

FORM A12 - T1

Annual summary of financial affairs – Tier 1

Associations Incorporation Act 2009 (section 45)



1800 502 042 fairtrading.nsw.gov.au

Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

When should this form be used?

This form must be lodged by a Tier 1 association **within one month** after each AGM.

The association's financial statements must be presented to the annual general meeting (AGM) BEFORE this form can be lodged.

Incorporated associations that are also registered with the Australian Charities and Not-for-profits Commission (ACNC) may benefit from an exemption which allows them to lodge their financial reports only with the ACNC. More information is available on the Fair Trading website.

Definition of a Tier 1 association

The *Associations Incorporation Act 2009* establishes a two tier reporting regime for associations registered in NSW.

An association is a Tier 1 association if:

- the **gross receipts/total revenue** of the association for the association's financial year exceeds \$250,000, **OR**
- the **current assets** of the association for the association's financial year exceeds \$500,000.

Tier 1 associations must have their financial statements audited and must lodge this form together with the documents listed under the heading **Checklist** on the form.

The webpage titled 'Financial reporting requirements' on www.fairtrading.nsw.gov.au provides information on the reporting requirements for incorporated associations.

Association details (part 1)

Name - please ensure the correct name and registration number of the association are included in this section.

Principal activity - Tick **one** box that best describes the main activity of the association.

Current public officer and official address (part 2)

Insert details of the public officer and official address as at the date of completing this form.

Form A9, *Notice of appointment of public officer & Notice of change of association address*, must be lodged with this form if the public officer or official address has changed since your last lodgement.

The official address must be a physical address in NSW where the public officer can generally be found. It must be premises at which documents can be received by post.

The official address cannot be a post office box.

Date of financial year end and annual general meeting (part 3)

The annual general meeting (AGM) must be held **after** the end of the Association's financial year. The form will be returned if the date of the AGM is earlier than the financial year end date.

Financial summary (part 4)

The AGM must be held **after** the end of the association's financial year. The form will be returned if the date of the AGM is before the financial year end date.

Insert financial details for the association and of any trust for which the association is a trustee under a deed of trust.

Insert the number of members, committee members and employees in the relevant boxes.

Members and employees (part 5)

An association must have 5 or more members AND 3 or more committee members to remain incorporated.

The number of employees (if applicable) must also be entered.

Declaration (part 6)

The declaration on the reverse of the form **MUST** be completed by a person authorised by the committee.

This form may be returned if:

- **it is not completed correctly, or**
- **it does not have the necessary attachments, or**
- **it is received without payment.**

Fees

The following fees apply for the lodgement of an *Annual summary of financial affairs - Tier 1* (Form A12 - T1):

- \$227.00 (If lodged not more than one month after the annual general meeting)
- \$337.00 (If lodged more than one month but less than two months after the annual general meeting)
- \$366.00 (If lodged more than two months after the annual general meeting)

How to pay the lodgement fee

Pay by credit card or PayPal using the following link:
www.fairtrading.nsw.gov.au/registrypayments

Step 1 - Click on the link or type the URL into your web browser.

Step 2 - Follow the instructions online to complete payment. (select 'Registry and Accreditation' as the agency)

Step 3 - You will receive a receipt upon payment.

Step 4 - Attach a copy of the receipt to the form.

Alternatively, if you intend to pay by cheque or money order this can be done in person at a Service NSW Centre accepting this form of payment. Please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre prior to attending, to confirm accepted payment methods.

Cheques or money orders should be made payable to NSW Fair Trading.

Not providing all required information and a copy of the receipt may result in delays in processing your application.

How to lodge

- **By email** to registrylodgements@customerservice.nsw.gov.au ensuring a copy of the receipt of payment is attached.
- **By post** to Registry and Accreditation, PO Box 22, Bathurst NSW 2795, ensuring a copy of the receipt of payment is included.

In person at any **Service NSW Centre**. Before visiting your nearest Service NSW Centre, please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre to confirm accepted payment methods prior to attending.

Contacting Registry and Accreditation

Telephone 1800 502 042

Mail Registry and Accreditation
PO Box 22
Bathurst NSW 2795

Website www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations

Assistance

Telephone - 13 14 50

Ask for an interpreter in your language.

TTY - 133 677

Telephone service for the hearing impaired.

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.

1800 502 042 fairtrading.nsw.gov.au

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Fee (GST free) - \$227.00
Additional late fees may be payable

1. Association details

Name

INCORPORATED

Registration number (not ABN) INC or Y

The principal activity of the association is (tick 1 box only)

- | | | |
|---|--|--|
| <input type="checkbox"/> 1. Aged care/respite care/home care | <input type="checkbox"/> 5. Education/employment/training/research | <input type="checkbox"/> 9. Religious |
| <input type="checkbox"/> 2. Arts/culture/literary/heritage | <input type="checkbox"/> 6. Environment/horticulture/animal protection | <input type="checkbox"/> 10. Social services/community association |
| <input type="checkbox"/> 3. Business/professional association | <input type="checkbox"/> 7. Legal/civic/advocacy services | <input type="checkbox"/> 11. Sporting |
| <input type="checkbox"/> 4. Child care services | <input type="checkbox"/> 8. Personal interest/hobby group/social group | <input type="checkbox"/> 12. Other |

2. Current public officer and official address

Title Given name(s)

Family/Surname

THE FOLLOWING OFFICIAL ADDRESS CANNOT BE A POST OFFICE BOX

Official address

Suburb

State

Postcode

Association email

3. Date of financial year end and annual general meeting

Financial year end (FYE) date:

 (DD/MM/YYYY)

Annual general meeting (AGM) date:

 (DD/MM/YYYY)


The AGM date **MUST BE AFTER** the FYE date.
DO NOT attach minutes of meeting.

4. Financial summary

Details of revenue, expenditure, assets & liabilities of the association & of any trust to which the association is a trustee	Association	Trust
Gross receipts/total revenue	\$	\$
Expenditure	\$	\$
Current assets	\$	\$
Total assets (includes current assets)	\$	\$
Liabilities	\$	\$

Amounts must be entered above.

5. Members and employees

Number of members:

Number of committee members:

Number of employees:



An association must have 5 or more members and 3 or more committee members to remain incorporated.

If the association has fewer than 5 members or 3 committee members then the association must take steps immediately to increase these numbers.

6. Declaration

I declare:

- I am authorised by the committee to make the following statements,
 - the association's financial statements for the last financial year were presented to the members of the association at the annual general meeting,
 - the particulars set out in this document are correct and give a true and fair view of the financial matters to which they relate and are not misleading, and
 - there are reasonable grounds to believe, at the date of this statement that the association will be able to pay its debts as and when they fall due.

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

Printed name

Position held

7. Privacy statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. Receive and include in a register in accordance with sections 45 of the *Associations Incorporation Act 2009* (AI Act).
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for incorporated associations in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications. We may also use it to administer/update our public register, including to send you information that we consider important such as information and updates regarding Incorporated Association's obligations under the AI Act.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

Checklist

- ☐ The auditor's report for the Association's financial statements (signed, dated and including the auditor's qualifications).
- ☐ The Association's financial statements for the relevant financial year, including but not limited to the following;
 - ☐ notes to the accounts including, as a minimum, a statement of accounting policies.
 - ☐ comparative figures for the previous financial year.
 - ☐ consolidated accounts if the Association has subsidiary entities.



The documents listed in the checklist must be attached to this form.

If the Association is a trustee of a trust;

- ☐ a separate income and expenditure statement and balance sheet is required for each trust.

Who should NSW Fair Trading contact if there is a query about this form?

Title	Given name(s)	Family/Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Mobile number	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address		
<input type="text"/>		

Payment details

Application fee: \$227.00
Additional late fees may be payable.

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Receipt number