

Details of Organisation and Certification Statement (This page must be completed in full)

Organisation: _____ Incorporated: Yes/No

ABN: _____ (or a "Statement by Supplier" must be attached)

Postal Address: _____

President: _____

Telephone: After Hours: _____ Business Hours: _____

Secretary or Treasurer: _____

Telephone: After Hours: _____ Business Hours: _____

Email: _____

Affiliated Parent Body in Qld: _____

Number of Current Members: _____ **Registered for GST?:** Yes / No

Financial Reporting Category:

Level	Anzac Day Trust Requirement	(Please Tick)
1	Audited Financial Statement & Auditors Certificate <small>(associations which have <i>either</i> current assets of >\$100,000 <i>or</i> total revenue of >\$100,000)</small>	
2	Financial statements verified by a person who can audit Level 1 Associations or by a person approved by the Chief Executive. <small>(associations which have <i>either</i> current assets of \$20,000-\$100,000, <i>or</i> total revenue of \$20,000-\$100,000)</small>	
3	Financial statements verified by the President or Treasurer of the association <small>(associations which have total revenue of less than \$20,000 <i>and</i> current assets of less than \$20,000)</small>	

We, the undersigned, certify that information and figures in the following pages are correct to the best of our knowledge and belief.

SIGNED President: _____

Secretary or Treasurer: _____

Note: When completing the following application, items should be listed in the appropriate place and then identified on your financial statement, otherwise a written explanation should be given.

Space is provided on the last page of the application form for additional information or items not covered.

OFFICE USE ONLY	
Date Received	/ /
Date Acknowledged	/ /
Remarks	

WELFARE HOUSING PROJECTS

Item 1 - Building of homes/units for aged/infirm ex-service personnel

\$

(a) Name of home/units _____

(b) Address _____

(c) Number of residents _____

(d) Cost of maintaining homes/units

Item 2 - Cost of maintaining ex-service personnel in above homes/units

GROSS EXPENDITURE _____

Item 3 - Deduct any subsidies received or promised (give details)

\$ _____

Item 4 - Deduct contributions from residents (rent or maintenance levy)

\$ _____

TOTAL DEDUCTIONS _____

Net profit (DON'T CARRY FORWARD) \$ _____

Net loss (TO BE CARRIED FORWARD) \$ _____

\$

Amount brought forward _____

WELFARE

Item 5 - Financial payments (non-repayable grants)

Item 6 - Home assistance (housekeeping, shopping etc)

Item 7 - Funeral expenses - donations towards members' funeral expenses

NOTE: Funeral notices and floral tributes are allowed. Payments made from mortuary funds are NOT ALLOWED

Item 8 - Legal and pension assistance (advocacy only)

Item 9 - Hospital expenses

(include name of hospital and nature of expenses e.g. visits or amenities)

Item 10 - Meals and assistance to needy or itinerant ex-service personnel (food, clothing etc.)

Item 11 - Education Expenses

Expenses incurred in the education of students on the role of current and former servicemen and women of the Australian Defence Forces and the significance of Commemorative Activities. Give details.

Carry forward \$ _____

ADMINISTRATIVE EXPENSES INCURRED

Item 12 - Financial expenses

- (a) Audit/Accountancy fees (% directly related to welfare administration ONLY) _____
- (b) Bad debts written off _____
- (c) Bank charges (% directly related to welfare administration)..... _____
- (d) Insurance (state which type eg. property, motor vehicle, public liability) _____
- (e) Lease charges (give details) _____
- (f) Legal fees (give details) _____
- (g) Permits, licenses, registrations (give type) _____

Item 13 - Committee and staff expenses

- (a) Conferences (less member contributions) _____
- (b) Honoraria (state for whom e.g. secretary, advocate) _____
- (c) Out of pocket expenses (give details)..... _____
- (d) Superannuation (directly related to welfare administration)..... _____
- (e) Travel expenses (less officer's contribution) _____
- (f) Wages/salaries (directly related to welfare administration)..... _____

Item 14 - Office expenses

- (a) Computer expenses (directly related to welfare)..... _____
- (b) Freight (not for saleable items) _____
- (c) Petty cash (give details) _____
- (d) Photocopying/printing _____
- (e) Postage _____
- (f) Stationery..... _____
- (g) Telephone _____

Item 15 - Media expenses

- (a) Advertising _____
- (b) Newsletter/journal (less income from advertising) _____
- (c) Subscriptions (give details) _____
 (newspapers, magazines, periodicals allowed) (capitations, affiliation/association fees are NOT ALLOWED)

Carry forward\$ _____

Amount brought forward _____

Item 19 - Commemorative activities

Expenses for commemorative activities such as Anzac Day/Remembrance Day are allowed.
Construction/maintenance of war memorials/honour boards and the like are **NOT ALLOWED**.

- (a) Catering (less contributions received) _____
- (b) Donations (for assistance given at ceremonials e.g. Cadets, Bands etc) _____

- (c) Hire charges (give details) _____
- (d) Wreaths – Anzac Day / Remembrance Day _____
- (e) Commemorative Badges and/or poppies which were donated (**not sold**) _____
- (f) Other Anzac Day expenses (give details) _____

- (g) Other Remembrance Day expenses (give details) _____

- (h) Other Commemorative Activities (give details) _____

Item 20 – Entertainment Expenses

Expenses for members lunches, dinners, functions or trips may be claimed, but any income relating to these **MUST** be deducted.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUB TOTAL OF APPLICATION: \$ _____

