



FEDERAL ADMINISTRATION CIRCULAR No 1/2023

SQUADRON/WING FINANCIAL RETURNS

- 1.0 Squadron and Wing Officers Commanding are reminded that Squadron/Wing Financial Returns are a key part to good Corporate Governance and must not only be sent on time but also be compiled fully, legibly and accurately.
- 2.0 Timeliness of submission and Accuracy are paramount.
 - 2.1 It is intended that all returns will be reviewed and if the returns are lacking in any information the return will be returned for to the Unit concerned Units for correction and return.
 - 2.2 The League has an obligation under its Constitution, the Associations Incorporation Act 2009 (NSW) and the ACNC Act 2012 (Cwth) to ensure that its affairs are managed in a responsible manner. The AI Act concerns itself with Charitable funds and the ACNC Act places a responsibility on the League to put in place appropriate and tailored financial systems and procedures
 - 2.2.1 Any Unit which does not submit an accurate and correct return, run the risk of being required to have an audit conducted, on their accounts, at their own expense by a qualified person of the League's choice.
 - 2.2.2 Additionally, the League from time to time will arrange for independent audits of selected Units financial records to satisfy its obligations under the relevant Acts.
- 3.0 Units with a balance date of 31st March 2022 (i.e. any Unit, below Group level, that operates a bank account) are reminded that, since 1st April 2019, they are required to maintain their accounts on the prescribed Financial Reporting Package (**FRP**) which is available at <https://www.airleague.com.au/branch-resources/financials/>. Full instructions for the use of this package are included at <https://www.airleague.com.au/download/financial-report-tool-v2-1-3-instructions/>

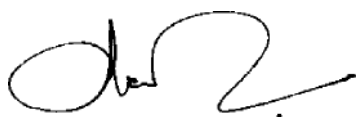
NOTE: This version of the FRP will be the only version acceptable for accounting from 1st April 2023
- 4.0 These Units are also reminded that their end of year financial returns are required to be lodged with their relevant Group Headquarters by no later than 15th May 2022, in the following manner:
 - 4.1 An electronic version of the **entire** FRP – fully completed and balanced for each bank account operated, - plus a scanned copy of bank statement as of 31st March 2023, via email or on a data stick (preferred option); or
 - 4.2 A printed version (two copies) of all sheets of the FRP – fully completed and balanced - plus a copy of bank statement as at 31st March 2023, via hand or Australia Post.
 - 4.2.1 The entire version of the FRP must include receipts and payment sheets for the 12 months of the year.
- 5.0 The returns to be included are:
 - 5.1 Cash Receipts report for all accounts from April 2022 to March 2023 inclusive - submission of the March page ONLY is not acceptable – refer 4.0 above.
 - 5.2 Cash Payments report for all accounts from April 2022 to March 2023 inclusive - submission of the March page ONLY is not acceptable – refer 4.0 above.

- 5.3 Trial Balance for all accounts for the financial period April 2022 to March 2023.
- 5.4 Income and Expenditure Account for the period ended 31st March 2023.
- 5.5 Stock List as of 31st March 2022, valued at cost.
- 5.6 Listing of all assets at the written down value, and replacement value as of 31st March 2023.
- 5.7 Debtors Listing as of 31st March 2023.
- 5.8 Creditors Listing as of 31st March 2023.
- 5.9 Balance Sheet as of 31st March 2023; and
- 5.10 Copy of Bank Statement, for all bank accounts, as of 31st March 2022.

All the above reports apart from the Listing of all assets at the written down value, and replacement value and Bank Statement are included in the **FRP**. Many of these are self-populating with balancing to be ensured.

Sundry Income & Expenditure needs to be split in the Income & Expenditure account and details column populated to explain expenditure.

- 6.0 As a tip for completion of the Creditors Listing, items such as the following must be included, if relevant to the Unit's situation:
 - 6.1 New member fees received up to and including 31st March 2023, but not yet paid to Group as at 1st April 2023;
 - 6.2 Levies calculated to 31st March 2023, but not yet paid to Group as at 1st April 2023; and
 - 6.3 Balance, if any, owing to the Group Quartermaster Store as at 31st March 2023, but not yet paid as at 1st April 2023.
- 7.0 If any Unit doubts that they have the ability or confidence to fully meet these requirements, they are encouraged to contact their Group Finance Officer/Commissioner for assistance.
 - 7.1 Any such assistance must be sought as early as possible in order that the criterion of "timeliness" may still be met.
- 8.0 All Groups are required to forward a copy of each Unit's end of year financial returns to the *Federal Finance Commissioner*, to be received **no later than** 31st May 2023.



Chief Comr. Ian Rickards, OAM, LM, DSA and Bar, MSA
Federal Finance Commissioner