**Patriotic Fund – Annual statement**

**Section 42 - *Veterans Act 2005***

**Before starting your annual statement**

This form should be completed by the Trustee(s) of a patriotic fund, or a person authorised to act on behalf of the Trustee(s) of a patriotic fund.

**How to complete this form**

Enter text in spaces provided only. Consumer Affairs Victoria (CAV) will not accept your form, nor consider it lodged, if you remove or change any questions or other text.

If completing this form by hand, please complete details in block letters, using a black or blue pen.

**Auditing Requirements**

**Annual receipts of less than $10,000**

Patriotic fund financial accounts do not have to be audited if total gross annual receipts (income) is not more than $10,000, unless required by the Director of Consumer Affairs Victoria.

**Annual receipts between $10,000 and $50,000**

Patriotic funds with gross income of more than $10,000 need to be audited as the trustees’ decisions, activities and financial reporting are often not subject to any other independent review.

If the total is between $10,000 and $50,000, the annual statement must be audited by a:

* registered company auditor
* member of the Institute of Chartered Accountants
* member of the Australian Society of Certified Practicing Accountants
* member of the Institute of Public Accountants, or
* person with suitable skills who is also authorised to take statutory declarations under the *Evidence Act 1958*.

Using a person with suitable skills can help reduce the cost of your audit. We consider suitable skills to be experience in the field of financial reporting or accountancy; for example, a bank manager or the secretary of a building society.

If you are finding it difficult to engage an auditor with the qualifications listed above, you can ask us to approve someone you nominate to conduct the audit.

**Annual receipts of more than $50,000**

If the total is more than $50,000, the annual statement must be audited by a:

* registered company auditor
* member of the Institute of Chartered Accountants
* member of the Australian Society of Certified Practicing Accountants
* member of the Institute of Public Accountants.

Please note: Trustees or other administrative officers of the patriotic fund cannot conduct the audit, even if they are qualified. If your patriotic fund is also an incorporated association, there are different auditing requirements. For more information, visit [Trustee responsibilities](https://www.consumer.vic.gov.au/clubs-and-fundraising/patriotic-funds/trustee-responsibilities).

**Privacy**

For privacy information, please refer to the [Privacy Statement](https://www.consumer.vic.gov.au/privacy-statement) on the Consumer Affairs Victoria website (www.consumer.vic.gov.au/privacy-statement).

**1. Patriotic Fund details**

|  |  |  |
| --- | --- | --- |
| **Patriotic Fund Name** |  | |
| **Patriotic Fund Trustee(s)** |  | |
| **CAV Reference Number** |  | |
| **Historic Fund Number (if applicable)** |  | |
| **Financial year end date**  dd/mm/yyyy | |  |
| **Annual statement due date**  dd/mm/yyyy | |  |

**2. Detailed Statement of Receipts and Disbursements**

|  |  |  |
| --- | --- | --- |
| **Receipts (Income)** |  |  |
| Fundraising activities |  | $ |
| Donations and fees |  | $ |
| Transfers to the Fund  (Approved by CAV) |  | $ |
| Government Grants |  | $ |
| Hall hire/rent |  | $ |
| Interest |  | $ |
| Other – Enter Description |  | $ |
| Total Receipts (Income) |  | $ |
|  |  |  |
| **Disbursements (Expenses)** |  |  |
| Expenditure on Fund’s Objects |  | $ |
| Administration Costs |  | $ |
| Transfers from the Fund  (approved by CAV) |  | $ |
| Buildings Maintenance |  | $ |
| Finance Expenses |  | $ |
| Furniture/fittings/equipment |  | $ |
| Total Disbursements (Expenses) |  | $ |
| Net Receipts (Profit/Loss) |  | $ |
|  |  |  |

**3. Patriotic Fund Balance Sheet**

|  |  |
| --- | --- |
| **Assets** |  |
| **Current Assets** |  |
| Cash and Cash Equivalents | $ |
| Term deposits | $ |
| Other – Enter Description (add more rows if required) | $ |
| Total Current Assets | $ |
|  |  |
| Non-Current Assets |  |
| Property – Enter Description (add more rows if required) |  |
| Property – Enter Description (add more rows if required) |  |
| Government/semi government securities | $ |
| Shares | $ |
| Shares in listed property trusts | $ |
| Other – Enter Description (add more rows if required) | $ |
| Total Non-Current Assets | $ |
| Total Assets | $ |
|  |  |
| Liabilities |  |
| Current Liabilities |  |
| Loans (Please detail) | $ |
| Other – Enter Description (add more rows if required) | $ |
| Total Current Liabilities | $ |
| Non-Current Liabilities |  |
| Bank overdraft | $ |
| Creditors | $ |
| Loans - External (Please detail) | $ |
| Loans - Internal (Sub-branch, Patriotic Fund) | $ |
| Other – Enter Description (add more rows if required) | $ |
| Total Non-Current Liabilities | $ |
| Total Liabilities | $ |
| Net Financial Position | $ |

**4. Acknowledgement**

I declare that I am a Trustee of the patriotic fund, or a director of the company, committee member of the incorporated association, which is the Trustee of the patriotic fund, and am authorised to submit this annual statement on behalf of the Trustee, and that the information in this form and any attachments is true and correct.

I also acknowledge that it is an offence to supply false or misleading information. Significant fines may apply.

I acknowledge that CAV may conduct checks of publicly available information held by the Australian Securities & Investments Commission, the Australian Financial Security Authority or other relevant agencies relating to the information contained in this form.

|  |  |
| --- | --- |
| Signature of person lodging the annual statement |  |
| Full name of person lodging the annual statement |  |
| Role of person lodging the annual statement |  |
| Date signed dd//mm/yyyy |  |

**5. Auditor’s Declaration**

I have audited the books, vouchers, bank records and other records of the patriotic fund for the period covered by this annual statement and certify that in my opinion the books and records are kept in a satisfactory manner and that the above statements give a true and fair view of the fund's activities for the period and of its assets and liabilities at the end of the year.

|  |  |
| --- | --- |
| Full name of Auditor |  |
| Auditor’s Signature |  |
| Auditor’s Qualification  (Educational/ professional body membership e.g., member of the Institute of Chartered Accountants, Institute of Public Accountant, etc) |  |
| Date signed dd//mm/yyyy |  |

**6. How to lodge**

**Attach all documents required as part of your annual statement and email to:**

[**cav.registration@dgs.vic.gov.au**](mailto:%20cav.registration@dgs.vic.gov.au)

**Assistance:**

Telephone: 1300 55 81 81  
Web: [consumer.vic.gov.au/patrioticfunds](file:///C:\Users\aleniart\Downloads\consumer.vic.gov.au\patrioticfunds)

**7. Required Attachments**

Please see the below checklist for information you are required to submit with your annual statement.

|  |  |
| --- | --- |
| Fund’s Income and Financial Statements |  |
| Copy of the Fund’s bank account statements |  |
| Copy of the Audit Report  (where applicable) |  |