Diagrammatic Summary of Financial Reporting Process and Time-Limits

Reporting Unit must keep proper financial records - s252

As soon as practicable after end of financial year

Steps 1 to 4: Prepare General Purpose Financial Report, (incl. Committee of Management (COM) Statement in accordance with COM resolution) and Operating Report - s253(1), s254(1)

Lodge within 90 days after the end of the financial year

Steps 5 and 17: Prepare and lodge in Industrial Registry Statement of Loans, Grants and Donations - s237

Within a reasonable time

Step 6: Auditor to prepare Auditor’s Report and give to Reporting Unit - s257

Presentation to COM Meeting

Within 5 months of end of financial year

Steps 14 and 15: Provide copies of all reports or a concise report to members (if presenting to a COM Meeting) - s265(5)(b)

Within 6 months of end of financial year

Steps 13 and 16: Present all reports to COM Meeting - s266(3)

Within 14 days of meeting

Steps 10 to 12: Present all reports to a General Meeting of Members - s266(1), (2)

Second Meeting

Steps 7 to 9, 12: Provide copies of all reports or a concise report to members 21 days before a general meeting - s265(5)(a)

Subject to rules

Presentation to General Meeting of Members