



CODE OF CONDUCT ANNUAL REPORT LODGEMENT FORM

July 2011

All Code of Conduct Signatory annual reports submitted for assessment by the Code of Conduct Committee must be accompanied by a completed Code of Conduct Annual Report Lodgement Form.

This form will assist Code of Conduct Signatories in producing annual reports that are compliant with the annual and financial reporting requirements of the Code of Conduct. Please note that this checklist is only a guide to complying with the standards detailed in the Code of Conduct and signatories should ensure that they **review the detailed information contained in the Guidance Document** to ensure that all requirements are fully met.

Signatory/Organisation Name: _____ **Financial Year End:** _____

*Note: Please ensure you include (where requested) a reference in the right hand column to the **page** in your organisation's annual report that items appear.*

GENERAL		
Documents to submit to Code of Conduct Committee:	Yes	No
- 1 copy of our annual report (or website link to the annual report)		
- 1 set of full financial statements (if not incl. in annual report) (or website link to the annual report)		
- This annual report lodgement form checklist – completed		
Have these documents been submitted within 5 months of our financial year end?		
- If no, was an extension granted?		
First Year Annual Report Lodgement?		

I have reviewed the information enclosed and am satisfied that it meets the Code of Conduct's requirements.

Name (printed): _____ Position: _____

Signature: _____ Date: _____

Please send completed form to :

**Code of Conduct Secretariat
Private Bag 3
DEAKIN ACT 2600**

Or email to :

annual.reports@acfid.asn.au

FINANCIAL REPORTING

Annual report includes the following financial information:

1 *Either Option 1 or Option 2 Code or Conduct Summary Financial Reports:*

Option 1	Yes	No	Page Ref.
- Our international aid and development income is below \$250,000 of total agency revenue			
- Income statement			
- Code of Conduct financial reporting definitions have been used			
- All headings from the reporting templates have been used as a minimum, even if a zero balance is recorded, or a note used as appropriate			
OR			
Option 2			
- Income statement			
- Balance sheet			
- Statement of changes in equity (for companies only)			
- Code of Conduct financial reporting definitions have been used			
- All headings from the reporting templates have been used as a minimum, even if a zero balance is recorded or a note used as appropriate			
We have captured and reported appropriate fundraising costs per Code reporting definitions			

2 *Table of cash movements for designated purposes*

- We have produced a table of cash movements for designated purposes			
- Our table of cash movements for designated purposes balances to the cash assets in our balance sheet or a reconciliation is included			
OR			
- We are not required to produce a table of cash movements for designated purposes and have included a statement in our annual report indicating that the table was not required			

3 *Audit*

- A full audit report accompanies the Code of Conduct Summary Financial Reports in our annual report			
- The Audit Report confirms that the Code of Conduct Summary Financial Reports have been audited and makes specific reference to this			
- The Audit Report is signed by a certified accountant and their details are included (qualification, name, organisation & contact details)			

4 *Ratios/Charts*

- If we have included ratios/charts on our annual report, we have included a note explaining how the ratios have been determined			
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5 *Note stating Compliance*

- We have included a note stating our summary financial reports comply with the standards set out by ACFID Code of Conduct and referred readers to the ACFID Code of Conduct website for further information			
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Full financial statements

- Our full financial statements contain a <u>signed</u> Director's Statement or Governing Body Declaration			
- Our full financial reports balances agree to the balances on the summarised financial reports on the annual report as applicable			