



Guide to Financial Reporting: Annual Financial Statements 1 July 2018 - 30 June 2019

The Group Statement of Finances must be accompanied by bank statements showing the closing balances for all bank accounts. Also, all term deposits must include a statement from the bank or financial institution showing the closing balance.

Note: The Statement of Service Performance can be used at any time and for any reporting. It is not just for Groups, it can also be used by Board Members, Leadership Councillors, Individuals, Branches, Area Committees, Provincials and so on. It could be completed once a year, once a month or any variation thereon. Please send them to National Office as often as you complete them. This will make the task of compiling the Statement of Service Performance for the consolidated accounts much easier.

All the forms should be sent together to reach National Office by the following dates:

- The Group Statement of Finances - **on or before Thursday, 15 August 2019**
- The Statement of Service Performance - **on or before Thursday, 15 August 2019**
- The Independent Reviewer Statement - **on or before Thursday, 15 August 2019**

We are now required to prepare both consolidated accounts and a Statement of Service Performance, both of which are audited. This means that where possible, expenditure must be supported by external evidence in the form of invoices, receipts and similar documentation.

Additional examples of external evidence for the Statement of Service Performance

includes: media reports; receipts; letters of thanks for donations and bursaries; photos; flyers; attendance registers and so on.

For other expense items claimed with no supporting documentation, there should be information as to why there is no receipt. For mileage reimbursement, the information provided should include: date of journey, distance travelled, purpose of trip and the rate per km.

Please share this information with any Members or Branches who do not have email addresses. If you have any questions, please do not hesitate to contact me.