

# Reports

## Background

Reporting on the activities of your organisation is an important element of the AGM.

The presentation of reports will be more effective if they are succinct, interesting and/or have a creative format, such as PowerPoint or video. Consider printing out the reports and making them available for anyone who wants a copy; however, refer only to specific points as it is not necessary to read out the entire report.

## Overview of responsibilities

All reports should be formally adopted (moved, seconded and put to the vote) at the meeting. The reports normally presented at the AGM are given below.

### Committee report (president)

An effective committee report should:

- Be comprehensive, yet succinct
- Highlight any outstanding achievements and/or challenges
- Detail any long-term plans
- List general activities, programs and/or membership
- Describe the benefits of being on the committee—skills learnt, contributions to children's education, community capital
- Express thanks to outgoing members, parents and staff.

### Financial report

The financial report should give a true and fair view of the financial position of the association during and at the end of its last financial year.

If you are an incorporated association with a turnover greater than \$200 000 or assets worth more than \$500 000, you are required under the Associations Incorporation Act 1981 to undertake an annual audit.

Other organisations may be required to undertake an annual audit either as specified in their constitution or as part of comprehensive and transparent financial practices. Organisations that are legally required to submit an audited statement will be required to submit a copy of that report with the Financial Accountability Report to the Department of Education and Early Childhood Development (DEECD).

### Audit

The audit should cover the full financial year. It must be prepared by an independent qualified accountant who is registered as a company auditor and a member of either the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants. The audit must not be prepared by a member or an employee of the association being audited.

Further information can be obtained from Consumer Affairs Victoria:

[www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV\\_Publications\\_Associations/\\$file/ssoc\\_appkit\\_factsheets.pdf](http://www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/$file/ssoc_appkit_factsheets.pdf).

#### PROGRAM PARTNERS



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## Treasurer's report

The treasurer's report will normally include a Profit and Loss Statement and Balance Sheet.

## Teachers' reports

Usually the qualified staff member will prepare a report on the children's educational program, highlighting any special events. This report may also include some information about the following year, children's development or the philosophy of the centre, program planning and so on.

If there is more than one qualified staff member, they may present a combined or separate report.

## Other reports

The committee may decide either to present some additional reports, such as a fundraising report or report on a large project, or to include everything in the committee report.

## Compliance

- Associations Incorporation Act 1981
- Associations Incorporation Regulations 1998
- Your organisation's constitution or the Model Rules
- Government service and funding agreements

## Where to get more information

- Consumer Affairs Victoria: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)
- KPV Employer Management Manual, Section 3.7

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Department of Education and  
Early Childhood Development



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