



ANNUAL FINANCIAL RETURN

GRANT TYPE:	
SERVICE / AGREEMENT NUMBER: (Insert service number or agreement number where applicable)	
SERVICE NAME:	
FUNDED ORGANISATION (Legal Entity):	
STATEMENT OF INCOME AND EXPENDITURE FOR: (Select from drop down menu)	1 Jan to 31 Dec 2012

* Please use GST exclusive figures.

INCOME		
Departmental Funding (Select from drop down menu)	Operating - Non-Recurrent	
Fees / Charges / Rental Income / Interest		
Other funding		
Other income		
TOTAL INCOME		

EXPENDITURE	
Total Salaries & Wages	
Organisational Costs	
Administrative	
Property & Energy	
Motor Vehicle	
Travel & Training	
Client Related Costs	
Asset Purchases (Please attach list)	
Buildings	
TOTAL EXPENDITURE	

SURPLUS/DEFICIT	
------------------------	--

CERTIFICATE BY TWO RESPONSIBLE OFFICE BEARERS OF THE ORGANISATION

We certify that we have sighted the income and expenditure for this period and that the information provided is a true account of the organisation's financial position, as it relates to departmental funding. We also certify that these funds have been used as agreed in the Service Agreement.

Signed by: _____
(Print Name)

Position: _____

Signature: _____

Date: _____

Signed by: _____
(Print Name)

Position: _____

Signature: _____

Date: _____

PLEASE SUBMIT THIS FORM VIA QGRANTS

Please submit this form via QGrants: <https://qgrants.osr.qld.gov.au/portal>

The QGrants early years services user guide for lodging a claim outlines a step by step process for submitting performance and financial reports in QGrants:

<https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/qgrants-eyes-user-guide-submitting-claim.pdf>

GUIDE TO EXPENDITURE ACCOUNTS

Salaries & Wages -- Salaries & Wages, Annual Leave, Fringe Benefits Tax, Long Service Leave, Salary Sacrifice, Sick Leave, Superannuation, Termination Payments, Workers Compensation, Salaries - Other

Organisational Costs -- Auspicing Fees, Business Planning Costs, Management Fees, Meeting Expenses, Volunteer Costs

Administrative -- Accounting Fees, Advertising and Promotion, Audit fees, Bank Charges & Fees, Computer Operating Expenses, Consultancy Fees, Fees and Permits, Insurance – General, Insurance – Public Liability, Insurance – Professional Indemnity, Insurance – Volunteers, Postage, Fright and Courier, Printing and Stationery, Publications and Information Resources, Sundry Expenses, Telephone and Fax charges.

Property & Energy -- Cleaning, , Equipment Hire/Lease, Property Management Fees, Rates and Taxes, Rates Rental Properties, Rent, Rent – Rental Properties, Repairs and Maintenance, Minor equipment purchases < \$5,000 (including Computers). Equipment, Repairs and Maintenance Rental Property, Security Expenses, Staff Amenities, Tenancy & Property Supplies and Services, Utilities.

Motor Vehicle Fuel and Oil -- Repairs and Maintenance, Motor Vehicle Insurance Premium, Registration, Motor Vehicle Lease Payments

Travel & Training -- Employment Support and Supervision Costs, Training and Development Staff, Travel and Accommodation Staff

Client Related Costs -- Client Support Costs, Client Support Consumables

Asset -- Purchases Assets purchased more than \$5,000

Buildings -- Capital build costs and capital improvements, renovations and enhancements to existing buildings

The above accounts are consistent with the newly developed Standard Chart of Accounts, please refer to the following website: <https://wiki.qut.edu.au/display/CPNS/National>. The Department of Education collects the information on this form as part of its monitoring responsibilities in relation to the funding of your organisation. This is authorised by the Community Services Act 2007. The Department of Education will retain this information on file and may disclose the information if legislation allows or requires this, or where you have given your permission.

FUNDING GUIDELINES FOR FINANCIAL STATEMENTS

- Signatures by two members of the management committee
- Should the organisation be a Local Government entity (i.e. Council), it is acceptable to provide a Financial Accountability Form (FAF) signed by the Chief Executive Officer or Chief Financial Officer in lieu of two members of the management committee
- Please check the service agreement for when the Financial Accountability Form is due.