

Income and Expenditure Report

Name:	
Event:	
Approval No:	

Income		Expenditure	
Description	<i>Amount \$</i>	Description	<i>Amount \$</i>
TOTALS			

Net Income (Income minus Expenditure)	Amount \$

2. Accounting

Obligation	
<ul style="list-style-type: none"> • Collection boxes left in shops or at places of employment must be emptied at least once a month and their contents accounted for. • Tickets and receipts should be reconciled with those issued and an official receipt for the amount collected issued to the collector as soon as possible. • Two members of the governing body should count collection box money in the presence of one another and sign a statement showing when, where, and by whom and how much money was collected. • A charity or a promoter of an appeal for support must keep the following records in the approved form: <ul style="list-style-type: none"> (a) a cash book; (b) a petty cash book; (c) a register of receipt books; and (d) any other records required to be kept in the opinion of the chief executive (including a ledger, register of bulk tickets (if sold), a register of collecting boxes (if used), a register of badges/tokens etc. (if sold) and a register of assets). • The promoter of an appeal shall keep a record in writing of: <ul style="list-style-type: none"> (a) the purpose for which the appeal was made; (b) the full name and address of the promoter and the promoter's authority for acting as promoter; (c) an accurate statement showing full details of all income and expenditure associated with the appeal and of the moneys and property raised in the appeal and of the disposal of all such moneys and property (d) a copy of the audit report if received by the promoter, in relation to the appeal for support. • A charity must ensure that amounts collected from an appeal are deposited in a separate account in the name of the charity as soon as practicable. • Other accounting requirement include: <ul style="list-style-type: none"> (a) The cash book must be balanced and a reconciliation made between the cash book and account balances at least once a month, and the reconciliation must be shown 	

in the cash book.

- (b) An income and expenditure account must be prepared from the books of the charity, association or promoter.
- (c) A copy of the annual report of the charity or association must be given to the Minister within 3 months after the end of each financial year.
- (d) The accounts of a continuing charity, association or promoter must be audited at least once a year.

3. Registration

Obligation
<ul style="list-style-type: none">• The registration of an association as a charity shall embrace all local/affiliated branches of the association unless the local/affiliated branch is also registered (with the consent of the central body).• A registered charity must notify the chief executive of any change in the particulars of the charity within one month of the change.• Within one month after a registered charity establishes a new branch or section, the governing body of the charity must give the chief executive written notice of the establishment of the branch or section.• A person may apply for a charity to be removed from the register. The application for removal must be served on the minister and the charity in question. The charity may file its reply with the minister within 1 month of receiving the application for removal.• If the minister proposes to remove a charity from the register he must give written notice to the charity stating his reasons and invite the charity to show cause why it should not be removed within a minimum period of 14 days.