



Australian
Air League

FEDERAL ADMINISTRATION INSTRUCTION #21

F/AI/2/18
31st August 2018

AAL Financial Reporting Package (FRP)

- 1.0 For a number of years the FRP has been a tool, available to Squadron and WIng Treasurers, to capture their unit's receipts and expenditures on a monthly basis, record bank reconciliations, capture end of financial year data, and facilitate both monthly and annual reporting.
- 2.0 Up to and including this financial year, use of the FRP has been optional however the lower quality and accuracy of information received in paper-based forms along with the wide functionality available in this tool has resulted in the following decision.
- 3.0 Effective from the start of the new Unit Financial year (on 1st April 2019 '**Implementation Date**') use of the FRP will be mandatory for all units below Group level.
- 4.0 The FRP is in the form of a locked Excel Spreadsheet and therefore requires the availability of Microsoft Excel on the Treasurer's or Squadron's computer.
- 5.0 Minimal familiarity with Excel is required for successful use, though familiarity with general computer usage is important.
- 6.0 Access to a printer and/or email facilities is also important for the successful utilization of the FRP, especially with regard to timely provision of monthly and annual reports to Group/SA Wing.
- 7.0 User Instructions for FRP will be added to the Branch Resource Website (refer FRO 6/2018).
- 8.0 By Implementation Date it is planned to have the following (supported) versions available:
 - 8.1 Version 2.1 (April 2014) - *released*
 - 8.2 Version 2.1.1 (April 2018) - *released*
 - 8.2.1 Rows of data in Cash Receipts (each month) increased to 20.
 - 8.3 Version 2.1.2 (June 2018) - *released*
 - 8.3.1 Rows of data in Cash Receipts (each month) increased to 25.
- 9.0 These versions of the FRP will be available for downloading from the Branch Resource Website from November 2018.
- 10.0 The above mentioned site will contain, apart from many other useful resources for Branches, news on new releases, tips for efficient use and reminders on important due dates.
- 11.0 Information, assistance and advice on the matters specifically connected to the FRP may be obtained from the undersigned via email: operations@airleague.com.au
- 12.0 Information, assistance and advice on the matters relating to the Branch Resource Website, in general, may be obtained from Comr Brian Grinter DSA, MSA via email: marketing@airleague.com.au

Comr Ray King, MSA
Federal Operations Commissioner