**Checklist CL 031** | 17 June 2024

# 2024 Advanced Checklist Financial reports prepared under section 253 of the RO Act

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| **FR matter** |  | **Fin year end** |  | **Date received** |  |
| **Org/RU** |  | | | **RU abbrev** |  |

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| --- | --- | --- | --- | --- | --- |
| **Information required before filing** | | | **✓ or x or NA** | **Comments** | **Reference** |
| **1.1** | **Financial report package** | |  |  |  |
| A complete financial report package must consist of: | | |  |  |  |
| 1.1.1 | Designated Officer’s Certificate | |  |  | s.268(c) |
| 1.1.2 | Report required under subsection 255(2A) | |  |  | s.253(2)(c) |
| 1.1.3 | Operating Report | |  |  | s.254  Reg 159 |
| 1.1.4 | Committee of management statement | |  |  | RG 24-26 |
| 1.1.5 | Statement of comprehensive income | |  |  | s.253(2)(a)(i) |
| 1.1.6 | Statement of financial position | |  |  | s.253(2)(a)(ii) |
| 1.1.7 | Statement of changes in equity | |  |  | s.253(2)(a)(iv) |
| 1.1.8 | Statement of cash flows | |  |  | s.253(2)(a)(iii) |
| 1.1.9 | Notes to the financial statements | |  |  | s.253(2)(b)(i) |
| 1.1.10 | Independent Auditor’s report | |  |  | s.257(1) |
| 1.1.11 | Officer Declaration Statement (if applicable) | |  |  | RG 20 |
| **1.2** | **Previous year** | |  |  |  |
| 1.2.1 | Problems identified in previous f/y to be remedied this f/y (if any) | |  |  |  |
| **1.3** | **Have the above issues been remedied/information provided/documents lodged (on lodgement or request)?** | |  |  |  |
| **1.4** | **Rotation of registered auditor** | |  |  |  |
| 1.4.1 | Has the auditor been appropriately rotated?  (Note: if the previous year’s FR matter included a reminder letter (4 year letter) to the reporting unit and auditor, include a paragraph in the filing letter on the requirement to rotate their registered auditor next f/y) | |  |  | s.256A |
| **2.1** | **Timing and required documents** | |  |  |  |
| 2.1.1 | Prepare GPFR as soon as practicable after end of f/y (see CoM) | |  |  | s.253(1) |
| 2.1.2 | Auditor’s Report signed at or after 1st meeting and before financial report provided to members (compare CoM statement and Designated Officer’s Certificate dates) | |  |  | s.257(1)  s.265(1) |
| 2.1.3 | Full report provided to members (at least 21 days before general meeting or if CoM within 5 months) Note: If the 2nd meeting is CoM is there a 5% Rule? | |  |  | s.265(5) |
| 2.1.4 | Full report presented to general meeting or CoM (2nd meeting) within 6 months | |  |  | s.266 |
| 2.1.5 | Designated Officer’s Certificate signed at or after meeting of Members or CoM and before lodgement | |  |  | s.268 |
| 2.1.6 | Lodged with the Fair Work Commission (the Commission) within 14 days of 2nd meeting | |  |  | s.268 |
| **2.2** | **Designated Officer’s Certificate** | |  |  |  |
| The following is to be confirmed | | |  |  |  |
| 2.2.1 | Signed by Designated Officer (section 243 definition of designated officer) | |  |  | s.268 |
| 2.2.2 | Refers to documents being copies of those provided and presented in accordance with section 268 | |  |  | s.268(c) |
| 2.2.3 | Date full report provided to members included | |  |  |  |
| 2.2.4 | Date full report presented to 2nd meeting included | |  |  |  |
| 2.2.5 | If 2nd meeting is CoM is there a 5% Rule? | |  |  |  |
| **2.3** | **Report required under section 255 (2A)** | |  |  |  |
| The following is to be confirmed | | |  |  |  |
| 2.3.1 | Separate report (either diagrammatic or descriptive form) showing the total expenditure during the fin year for each of the following: | |  |  | s.255(2A)  RG 21  RG 22 |
|  | * 1. remuneration, and other employment-related costs and expenses, in respect of employees   2. advertising   3. operating costs   4. donations to political parties   5. legal costs | |  |  | s.255(2A)  RG 21(a) to 21(e) |
| **2.4** | **Operating Report** | |  |  |  |
| The following is to be confirmed | | |  |  |  |
| 2.4.1 | Signed and name printed by officer(s) of the RU? | |  |  | s.254(3)  RG 23(a) |
| 2.4.2 | Dated by each Officer who signed the report at the date on which the Officer signs the report? | |  |  | RG 23(b) |
| 2.4.3 | No. of members | |  |  | Reg 159(a)  s.254(2)(f) |
| 2.4.4 | No. of employees (fulltime equivalent) | |  |  | Reg 159(b)  s.254(2)(f) |
| 2.4.5 | Names of CoM members | |  |  | Reg 159(c) |
| 2.4.6 | Period CoM positions held during financial year | |  |  | Reg 159(c) |
| 2.4.7 | Names of officers & members who are either:   1. trustees of a superannuation scheme or 2. a director of a company that is a trustee of a superannuation entity   where a criterion for officer being trustee or director is that they are a member of a registered organisation. | |  |  | s.254(2)(d) |
| 2.4.8 | Review of principal activities (results & changes): | |  |  |  |
|  | Are the activities listed/described? | |  |  | s.254(2)(a) |
|  | Is there a statement regarding any significant changes to the principal activities or is this evident from the information provided? | |  |  | s.254(2)(a) |
| 2.4.9 | Details of any significant changes to RUs financial affairs | |  |  | s.254(2)(b) |
| 2.4.10 | Details of members right to resign e.g. reference to resignation rules | |  |  | s.254(2)(c) |
| **2.5** | **Committee of Management Statement** | |  |  |  |
| The following is to be confirmed | | |  |  |  |
| 2.5.1 | States in accordance with CoM resolution | |  |  | RG 26(a) |
| 2.5.2 | Includes date of resolution | |  |  | RG 26(b) |
| 2.5.3 | Signed by Designated Officer | |  |  | RG 26(c) |
| 2.5.4 | Dated as at the date signed by the Designated Officer | |  |  | RG 26(d) |
| 2.5.5 | Declaration to include: | |  |  |  |
|  | Financial statements and notes comply with AASs | |  |  | RG 25(a) |
|  | Financial statements and notes comply with RGs of the General Manager | |  |  | RG 25(b) |
|  | Financial statements and notes give a true and fair view of the financial performance, financial position and cash flows for the year | |  |  | RG 25(c) |
|  | Able to pay debts as and when they become due and payable | |  |  | RG 25(d) |
| 2.5.6 | During the financial year to which the GPFR relates and since the end of that year: | |  |  |  |
|  | Meetings of CoM within organisation’s rules | |  |  | RG 25(e)(i) |
|  | Financial affairs within organisation’s rules | |  |  | RG 25(e)(ii) |
|  | Financial records kept & maintained in accordance with RO Act | |  |  | RG 25(e)(iii) |
|  | Records kept in consistent manner with other RUs (if applicable) | |  |  | RG 25(e)(iv) |
|  | If information sought, whether furnished to members or the General Manager (section 272) | |  |  | RG 25(e)(v) |
|  | Compliance with orders of the Fair Work Commission for inspection of financial records (section 273) | |  |  | RG 25(e)(vi) |
| **2.6** | **Auditor’s Report** | |  |  |  |
| The following is to be confirmed | | |  |  |  |
| 2.6.1 | Addressed to members of RU | |  |  | ASA 700(22) |
| 2.6.2 | Identify title of each statement comprising the financial report, incl. CoM Statement, section 255(2A) and, if applicable, Officer Declaration Statement. | |  |  | ASA 700(24c) |
| 2.6.3 | Audit opinion states that the GPFR is presented fairly, in all material respects, in accordance with AAS.  (Note: if the audit report also includes an adverse opinion, disclaimer or emphasis of matter, please discuss with the Director, Financial Analysis, Education and Advice) | |  |  | ASA 700(25)  s.257(5)(a)  RG 27(a) |
|  | Audit opinion is not ‘Qualified’ (if it is, discuss with Director, Financial Analysis, Education and Advice) | |  |  | ASA 705 |
| 2.6.4 | Audit opinion states that the GPFR is presented fairly in accordance with the requirements of the RO Act. (if not, the audit report states why not - discuss with the Director, Financial Analysis, Education and Advice) | |  |  | ASA 700(27)  s.252, 257(5)(b), 257(6), 257(7)  RG 27(b) |
| 2.6.5 | States audit conducted under Australian Auditing Standards | |  |  | ASA 700(28a)  s.257(8) |
| 2.6.6 | Statement of independence in accordance with relevant ethical requirements | |  |  | ASA 700 Aus (28.1)(c) |
| 2.6.7 | If the use of the going concern basis of accounting is inappropriate the auditor shall report in accordance with ASA 570 para 21 – 23. | |  |  | ASA 700(29) |
| 2.6.8 | If applicable, Key Audit Matters (KAMs) | |  |  | ASA 700(31) |
| 2.6.9 | Financial and non-financial annual report information (other than financial report and auditor’s report) that is inconsistent with the financial report | |  |  | ASA 700(32) |
| 2.6.10 | Management’s responsibilities including preparation of the financial report and assessing the entity’s ability to continue as a going concern | |  |  | ASA 700(33-36) |
| 2.6.11 | Auditor’s responsibilities in relation to the audit of the financial report | |  |  | ASA 700(37-42) |
| 2.6.12 | Signature of auditor | |  |  | ASA 700(47) |
| 2.6.13 | Dated by auditor | |  |  | ASA 700(49)  s.257(9) |
| 2.6.14 | Address where the auditor practices | |  |  | ASA 700(48) |
| 2.6.15 | Auditor declaration that management’s use of the going concern basis of accounting in preparing the GPFR is appropriate  (Note: this may be included under the ‘material uncertainty related to going concern’. This cannot be a hyperlink to another document.) | |  |  | RG 29  s.257(6)  s.257(7) |
| 2.6.16 | Subsection 255(2A) report and officer declaration statement (if applicable) have been included in the audit scope. | |  |  | s.253(2)(c) |
| **General Purpose Financial Report** | | | | | |
| **3.1** | **Notes to the financial statements** | |  |  |  |
| **Disclosure requirements in relation to the basis of preparation** | | |  |  |  |
| 3.1.1 | Prepared in accordance with AAS | |  |  | AASB 1054(7) |
| 3.1.2 | Prepared in accordance with RO Act | |  |  | AASB 1054(8)(a) |
| 3.1.3 | Has RU applied Tier 1 reporting | |  |  | AASB 1053  RG 7 |
| 3.1.4 | State that report is GPFR (not SPFR) | |  |  | AASB 1054(9) |
| 3.1.5 | State whether entity is not-for-profit | |  |  | AASB 1054(8)(b) |
| **Other disclosure requirements** | | |  |  |  |
| 3.1.6 | Includes significant accounting judgments and estimates applied | |  |  | AASB 101(122) |
| 3.1.7 | Discloses information about significant judgments and assumptions made in determining whether there is control over another entity when:   * It does not control another entity even though it holds more than half the voting rights of the other entity * It controls another entity even though it holds less than half the voting rights of the other entity * It is an agent or a principal | |  |  | AASB 12.7  AASB 12.8  AASB 12.9 |
| 3.1.8 | Comparatives presented for all items | |  |  | AASB 101(38) |
| 3.1.9 | Includes list of new Australian Accounting Standards and Interpretations adopted during the period, including the amount of any transition adjustments arising from those new requirements | |  |  | AASB 108(28) |
| 3.1.10 | Includes list of Australian Accounting Standards and Interpretations issued not yet effective and the impact (or that the impact has not yet been determined) | |  |  | AASB 108(30) |
| 3.1.11 | Sections 272(1), (2) & (3) of the RO Act are reproduced in the notes (and refers to the General Manager) | |  |  | RG 8  s.272(5) |
| **Summary of accounting policies** | | | | | |
| 3.1.12 | Basis for consolidation (if applicable) | |  |  | AASB 101 (117)(b); (122) |
| 3.1.13 | If accounts consolidated, has all relevant information regarding control been included in the related party disclosure note? | |  |  | AASB 10 |
| 3.1.14 | States revenue and income recognition policies in relation to recognition of membership subscriptions or capitation fees as relevant. (Must not be reported on a cash basis) | |  |  | s.253(1), AASB 15(110), AASB 1058(23)  & AASB 101(27) |
| 3.1.15 | State revenue policy for all material types of revenue | |  |  | s.253(1), AASB 15(110), AASB 1058(23)  & AASB 101(27) |
| 3.1.16 | Accounting policy for each material item/class of transaction within the statement of comprehensive income and statement of financial position | |  |  | AASB 101 (117)(b); (122) |
| **Going Concern** | | | | | |
| 3.1.17 | Is there a note in relation to RUs ability to continue as a going concern? | |  |  |  |
|  | If yes, does the note indicate a material or significant uncertainty of entity’s ability to continue as a going concern? | |  |  | AASB 101(25) |
|  |  | Assess reasonableness of explanation (i.e. loss making and significant net asset deficiency, significant reliance on another RU for financial support) |  |  | AASB 101(25) |
|  |  | Does auditor refer to this note as an Emphasis of Matter in the auditor’s report? |  |  | AASB 101(25) |
|  |  | Does the CoM Statement (able to pay debts) and Operating Report (significant changes in financial affairs) match the Going Concern note? |  |  | ASA 570 |
| 3.1.18 | If no note in relation to RUs ability to continue as a going concern: | |  |  |  |
|  |  | Does statement of financial position indicate RU has a positive net asset value? |  |  | AASB 101(25) |
|  |  | Has there been a continuing history of surpluses? |  |  | AASB 101(25) |
|  |  | Does statement of cash flows indicate there is sufficient cash flow to pay expenses? |  |  | AASB 101(25) |
| **Financial support received/given from/to another RU re going concern** | | | | | |
| 3.1.19 | Does entity disclose a statement regarding agreed financial support received from another RU so as to continue as a going concern? (if not, a nil statement) | |  |  | RG 9 and RG 20 |
| 3.1.20 | If RU is reliant on financial support does it disclose: | |  |  | RG 9 |
|  |  | Name of RU which agreed financial support |  |  | RG 9(a) |
|  |  | Terms and conditions of agreed financial support |  |  | RG 9(b) |
|  |  | Explanation as to why RU has reasonable expectation that other entity will fund the RU |  |  | AASB 101(25) |
|  |  | Does other entity have capacity and willingness/obligation to fund the RU |  |  | AASB 101(25) |
| 3.1.21 | Does entity disclose a statement regarding agreed financial support provided to another RU so as to continue as a going concern? (if not, a nil statement) | |  |  | RG 10, RG 20 |
| 3.1.22 | If RU provides financial support to another entity does the RU disclose: | |  |  | RG 10 |
|  |  | Name of RU to which financial support is directed |  |  | RG 10(a) |
|  |  | Terms and conditions of financial support |  |  | RG 10(b) |
| **Related Party disclosures (even if not material):** | | | | | |
| 3.1.23 | List any parent entity & subsidiaries as well as ownership percentages (even if no transactions) | |  |  | AASB 124(13) |
| 3.1.24 | Has the RU assessed whether it controls any entities? | |  |  | AASB 10 (5) (6) (7) |
| 3.1.25 | If there is control, were the financial statements prepared on a consolidated basis? | |  |  | AASB 10 (19) |
| 3.1.26 | Is note relating to key management personnel provided? (i.e. officers) | |  |  | AASB 124(17) |
| 3.1.27 | If there are transactions between related parties the following must be disclosed for each related party: | |  |  |  |
|  |  | A description of the nature of related party relationship |  |  | AASB 124(18) |
|  |  | The amount of transactions during f/y (including non-monetary compensation/benefits, transfers of assets or liabilities etc.) |  |  | AASB 124(18)(a) |
|  |  | Outstanding balances at end of f/y (including loans) |  |  | AASB 124(18)(b) |
|  |  | Doubtful debt provisions raised against any related party balances |  |  | AASB 124(18)(c) and (d) |
|  |  | Terms of transaction (i.e. whether loans are interest bearing, whether transactions are arm’s length) |  |  | AASB 124(18) |
| 3.1.28 | Payments made during reporting period to former related party (if not, a nil statement) | |  |  | RG 19, RG 20 |
| 3.1.29 | Do the statements reveal transactions with other entities that are likely to be related parties (e.g. state registered associations)? | |  |  |  |
|  |  | If so, are other entities identified as related party? |  |  |  |
| 3.1.30 | If no related party transactions, is there a statement to this effect included in the GPFR? This is not mandatory but is preferred. | |  |  |  |
| **Financial risk management** | | | | | |
| 3.1.31 | Policy re credit risk, liquidity risk and market risk (i.e. interest rate risk, price risk etc.) | |  |  | AASB 7(34-42) |
| 3.1.32 | Balance by category of financial instrument. Carrying value should reconcile to statement of financial position (except where carrying amount is a reasonable approximation of fair value e.g. cash | |  |  | AASB 7(25&29) |
| 3.1.33 | Disclose for each financial asset by credit risk rating grades for which the loss allowance is measured at an amount equal to 12-month expected credit losses and for which the loss allowance is measured at an amount equal to lifetime expected credit losses. [Credit risk] | |  |  | AASB 7(35M) |
| 3.1.34 | Analysis of financial liabilities i.e. showing remaining contractual maturities [Liquidity risk] | |  |  | AASB 7(39) |
| 3.1.35 | Analysis of sensitivities to market (i.e. movements in interest rates, equity prices, etc.) [Market risk] | |  |  | AASB 7(40-41) |
| **Business Combinations (if applicable)** | | | | | |
| 3.1.36 | Name/description of business acquired | |  |  | AASB 3(B64) |
| 3.1.37 | Consideration paid | |  |  | AASB 3(B64) |
| 3.1.38 | Fair value of assets and liabilities acquired | |  |  | AASB 3(B64) |
| 3.1.39 | Deferred consideration (or subsequent changes to deferred consideration if business combination occurred in a previous reporting period) | |  |  | AASB 3(B64) |
| 3.1.40 | Amount of goodwill recognised | |  |  | AASB 3(B64) |
| 3.1.41 | Income recognised in statement of comprehensive income attributable to entity acquired (including amounts that would have been recognised if acquisition occurred at the beginning of reporting period) | |  |  | AASB 3(B64) |
| 3.1.42 | Registered organisations should determine existence of investees by assessing existing relationships with other entities (control may exist even if no financial interest in investee – i.e. structured entities). Does entity disclose any newly controlled entities as a result of applying AASB 10? | |  |  | AASB 10 (5,6,7) |
| 3.1.43 | If impact is material, are the disclosures explaining impact of change (as required under AASB 108) provided? | |  |  | AASB 108 (19,39) |
| **Administration of affairs by third party** | | | | | |
| 3.1.44 | The RU discloses in a separate note a detailed breakdown of all services provided and/or expenses incurred including: (if not, a nil statement) | |  |  | RG 18, RG 20 |
|  |  | Name of other entity |  |  | RG 18(a) |
|  |  | Terms and conditions of arrangement |  |  | RG 18(b) |
|  |  | Narrative description as to nature of the expenses and/or consultancy services provided |  |  | RG 18(c) |
| **Fair value measurement** | | | | | |
| 3.1.45 | For assets and liabilities (includes Investment Property AASB 13 BC18) measured at fair value in statement of financial position the valuation techniques and inputs used to develop those measurement. | |  |  | AASB 13(91) |
| 3.1.46 | For each class of assets and liabilities that are measured at fair value in statement of financial position: | |  |  | AASB 13(93) |
|  |  | Fair value measurement at end of reporting period |  |  | AASB 13(93a) |
|  |  | Level of fair value hierarchy (Level 1, 2, or 3) within which fair value measurements are categorised |  |  | AASB 13(93b) |
|  | For Levels 2 and 3 items a description of the valuation technique(s) and inputs used in measurement | |  |  | AASB 13(93d) |
|  | For Level 3 items quantitative information about significant unobservable inputs used | |  |  | AASB 13(93d) |
| **Amalgamation/restructure/changed RU’s** | | | | | |
| 3.1.47 | Does entity disclose whether assets or liabilities have been acquired during the year as part of an amalgamation, restructure, change in RU, determination by GM under section 245(1) or revocation by GM under section 249(1)?  **Note:** If no assets or liabilities acquired a statement to this effect must be included. | |  |  | RG11(a) – (d), RG20 |
| 3.1.48 | Disclose in notes each asset or liability (or class of assets or liabilities): | |  |  |  |
|  |  | Date acquired |  |  | RG 11(e) |
|  |  | Description |  |  | RG 11(f) |
|  |  | Entity/RU acquired from |  |  | RG 11(g) |
| **3.2** | **Statement of Comprehensive Income or the equivalent Notes** | |  |  |  |
| **Revenue/Income** | | | | | |
| 3.2.1 | Disclose revenue recognised from contracts with customers separately from its other sources of revenue | |  |  | AASB 15(113a) |
| 3.2.2 | Disaggregate revenue recognised from contracts with customers into categories that depict how the nature, amount, timing and uncertainty of revenue and cash flows are affected by economic factors | |  |  | AASB 15(114) |
| 3.2.3 | Disclose the:   1. Opening and closing balances of receivables, contract assets and contract liabilities from contracts with customers 2. Revenue recognised in the reporting period that was included in the contract liability balance at the beginning of the period 3. Revenue recognised in the reporting period from performance obligations satisfied (or partially satisfied) in previous periods | |  |  | AASB 15(116) |
| 3.2.4 | Provide an explanation of significant changes in the contract asset and the contract liability balances during the reporting period | |  |  | AASB 15(118) |
| 3.2.5 | Disclose information about the performance obligations in contracts with customers | |  |  | AASB 15(119) |
| 3.2.6 | Disclose the judgements, and changes in the judgements, made in applying AASB 15 that significantly affect the determination of the amount and timing of revenue from contracts with customers | |  |  | AASB 15(123) |
| 3.2.7 | Disclose income recognised during the period, disaggregated into categories that reflect how the nature and amount of income are affected by economic factors based on the following categories:   * 1. grants, bequests and donations of cash, other financial assets and goods;   2. recognised volunteer services; and   3. for government departments and other public sector entities, appropriation amounts recognised as income, by class of appropriation. | |  |  | AASB 1058(26) |
| 3.2.8 | Disclose income related to transfers to enable an entity to acquire or construct a recognisable nonfinancial asset to be controlled by the entity | |  |  | AASB 1058(31) |
| 3.2.9 | Share of net profit from associates – reconciles back to summary financial information for the investment in associate | |  |  |  |
| 3.2.10 | The following (regardless of materiality or if they have not occurred): | |  |  | RG 12 and 20 |
|  |  | Membership subscriptions i.e. fees in respect of membership of the organisation (or a statement that no entrance fees/subscriptions have been received, if not stated in the Officer Declaration Statement) – as applicable |  |  | RG 12(a) |
|  |  | Capitation fees (or equivalent terminology referred to in the organisation rules e.g. sustentation fees) and any other revenue received from another RU, including the description of each item of revenue, the amount and name of the RU (or a statement that no capitation fees have occurred, if not stated in the Officer Declaration Statement) – as applicable  **Note:** When a disclosure under this item overlaps with the requirements of AASB 124 Related Party Disclosures this information only needs to be included once in the Notes to the Financial Statement. |  |  | RG 12(b) |
|  |  | Compulsory levies/voluntary contributions raised from the members and the purpose of each such levy or appeal and the amount (or a statement that no compulsory levies/voluntary contributions have been raised, if not stated in the Officer Declaration Statement) |  |  | RG 12(c) |
|  |  | Donations or grants [other than voluntary contributions referred to in RG 13(c)] (or a statement that no donations or grants received, if not stated in the Officer Declaration Statement) |  |  | RG 12(d) |
|  |  | Any revenue derived from undertaking recovery of wages activity (or a statement that there is no revenue derived from undertaking recovery of wages activity, if not stated in the Officer Declaration Statement) |  |  | RG 12(e) |
| **Expenses** | | | | | |
| 3.2.11 | Cost of goods sold (if material refer 3.2.19) | |  |  | AASB 102(36) |
| 3.2.12 | Depreciation and amortisation (reconcile back to movements for PPE and intangibles) | |  |  | AASB 116(73) |
| 3.2.13 | Impairments of assets/write-downs | |  |  | AASB 116(73) |
| 3.2.14 | Losses from sales of assets (if material refer 3.2.19) | |  |  | AASB 116(73) and AASB 116(68) |
| 3.2.15 | Finance costs (including overdrafts, amortisation of discounts) (if material refer 3.2.19) | |  |  | AASB 101(82) |
| 3.2.16 | Breakdown of other expenses (if material refer 3.2.19) | |  |  | AASB 101(82)  AASB 101(29) |
| 3.2.17 | The total amounts of the following (regardless of materiality or if they have not occurred): | |  |  | RG 13 and RG 20 |
|  |  | Amount paid to employers making payroll deductions of membership subscriptions |  |  | RG 13(a) |
|  |  | Capitation fee (or equivalent terminology referred to in the organisation rules e.g. sustentation fees) paid to other RUs including: |  |  | RG 13(b) |
|  |  | description of each item of expenditure |  |  |  |
|  |  | amount paid to each RU |  |  | RG 13(b)(i) |
|  |  | name of each RU to which monies were paid |  |  | RG 13(b)(ii) |
|  |  | **Note:** When a disclosure under this item overlaps with the requirements of AASB 124 *Related Party Disclosures* this information only needs to be included once. |  |  | RG 13(b) |
|  |  | Affiliation fees incurred (i.e. external to the organisation) including: |  |  | RG 13(c) |
|  |  | amount paid to each entity |  |  | RG 13(c)(i) |
|  |  | name of each entity to which monies were paid |  |  | RG 13(c)(ii) |
|  |  | Compulsory levies imposed on the RU by another RU or other entity including: |  |  | RG 13(d) |
|  |  | brief description of purpose |  |  | RG 13(d)(i) |
|  |  | amount |  |  | RG 13(d)(ii) |
|  |  | name of entity or RU imposing the levy |  |  | RG 13(d)(iii) |
|  |  | Grants or donations expensed during the year including total amount of: |  |  | RG 13(e) |
|  |  | grants that were $1,000 or less |  |  | RG 13(e)(i) |
|  |  | grants that exceeded $1,000 |  |  | RG 13(e)(ii) |
|  |  | donations that were $1,000 or less |  |  | RG 13(e)(iii) |
|  |  | donations that exceeded $1,000 |  |  | RG 13(e)(iv) |
|  |  | **Note:** Grants and donations that exceed $1,000 must be separately disclosed in a statement and lodged with the Commission in accordance with section 237 of the RO Act. |  |  | RG 13 |
|  |  | Employee expenses to office holders separated by: |  |  | RG 13(f) |
|  |  | wages and salaries |  |  | RG 13(f)(i) |
|  |  | superannuation |  |  | RG 13(f)(ii) |
|  |  | leave and other entitlements |  |  | RG 13(f)(iii) |
|  |  | separation and redundancies |  |  | RG 13(f)(iv) |
|  |  | other employee expenses (provide details if material) |  |  | RG 13(f)(v) |
|  |  | Employee expenses to other employees separated by: |  |  | RG 13(g) |
|  |  | wages and salaries |  |  | RG 13(g)(i) |
|  |  | superannuation |  |  | RG 13(g)(ii) |
|  |  | leave and other entitlements |  |  | RG 13(g)(iii) |
|  |  | separation and redundancies |  |  | RG 13(g)(iv) |
|  |  | other employee expenses (provide details if material) |  |  | RG 13(g)(v) |
|  |  | Fees and/or allowances (excluding any employee expenses already included in RG 14(f) or (g)) paid to persons in respect of their attendance as representatives of the RU at conferences or other meetings |  |  | RG 13(h) |
|  |  | Expenses (excluding expenses already included in RG 14) incurred in connection with holding meetings of members of the RU and any conferences or meetings of councils, committees, panels or other bodies the holding of which the RU is wholly or partly responsible |  |  | RG 13(i) |
|  |  | Legal costs or other expenses related to: |  |  | RG 13(j) |
|  |  | litigation |  |  | RG 13(j)(i) |
|  |  | other legal costs |  |  | RG 13(j)(ii) |
|  |  | Penalties imposed on the organisation under the RO Act and the Fair Work Act 2009 |  |  | RG 13(k) |
| 3.2.18 | Audit fees to include: | |  |  |  |
|  |  | Fees for audit or review of the financial statements |  |  | AASB 1054(10a) |
|  |  | Fees for other services and a description of the other services |  |  | AASB 1054(10b) & (11) |
| **Materiality (if applicable)** | | | | | |
| 3.2.19 | Is the nature and amount of any material income or expense item separately disclosed?  (Is there any balance under a general or non-specific heading (‘other’) for an amount approximately 10% or more of total income/expenditure?) | |  |  | AASB 101(97) |
| **Reclassification adjustments (if applicable)** | | | | | |
| 3.2.20 | Has the reclassification adjustment, including a description of the nature of the reclassification and the impact on the comparative amounts, been disclosed? | |  |  | AASB 101(92) |
| **3.3** | **Statement of Financial Position or the equivalent Notes** | |  |  |  |
| **Assets** | | | | | |
| 3.3.1 | Cash and cash equivalents – does the amount reconcile to the statement of cash flows as well as the financial instruments Note? | |  |  | AASB 101(54) |
| 3.3.2 | Is there a receivable from other RUs disclosed? | |  |  | RG 14(a) and 14(c) |
|  |  | If yes, is the name of the RU disclosed? |  |  | RG 14(d) |
|  |  | Is the amount attributable to the RU disclosed? |  |  | RG 14(e) |
|  |  | Is any expected credit loss provision raised against related balances disclosed together with a reconciliation? |  |  |  |
| 3.3.3 | **Note:** If there is no receivable from other RU at the end of the reporting period then a statement to this effect must be included (if not stated in the Officer Declaration Statement) | |  |  | RG 20 |
| 3.3.4 | Balance of PPE at year-end as well as a reconciliation of movements during the year (including depreciation, additions/disposals, revaluations, etc.) | |  |  | AASB 116(73) |
| 3.3.5 | Balance of land and buildings at year-end as well as a reconciliation of movements during the year (including fair value revaluations, impairments, additions / disposals, etc.) | |  |  | AASB 116(73) |
| 3.3.6 | Balance of intangibles at year-end as well as a reconciliation of movements during the year (including amortisation, additions / disposals, impairment, etc.) | |  |  | AASB 138(118) |
| 3.3.7 | Disclosure of any other investments (including investment property) or assets / liabilities (detailed description and amounts in the notes if material) split between current and non-current and, if assets or liabilities are carried at fair value, a description of the independent valuer and fair value measurement disclosures required by AASB 13 with respect to significant unobservable inputs. | |  |  | AASB 140 |
| 3.3.8 | Disclosure of information that enables users of the financial statements to understand the composition of the group, including the following for unconsolidated subsidiaries, structured entities/associations/joint ventures, which are material to the entity: | |  |  | AASB 12.B10  AASB 12.B12 |
|  |  | * 1. Name of the entity |  |  |  |
|  |  | * 1. Proportion of ownership interests held |  |  |  |
|  |  | * 1. Proportion of voting rights held, if different from ownership interest |  |  |  |
|  |  | * 1. The surplus or deficit of the entity for the reporting period |  |  |  |
|  |  | * 1. Summarised financial information about the entity i.e. current assets, non-current assets, current liabilities, non-current liabilities, revenue, profit or loss, total comprehensive income. |  |  |  |
| 3.3.9 | Disclosure of any contractual arrangements that could require the RU to provide financial support to an unconsolidated structured entity, including events or circumstances that could expose the RU to a loss | |  |  | AASB 12(30)  AASB 12.B26 |
| 3.3.10 | Disclosure of information that enables users to understand the nature and extent of interests in and risks associated with unconsolidated structured entities | |  |  | AASB 12.B26 |
| 3.3.11 | Information about any liquidity arrangements, guarantees or other commitments with third parties that may affect the entity’s interests in unconsolidated structured entities | |  |  | AASB 12.B26 |
| **Liabilities** | | | | | |
| 3.3.12 | Is there a payable to other RUs disclosed? | |  |  | RG 14(b) and 14(c) |
|  |  | If yes, has the name of the RU been disclosed? |  |  | RG 14(d) |
|  |  | Is the amount payable disclosed? |  |  | RG 14(e) |
| 3.3.13 | If there were no payables to other RUs, has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| 3.3.14 | Is there a payable to employers for payroll deductions of membership subscriptions? | |  |  | RG 15(a) |
| 3.3.15 | If there were no payables to employers’ payroll deductions of membership subscriptions has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| 3.3.16 | Payables in respect of legal costs / litigation matters | |  |  | RG 15(b) |
|  |  | Litigation |  |  | RG 15(b)(i) |
|  |  | Other legal matters |  |  | RG 15(b)(ii) |
| 3.3.17 | If there were no payables in respect of legal costs/litigation matters has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| 3.3.18 | Employee provisions (split between current and non-current) in respect of holders of office in the RU broken down by: | |  |  |  |
|  |  | Annual leave |  |  | RG 15(c)(i) |
|  |  | Long service leave |  |  | RG 15(c)(ii) |
|  |  | Separation and redundancies |  |  | RG 15(c)(iii) |
|  |  | Other employee provisions |  |  | RG 15(c)(iv) |
| 3.3.19 | If there were no employee provisions for holders of office has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| 3.3.20 | Employee provisions (split between current and non-current) in respect of other than holders of office in the RU broken down by: | |  |  |  |
|  |  | Annual leave |  |  | RG 15(d)(i) |
|  |  | Long service leave |  |  | RG 15(d)(ii) |
|  |  | Separation and redundancies |  |  | RG 15(d)(iii) |
|  |  | Other employee provisions |  |  | RG 15(d)(iv) |
| 3.3.21 | If there were no employee provisions for other than holders of office, has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| **3.4** | **Statement of Changes in Equity or the equivalent Notes** | |  |  |  |
| 3.4.1 | Balance of each fund or account operating: | |  |  | AASB 101(106)  RG 16(a) |
|  | in respect of compulsory levies raised or voluntary contributions collected; or | |  |  | AASB 101(106)  RG 16(a)(i) |
|  | that is required by the rules of the organisation including the rules of the branch of the organisation | |  |  | AASB 101(106)  RG 16(a)(ii) |
| 3.4.2 | Where transfers to and/or withdrawals from any fund or account mentioned in RG 17(a) | |  |  | RG 16(b) |
|  | Name of fund, account or controlled entity | |  |  | RG 16(b)(i) |
|  | Amount transferred or withdrawn | |  |  | RG 16(b)(ii) |
| 3.4.3 | Where monies from a fund or account mentioned in RG 17(a) have been invested in any asset(s): | |  |  | RG 16(c) |
|  | Name of fund or account from which monies were invested | |  |  | RG 16(c)(i) |
|  | Value of asset(s) | |  |  | RG 16(c)(ii) |
| 3.4.4 | Balance of general fund [i.e. equity balance other than balances of any fund or account mentioned in 17(a)] | |  |  | RG 16(d)  See RG Glossary |
| 3.4.5 | If none of the above events occurred has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| **3.5** | **Statement of Cash Flows or the equivalent Notes** | |  |  |  |
| 3.5.1 | Is there any cash inflow/outflow from another RU and/or controlled entity of the organisation disclosed?  **Note:** if any contributions disclosed in the income statement or notes, there should be cash flows to or from other RUs, even though amounts are unlikely to be the same | |  |  | RG 17 |
|  |  | If yes, have they been separately disclosed? |  |  | RG 17 |
|  |  | Is the name of the other RU and/or controlled entity of the organisation disclosed? |  |  | RG 17 |
| 3.5.2 | If there have been no cash inflows/outflows from other RUs and/or controlled entity has a statement to this effect been disclosed (if not stated in the Officer Declaration Statement)? | |  |  | RG 20 |
| 3.5.3 | Has a reconciliation of cash flow from operating activities included? | |  |  | AASB 107(45) |
| **3.6** | **Concise Report (if applicable)** | |  |  |  |
| 3.6.1 | CoM resolution to provide concise report to members | |  |  | s.265(2) |
| 3.6.2 | Statement that: | |  |  |  |
|  | The report is a concise report | |  |  | s.265(3)(e) |
|  | Derived from full report & cannot be expected to provide as full an understanding as full report | |  |  | Reg 161(1)(e) |
|  | Members will be sent full report if requested | |  |  | s.265(3)(e) |
|  | Any statements to be displayed prominently on first page of concise report | |  |  | AASB 1039(33) |
| 3.6.3 | Discussion of performance, financial position and activities | |  |  | Reg 161(1)(c) |
| 3.6.4 | Copy of anything in auditor’s report on full report | |  |  | s.265(3)(d) |
| 3.6.5 | Report to include the following financial statements excluding cross-references to notes to financial statements in the full report | |  |  |  |
|  | Statement of comprehensive income | |  |  | s.265(3)(a), Reg 161(1)(a) |
|  | Statement of financial position | |  |  | Reg 161(1)(a) |
|  | Statement of cash flows | |  |  | Reg 161(1)(a) |
|  | Statement of changes in equity | |  |  | AASB 1039(20) |
| 3.6.6 | Report to include: | |  |  |  |
|  | Disclosures for previous year (i.e. comparative figures) | |  |  | Reg 161(1)(b) |
|  | Operating report | |  |  | s.265(3)(b) |
|  | CoM statement | |  |  | Reg 161(1)(d) |
|  | Recovery of wages (if applicable) | |  |  | Reg 161(1)(d) |
|  | Reproduction of s272(1), (2) & (3) | |  |  | Reg 161(1)(f) |
|  | All disclosure requirements within the reporting guidelines | |  |  | RG 1 |
| 3.6.7 | Do the details in concise report match full report? | |  |  |  |
|  | If any differences, are they material? | |  |  |  |
|  | If material, members to be provided with correct report | |  |  |  |
|  | If not material, an Emphasis of Matter in the Auditors Report? | |  |  |  |
| 3.6.8 | Auditor’s statement includes the following: | |  |  |  |
|  | Concise report has been audited | |  |  | s.265(3)(c) |
|  | Concise report complies with AASs  (some auditors have pointed out that this is not possible as AASB 1039 only applies to companies, not other organisations) | |  |  | s.265(3)(c) |
|  | Refers to matters of non-compliance/qualifications from full report, if any | |  |  | ASA 810(17 & 18) |
| **3.7** | **Loans, Grant & Donations Statement** | |  |  |  |
| 3.7.1 | Has a LGD statement been lodged (if applicable) | |  |  | s.237 |
| 3.7.2 | Does the LGD statement reconcile with the FR figure? | |  |  |  |
| 3.7.3 | Please ensure that the LGD matter is ‘closed’ in caseHQ | |  |  |  |
| **3.8** | **Officers Declaration Statement (if applicable)** | |  |  |  |
| 3.8.1 | Where not already stated in the financial statements or the notes, was a statement that any of the activities below have not occurred in the reporting period been included in an Officer Declaration Statement? | |  |  | RG 20 |
|  | agree to receive financial support from another reporting unit to continue as a going concern (refers to agreement regarding financial support not dollar amount) | |  |  | RG 20 |
|  | agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial support not dollar amount) | |  |  | RG 20 |
|  | acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission | |  |  | RG 20 |
|  | receive periodic or membership subscriptions | |  |  | RG 20 |
|  | receive capitation fees or any other revenue from another reporting unit | |  |  | RG 20 |
|  | receive revenue via compulsory levies | |  |  | RG 20 |
|  | receive donations or grants | |  |  | RG 20 |
|  | receive revenue from undertaking recovery of wages activity | |  |  | RG 20 |
|  | incur fees as consideration for employers making payroll deductions of membership subscriptions | |  |  | RG 20 |
|  | pay capitation fees or any other expense to another reporting unit | |  |  | RG 20 |
|  | pay affiliation fees to another entity | |  |  | RG 20 |
|  | pay compulsory levies | |  |  | RG 20 |
|  | pay a grant that was $1,000 or less | |  |  | RG 20 |
|  | pay a grant that exceeded $1,000 | |  |  | RG 20 |
|  | pay a donation that was $1,000 or less | |  |  | RG 20 |
|  | pay a donation that exceeded $1,000 | |  |  | RG 20 |
|  | pay wages and salaries to holders of office | |  |  | RG 20 |
|  | pay superannuation to holders of office | |  |  | RG 20 |
|  | pay leave and other entitlements to holders of office | |  |  | RG 20 |
|  | pay separation and redundancy to holders of office | |  |  | RG 20 |
|  | pay other employee expenses to holders of office | |  |  | RG 20 |
|  | pay wages and salaries to employees (other than holders of office) | |  |  | RG 20 |
|  | pay superannuation to employees (other than holders of office) | |  |  | RG 20 |
|  | pay leave and other entitlements to employees (other than holders of office) | |  |  | RG 20 |
|  | pay separation and redundancy to employees (other than holders of office) | |  |  | RG 20 |
|  | pay other employee expenses to employees (other than holders of office) | |  |  | RG 20 |
|  | pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit | |  |  | RG 20 |
|  | incur expenses due to holding a meeting as required under the rules of the organisation | |  |  | RG 20 |
|  | pay legal costs relating to litigation | |  |  | RG 20 |
|  | pay legal costs relating to other legal matters | |  |  | RG 20 |
|  | pay a penalty imposed under the RO Act or the Fair Work Act 2009 | |  |  | RG 20 |
|  | have a receivable with another reporting unit | |  |  | RG 20 |
|  | have a payable with another reporting unit | |  |  | RG 20 |
|  | have a payable to employer as consideration for that employer making payroll deductions of membership subscriptions | |  |  | RG 20 |
|  | have a payable in respect of legal costs relating to litigation | |  |  | RG 20 |
|  | have a payable in respect of legal costs relating to other legal matters | |  |  | RG 20 |
|  | have an annual leave provision in respect of holders of office | |  |  | RG 20 |
|  | have a long service leave provision in respect of holders of office | |  |  | RG 20 |
|  | have a separation and redundancy provision in respect of holders of office | |  |  | RG 20 |
|  | have other employee provisions in respect of holders of office | |  |  | RG 20 |
|  | have an annual leave provision in respect of employees (other than holders of office) | |  |  | RG 20 |
|  | have a long service leave provision in respect of employees (other than holders of office) | |  |  | RG 20 |
|  | have a separation and redundancy provision in respect of employees (other than holders of office) | |  |  | RG 20 |
|  | have other employee provisions in respect of employees (other than holders of office) | |  |  | RG 20 |
|  | have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organisation or branch | |  |  | RG 20 |
|  | transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity | |  |  | RG 20 |
|  | have a balance within the general fund | |  |  | RG 20 |
|  | provide or receive cash flows to another reporting unit and/or controlled entity | |  |  | RG 20 |
|  | have another entity administer the financial affairs of the reporting unit | |  |  | RG 20 |
|  | make a payment to a former related party of the reporting unit | |  |  | RG 20 |
| **3.9** | **Is the report compliant?** | |  |  |  |
| **Other matters to be considered for all financial statements** | | | | | |
| **4.1** | **General checks** | |  |  |  |
| 4.1.1 | Are the following figures consistently disclosed across the financial statements: | |  |  |  |
|  | Profit/loss in the statement of comprehensive income the same as the statement of changes in equity | |  |  |  |
|  | Net assets in the statement of financial position the same as the statement of changes in equity | |  |  |  |
|  | Figures in the notes match the corresponding figures in the statements | |  |  |  |
| 4.1.2 | Previous years | |  |  |  |
|  | Are comparative disclosures for the previous period provided? | |  |  | AASB 101(38) |
|  | Do the bottom line figures match those in previous financial report? | |  |  | AASB 101(38) |
| 4.1.3 | Are all statements given equal prominence? | |  |  | AASB 101(11) |
| **4.2** | **Adoption of new standards and IFRS IC agenda decisions** | |  |  |  |
|  | **Impact of IFRS IC agenda decision on configuration or customisation costs in cloud computing arrangements** | |  |  |  |
| 4.2.1 | Has the impact of a change in accounting policy been disclosed including disclosure of the nature of the change and its impact on financial statement line items for the current period and each prior period presented | |  |  | AASB 108(28,29) |
| **Commission Administration & monitoring** | | | | | |
| **5.1** | **Enter on caseHQ** | |  |  |  |
| The following fields must be populated before the matter is filed and closed | | | | | |
| 5.1.1 | Commission assessment date | |  |  |  |
| 5.1.2 | Auditing firm & auditor (ensure all contact details included in caseHQ) | |  |  |  |
| 5.1.3 | Total membership | |  |  |  |
| 5.1.4 | Date of section 266 meeting | |  |  |  |
| 5.1.5 | Qualified audit report | |  |  |  |
| 5.1.6 | Compliance with section 265 | |  |  |  |
| 5.1.7 | Compliance | |  |  |  |
| 5.1.8 | Capitations received | |  |  |  |
| 5.1.9 | Subscriptions received | |  |  |  |
| 5.1.10 | Total revenue | |  |  |  |
| 5.1.11 | Total expenses | |  |  |  |
| 5.1.12 | Total comprehensive income | |  |  |  |
| 5.1.13 | Total assets | |  |  |  |
| 5.1.14 | Total liabilities | |  |  |  |
| 5.1.15 | Net assets (check only – field is auto calculated by caseHQ) | |  |  |  |
| **WORKING NOTES:** | | | | | |

**Date:** Click or tap to enter a date.

|  |  |
| --- | --- |
| **Abbreviations** | |
| **AASB** | Australian Accounting Standards Board  The code for Australian Accounting Standards |
| **ASA** | Australian Auditing Standards |
| **AR** | Audit Report |
| **CoM** | Committee of Management |
| **CA ANZ** | Chartered Accountants Australia and New Zealand |
| **CPA** | CPA Australia |
| **FR** | Financial Report |
| **Commission** | Fair Work Commission |
| **GM** | General Manager of the Fair Work Commission |
| **GPFR** | General Purpose Financial Report |
| **IAS** | International Accounting Standards |
| **IASB** | International Accounting Standards Board |
| **IFRS** | International Financial Reporting Standards |
| **IPA** | Institute of Public Accountants |
| **KMP** | Key management personnel |
| **LGDs** | Loans, Grants and Donations |
| **PPE** | Property, Plant and Equipment |
| **RCA** | Registered Company Auditor |
| **RG** | Reporting Guidelines |
| **RO Act** | *Fair Work (Registered Organisations) Act 2009* |
| **RU** | Reporting Unit |
| **SPFR** | Special Purpose Financial Report |
| **UIG** | Urgent Issues Group Interpretations (UIGs interpret AASs) |