

CIRCULAR



Subject: CLUB AGM AND FINANCIAL AUDITS

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From: Natalie Couch, Administration Manager
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Audience: Club Presidents, Club Treasurers, WAAFL Board Members

Summary: Club financial reports to be audited.	Action: Prepare AGM and club financial reports.
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As clubs complete their season, I draw your attention to obligations required by the WAAFL and the Association's Incorporations Act.

The following is required;

- Conduct an AGM in accordance with your club's constitution.
- A financial report is presented at your club AGM.
- The financial report is independently audited.
- Each club shall submit to the WAAFL its AGM Minutes and audited Financial Reports with their team nominations by 17/2/17.

If clubs do not have an appointed auditor, the WAAFL recommends:

John Dorazio FCA
Walker Wayland
Level 2, 129 Melville Parade
Como WA 6152
Ph 9364 9988
Johnd@ww-wa.com.au

In preparation to present a financial report and auditor, the following is recommended that a file is provided to the auditor that contains:

- A detailed summary of All income and All expenses.
- A list of all assets and liabilities.
- Bank reconciliations.
- All bank statements.
- A copy of all invoices and receipts paid.
- A detailed breakdown of deposits and income received.
- A summary of procedures for collecting money, banking money and spending money.
- A list of all members.
- A copy of the signed and complete minutes for all meetings.
- A copy of the club constitution and certificate of incorporation.

If an individual club would like assistance with developing procedures, processes and accounting advice we encourage you contact Walker Wayland.