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| Committee of Management Annual Return  For the financial year ended 30 June 2020 |

Please complete and return by **20 November 2020** to: CoM Returns  
DELWP Customer Contact Centre

402 Mair Street  
BALLARAT VIC 3350

**or** Email:[**customer.service@delwp.vic.gov.au**](mailto:customer.service@delwp.vic.gov.au)

**dan.meehan@delwp.vic.gov.au**

If you have any queries about the Annual Return process please contact Dan Meehan on 0400 691 715 or by email dan.meehan@delwp.vic.gov.au

1. Committee of Management

|  |  |
| --- | --- |
| Name: | I.D: |

|  |  |
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2. Chairman’s Report

Please provide details of major works, projects, issues and member milestones you wish to bring to the department’s attention.

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3. Statement of income and expenditure

Please only include income and expenditure for the Committee, not Tenants of the Reserve.

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| --- | --- |
| Income | 2019–20 ($) |
| 1. Fees *(eg hall hire, entrance fees, membership fees)* |  |
| 1. Fundraising *(eg garage sales, raffles, fundraising events)* |  |
| 1. Gifts / Donations |  |
| 1. Grants |  |
| 1. Leases and Licences |  |
| 1. Informal Agreements |  |
| 1. Proceeds from disposal of Asset *(eg sale of lawn mower)* |  |
| 1. Interest received |  |
| 1. GST / Tax refunds *(if applicable)* |  |
| 1. Other *(please specify)* |  |
|  |  |
| **Income Total** *(add a to j)* |  |

|  |  |
| --- | --- |
| Expenditure | 2019–20 ($) |
| 1. Utilities *(eg electricity, gas, water, council rates, phone, internet)* |  |
| 1. Fundraising costs |  |
| 1. Administration expenses *(eg stationery, postage, contract admin staff)* |  |
| 1. Building maintenance *(eg repairs, up keep, contract cleaners)* |  |
| 1. Asset purchases and additions *(eg tools, lawn mower, capital improvements)* |  |
| 1. Land maintenance *(eg tree removal, fencing, contract gardeners)* |  |
| 1. Insurance costs *(include premiums and any excess payments)* |  |
| 1. Salaries & Wages *(payments to staff & related costs - not payments to contractors)* |  |
| 1. Banking costs *(eg fees and charges)* |  |
| 1. GST / Tax Payments *(if applicable)* |  |
| 1. Other *(please specify)* |  |
|  |  |
|  |  |
| **Expenditure Total** *(add k to u)* |  |

4. Breakdown of cash balance and other investments

Please only provide balances for the Committee, not Tenants of the Reserve.

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| --- | --- | --- | --- | --- |
|  | | | Opening balance 1 July 19 | Closing balance 30 June 20 |
| 1. Petty cash on hand | | |  |  |
|  | **Account name** | **Institution** |  |  |
| 1. Bank account 1 |  |  |  |  |
| 1. Bank account 2 |  |  |  |  |
| 1. Term deposits |  |  |  |  |
| 1. Receipts not yet banked (Cash and Cheques) | | | |  |
| 1. Other investments | | | |  |
| 1. Less un-presented cheques | | | |  |
| 1. **Total cash assets (a + b + c + d + e + f) – (g)** | | | |  |

5. Review key Committee contact details

**Please help us keep your contact details up to date.**

**If the Committee’s contact details have changed since your last return please insert the new details below**

|  |  |  |
| --- | --- | --- |
|  | Current details | Updated details |
| Name |  |  |
| **Postal address** |  |  |
| **Committee email address** |  |  |
| **Contact number** |  |  |

6. Attestation of Committee’s responsible officer

**The Committee’s Responsible Officer must be a Committee Member (eg Chairperson, Secretary   
or Treasurer).**

|  |  |
| --- | --- |
| I certify that the financial information supplied can be substantiated from supporting records and that any attached information is accurate. | |
| Name |  |
| **Title** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Signature** |  |
| **Date of signing** |  |

*The department is continuing to progress a review and improvement program for Committees of Management and, to help us understand how we can better support Committees of Management, we would appreciate you completing the following sections.*

7. Grants received

**Grants are funds given by an external party to enable the Committee to pursue an objective, project or   
program of work.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grant provider** | **Purpose for which  Grant has been provided** | **Grant value**  **2019–20 ($)** | **Total Grant**  **Value($)** | **Period of  Grant** |
|  |  |  |  |  |
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8.Employees

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| --- | --- | --- |
| **Did the Committee have any employees during the year?**An employee is a person to whom the Committee paid a salary or wage (not contractors or volunteers). | Please Circle | |
| **Yes** | **No** |

9. Support from the Department of Environment, Land, Water and Planning (DELWP)

**Please rate your level of satisfaction with the support provided by the DELWP Committee of Management web page where 1 is not satisfied and 5 is fully satisfied.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please select: | 1 | 2 | 3 | 4 | 5 |

Any comments or further feedback

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**Please rate your level of satisfaction with the support provided by your local DELWP office where 1 is not satisfied and 5 is fully satisfied.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please select: | 1 | 2 | 3 | 4 | 5 |

Any comments or further feedback

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**Please circle the type of support required to help your committee with its duties (circle as many as you like).**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Committee Governance | Generating Income | Financial Management | Reserve Planning | Managing Increasing Use | Managing Declining Use | COVID-19 Planning |

Any comments or further feedback

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