



Financial Statements

<INSERT ORGANISATION NAME>

For the year ended 30 June 20XX

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Instructions for Completing Financial Statements

This template has been designed by Georges River Council to assist community organisations in completing Financial Statements, ensuring that the fundamental financial reporting obligations are met, and that the data is presented in the correct order.

A description of each component of the data required for the Financial Statements is as follows:

- **Auditors Report** - This report must be supplied by a qualified/ accredited Auditor. This report must be signed by the Auditor, and should contain the Report, the Committee's Responsibility, Auditors Responsibility and the Auditors Opinion.
- **Committee's Report** – This report is supplied by an organisation's committee which states committee members names, function of the organisation, significant changes that may have occurred during the financial year, operating result of the organisation and the ongoing outlook of the organisation (whether it is an ongoing concern or not). The Committee's Report should also be signed by at least two members of the Committee (usually the President and Treasurer) with a Committee's resolution that the Committee accepts the Audited Financial Statements.
- **Income Statement** (Profit and Loss) - This statement presents the revenues, expenses, and profits/losses generated during the reporting period. This is usually considered the most important of the financial statements, since it presents the operating results of an organisation.
- **Balance Sheet** – This document presents the assets, liabilities and equity of the organisation as of the reporting date. Thus, the information presented is as of a specific point in time. The report format is structured so that the total of all assets equals the total of all liabilities and equity. This is typically considered the second most important financial statement, since it provides information about the liquidity and capitalisation of an organisation.
- **Statement of Cash Flows** – This document presents the cash inflows and outflows that occurred during the reporting period. This can provide a useful comparison to the income statement, especially when the amount of profit or loss reported does not reflect the cash flows experienced by the business. This statement should be presented when issuing financial statements to outside parties.
- **Notes to the Financial Statements** – This document provides additional information pertaining to the entities operations and financial position.

Auditor's Report

<Insert Copy of Auditor's Report>

Committee's Report

Your committee members submit the financial report of <INSERT ORGANISATION NAME> for the financial year ended 30 June 20XX.

Committee Members

The names of committee members throughout the year and at the date of this report are:

Committee Member	Position
<Insert Name>	<Insert Position>
<Insert Name>	<Insert Position>
<Insert Name>	<Insert Position>

Principal Activities

<Insert commentary on principal activities>

Significant Changes

<Insert commentary on any significant changes>

Operating Result

<Insert commentary on operating result>

Going Concern

<Insert commentary on whether the organisation is a going concern or not>

Committee's Report Sign Off

Signed in accordance with a resolution of the Members of the Committee on:

Insert Name (President)

Date: __ / __ / ____

Insert Name (Treasurer)

Date: __ / __ / ____

Income Statement (Profit and Loss)

<INSERT ORGANISATION NAME>
For the year ended 30 June 20XX

	20XX	20XX
Income		
<Insert income item>	\$	\$
<Insert income item>	\$	\$
<Insert income item>	\$	\$
<Insert income item>	\$	\$
<Insert income item>	\$	\$
<Insert income item>	\$	\$
<Insert income item>	\$	\$
<Insert income item>	\$	\$
Total Service Income	\$	\$
Total Income	\$	\$

Expenses	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
<Insert expense item>	\$	\$
Total Expenses	\$	\$
Total Income	\$	\$

Net Profit/(Loss)	\$	\$
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Balance Sheet

<INSERT ORGANISATION NAME>
As at 30 June 20XX

	30 June 20XX	30 June 20XX
Assets	\$	\$
Current Assets	\$	\$
<Insert current assets>	\$	\$
<Insert current assets>	\$	\$
<Insert current assets>	\$	\$
<Insert current assets>	\$	\$
<Insert current assets>	\$	\$
Total Current Assets	\$	\$
Non-Current Assets	\$	\$
<Insert Non-Current Asset>	\$	\$
<Insert Non-Current Asset>	\$	\$
<Insert Non-Current Asset>	\$	\$
<Insert Non-Current Asset>	\$	\$
Total Non-Current Assets	\$	\$
Total Assets		
Current Liability		
<Insert Current Liability Item>	\$	\$
<Insert Current Liability Item>	\$	\$
<Insert Current Liability Item>	\$	\$
<Insert Current Liability Item>	\$	\$
<Insert Current Liability Item>	\$	\$
<Insert Current Liability Item>	\$	\$
Total Current Liability	\$	\$
Non-Current Liability		
<Insert Non-Current Liability Item>	\$	\$
<Insert Non-Current Liability Item>	\$	\$
<Insert Non-Current Liability Item>	\$	\$
<Insert Non-Current Liability Item>	\$	\$
<Insert Non-Current Liability Item>	\$	\$
<Insert Non-Current Liability Item>	\$	\$
Total Non-Current Liability	\$	\$
Total Liabilities	\$	\$
Net Assets (Total Assets less Total Liabilities)	\$	\$
Equity	\$	\$
Retained Earnings	\$	\$
Total Equity	\$	\$
	\$	\$

Statement of Cash Flows

<INSERT ORGANISATION NAME>

For the year ended 30 June 20XX

	20XX
Operating Activities	\$
<Insert operating activities>	\$
<Insert operating activities>	\$
<Insert operating activities>	\$
<Insert operating activities>	\$
<Insert operating activities>	\$
<Insert operating activities>	\$
<Insert operating activities>	\$
	\$
Net Cash Flows from Operating Activities	\$
Net Increase/(Decrease) in Cash and Cash Equivalents	\$
Cash and Cash Equivalents at Beginning of Year	\$
Cash and Cash Equivalents at the End of the Year	\$

Cash and Cash Equivalents

<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
<Insert cash and cash equivalents>	\$
Net Change in Cash for period	\$

Notes to the Financial Statements

<INSERT ORGANISATION NAME>

For the year ended 30 June 20XX