



FEDERAL ADMINISTRATION CIRCULAR No 1/2021

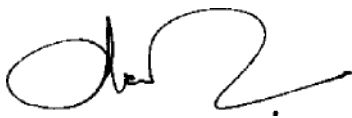
**SQUADRON/WING FINANCIAL RETURNS**

- 1.0 Squadron and Wing Officers Commanding are reminded that Squadron/Wing Financial Returns are a key component to good Corporate Governance and must not only be submitted in a timely manner 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 Any Unit which fails to submit and accurate and correct return, run the risk of being required to have an audit conducted, on their accounts, at their own expense.
- 3.0 Units with a balance date of 31<sup>st</sup> March 2021 (i.e. any Unit, below Group level, that operates a bank account) are reminded that, since 1<sup>st</sup> 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 with the package download.
- 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 31 May 2021, in the following manner:
  - 4.1 An electronic version of the FRP – fully completed and balanced - plus a scanned copy of bank statement as at 31<sup>st</sup> March 2021, 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 31<sup>st</sup> March 2021, via hand or Australia Post.
- 5.0 The returns to be included are:
  - 5.1 Cash Receipts report for all accounts from April 2020 to March 2021 inclusive - submission of the March page ONLY is not acceptable.
  - 5.2 Cash Payments report for all accounts from April 2020 to March 2021 inclusive - submission of the March page ONLY is not acceptable.
  - 5.3 Trial Balance for all accounts for the financial period;
  - 5.4 Income and Expenditure Account for the period ended 31 March 2021;
  - 5.5 Stock List as at 31 March 2021, valued at cost;
  - 5.6 Listing of all assets at the written down value, and replacement value;
  - 5.7 Debtors Listing as at 31 March 2021;
  - 5.8 Creditors Listing as at 31 March 2021;
  - 5.9 Balance Sheet as at 31 March 2021; and
  - 5.10 Copy of Bank Statement, for all bank accounts, as at 31 March 2021.

All of 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.

- 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 31 March 2021, but not yet paid to Group as at 1 April 2021;
  - 6.2 Levies calculated to 31 March 2021, but not yet paid to Group as at 1 April 2021; and
  - 6.3 Balance, if any, owing to the Group Quartermaster Store as at 31 March 2021, but not yet paid as at 1 April 2021.
- 7.0 If any Unit doubts that they have the expertise 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 20<sup>th</sup> June 2021.



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