing total (30 June 2022)** |
| Calculate total by a + b +c + d + e + f and then subtract g |  |  |

1. **Grants Received**

Please include details of grants received during 2021-22.

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| --- | --- | --- |
| 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 2021–22 ($) |
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1. **Day-to-day Financial Management**

Please summarise your committee's approach to financial management, including (1) frequency and style of financial reports to committee meetings and (2) frequency of bank reconciliations. Also please summarise approaches to other aspects of financial management outlined in Chapter 5 of the Committee of Management Guidelines (for example “segregation of duties” and 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.

1. **Additional Comments**

Please use the “Additional Comments” box below to provide information on your committee's highlights and achievements for the year and/or any areas of concern you would like to bring to the attention of DELWP staff. You may wish to include a mention of key user groups of the reserve.

1. **Attestation\* by Committee “Responsible Officer”**

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

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| --- | --- |
| Name | Position on committee |
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**Date of committee meeting at which Annual Return details were agreed to:**

*\* It is required that the details of this Annual Return are agreed upon by a quorum of the committee of management meeting prior to submission, and that this agreement is noted in committee records. In circumstances where an in-person meeting is not possible, the necessary agreement can be achieved through phone calls, email or other electronic means. In this case, use the “date” box to describe the process, for example: “A quorum of the committee agreed to Annual Return contents via a combined email and phone process completed on (insert date).” The Committee's “Responsible Officer” attesting to this Annual Financial Return must be a committee office bearer (Chairperson, Secretary, Treasurer) or a general member of the committee).*

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