

CDAV Chart of Accounts – Beginning 2024/25 Financial Year

This is a list of items to be included in your profit and loss statement. A profit and loss statement is a report that shows your income/receipts and payments/expenses and overall profit. This report allows us to see the performance of your branch at a glance and will be used to calculate the whole association profit or loss.

You will need to use the attached Excel Spreadsheet to complete the report. All fields have been included and it will self-calculate. You can print this and complete it manually if you can't do it online or request a pdf copy.

This will take affect from the next financial year. You may use the current format for this financial year's annual report.

Any branch who submits anything different to this from next financial year, will have their reports returned to be re done, as we need everything to be consistent between branch's for the overall reporting to the Tax Office for our annual review. This review is a new requirement bought in by the ATO for this financial year. The purpose of this review is to evaluate our Not For Profit Status.

Please do not deviate from these headings. Any additional items can be included in Sundries and must be explained.

We will also need a list of any assets purchased by the branch over the last 5 years. See last page for information required. This is for preparation of a balance sheet. You do not need to prepare this.

For definitions of each item see attached sheet of definitions.

Chart of Accounts

Receipts

Membership
Renewals
Public Liability Insurance
Fundraising for the branch/Raffles
Fundraising for external organisations
Workshop Fees
Canteen/Tea and Coffee
Interest on accounts
Donations
Grants
Sale of Goods
Seminars/Events
Sundries

Expenses/Payments

Venue Hire
Demonstrator Costs
Canteen supplies/catering
Postage
Office Supplies/printing
Fuel
Road Toll fees
Accommodation
Gifts/Donations
Workshop Fees
Adjustments (refunds)
Grant expenditure/offset
Seminars/Events

Sundries

Definitions

Receipts

Membership – Incoming new membership fees adults and Junior

Renewal – Incoming membership renewal fees adults and Junior

Public Liability Insurance – Incoming public liability insurance for members home businesses.

Fundraising/branch raffles – Income from branch raffles or fundraising events eg: Bunnings sausage sizzle or cake stalls.

Fundraising for external organisation – Income collected for charities/external organisation eg: Cancer Council

Workshop Fees – Income from workshop fees from members or participants of workshops.

Canteen/Catering – Income for tea/coffee or catered events. Eg: Christmas lunches

Interest on accounts – Interest earned on all bank accounts combined.

Donations – Monetary Gifts received.

Grants – Income received from council/government grants.

Sale of goods – Income from sale of goods

Seminar/Events – Income from special events not normal to ordinary workshops

Sundries – Any other income – must specify.

Expenses/Outgoings

Venue Hire – Cost to hire venues for regular workshops.

Demonstrator Costs – Demonstrator fees and costs incurred to host your demonstrator. Eg: Fee, Kit cost, supplies, meals.

Canteen supplies/Catering – Cost of supplying refreshments or catering for workshops.

Postage – Cost of any postage

Office supplies/printing – Any stationery or printer supplies eg: stamps, printer ink, paper

Fuel costs – Fuel costs incurred while carrying out official CDAV business or from demonstrators.

Road Toll fees- Road tolls costs incurred while carrying out official CDAV business or from demonstrators

Accommodation – Members/demonstrators expenses relating to accommodation for any official CDAV business or demonstrators.

Gifts/Donations – Payments to external organisations as gifts or donations from fundraising or other means.

Workshop expenses – Costs associated with running workshops. Eg: supply of cakes, icings etc.

Adjustments – Any refunds or adjustments made to members.

Grant expenditure/offset – purchase of equipment or specific spending as per terms of grant.

Seminars /events – Total of all costs relating to seminars/events. Separate financial records to be kept for each event. Only totals to be reported for your annual reports.

Sundries – Any other expenses incurred by your branch. Must be specified.

Assets

List any assets purchased by your branch over last 5 years, include the date purchased and cost of item with a description.

Date purchased:

Item description:

Cost of item: