



Form A12 - T1

Updated Aug 2019

Please read this information before completing this form.

This form can be completed in Adobe Reader and saved for your records.

Tier 1 associations

The *Associations Incorporation Act 2009* establishes a two tier reporting regime for associations registered in NSW.

An association is a Tier 1 association if:

- * the **gross receipts/total revenue** of the association for the association's financial year exceeds \$250,000, **OR**
- * the **current assets** of the association for the association's financial year exceeds \$500,000.

Tier 1 associations must have their financial statements audited and must lodge this form together with the documents listed under the heading **Checklist** on the form.

The fact sheet titled 'Financial reporting requirements' on www.fairtrading.nsw.gov.au provides information on the reporting requirements for incorporated associations.

When should this form be used?

The association's financial statements must be presented to the annual general meeting (AGM) BEFORE this form can be lodged.

This form must be lodged by the association **within one month** after each AGM.

Association details (part 1)

Name - please ensure the correct name and registration number of the association are included in this section.

Principal activity - Tick **one** box that best describes the main activity of the association.

Current public officer and official address (part 2)

Insert details of the public officer and official address as at the date of completing this form.

Form A9, *Notice of appointment of public officer & Notice of change of association address*, must be lodged with this form if the public officer or official address has changed since your last lodgement.

The official address must be a physical address in NSW where the public officer can generally be found. It must be premises at which documents can be received by post.

The official address cannot be a post office box.

Date of financial year end and annual general meeting (part 3)

The annual general meeting (AGM) must be held **after** the end of the Association's financial year. The form will be returned if the date of the AGM is earlier than the financial year end date.

Financial summary (part 4)

The AGM must be held **after** the end of the association's financial year. The form will be returned if the date of the AGM is before the financial year end date.

Insert financial details for the association and of any trust for which the association is a trustee under a deed of trust.

Insert the number of members, committee members and employees in the relevant boxes.

Members and employees (part 5)

An association must have 5 or more members AND 3 or more committee members to remain incorporated.

The number of employees (if applicable) must also be entered.

Declaration (part 6)

The declaration on the reverse of the form **MUST** be completed by a person authorised by the committee.

This form may be returned if:

- * **it is not completed correctly, or**
- * **it does not have the necessary attachments, or**
- * **it is received without payment.**

Fees

The following fees apply for the lodgement of an *Annual summary of financial affairs - Tier 1* (Form A12 - T1):

- * \$196.00 (if lodged not more than one month after the annual general meeting)
- * \$291.00 (if lodged more than one month but less than two months after the annual general meeting)
- * \$317.00 (if lodged more than two months after the annual general meeting)

How to lodge and pay

- * **By email** to registrylodgements@customerservice.nsw.gov.au.
- * **By post** to Registry Services, PO Box 22, Bathurst NSW 2795.
- * **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre.
- * **The lodgement fee and late fee (if applicable) must be paid at the time of application.** There is no GST payable.
- * Payment can be made by:
 - * cheque or money order made payable to NSW Fair Trading, or
 - * credit card by completing the payment details on the last page. When paying by credit card a surcharge of 0.40% will be charged on the total amount due.
- * Receipts will only be issued on request.

Contacting Registry Services

Telephone 1800 502 042 or (02) 6333 1400

Mail Registry Services
PO Box 22
Bathurst NSW 2795

Website www.fairtrading.nsw.gov.au/associations-and-co-operatives/associations

Language assistance

Telephone - 13 14 50

Ask for an interpreter in your language.

TTY - 1300 723 404

Telephone service for the hearing impaired.

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Fair
Trading

ABN 81 913 830 179

Form A12 - T1

Registry use only

Updated Aug 2019

Annual summary of financial affairs - Tier 1

Associations Incorporation Act 2009 (section 45)

Please read the information before completing this form.

This form can be completed in Adobe Reader and saved for your records.

Fee - \$196.00

Additional late fees may be payable

1. ASSOCIATION DETAILS

Name INCORPORATED

Registration number (not ABN) INC or Y

The principal activity of the association is (tick 1 box only)

- | | | |
|---|--|--|
| <input type="checkbox"/> 1. Aged care/respite care/home care | <input type="checkbox"/> 5. Education/employment/training/research | <input type="checkbox"/> 9. Religious |
| <input type="checkbox"/> 2. Arts/culture/literary/heritage | <input type="checkbox"/> 6. Environment/horticulture/animal protection | <input type="checkbox"/> 10. Social services/community association |
| <input type="checkbox"/> 3. Business/professional association | <input type="checkbox"/> 7. Legal/civic/advocacy services | <input type="checkbox"/> 11. Sporting |
| <input type="checkbox"/> 4. Child care services | <input type="checkbox"/> 8. Personal interest/hobby group/social group | <input type="checkbox"/> 12. Other |

2. CURRENT PUBLIC OFFICER AND OFFICIAL ADDRESS

Surname Given name(s) Title

THE FOLLOWING OFFICIAL ADDRESS CANNOT BE A POST OFFICE BOX

Official address

Town/suburb State Postcode

3. DATE OF FINANCIAL YEAR END AND ANNUAL GENERAL MEETING

Financial year end (FYE) date:
DAY MONTH YEAR

Annual general meeting (AGM) date:
DAY MONTH YEAR



The AGM date **MUST BE AFTER** the FYE date.

DO NOT attach minutes of meeting.

4. FINANCIAL SUMMARY

Details of revenue, expenditure, assets & liabilities of the association & of any trust to which the association is a trustee	Association	Trust
Gross receipts/total revenue	\$	\$
Expenditure	\$	\$
Current assets	\$	\$
Total assets (includes current assets)	\$	\$
Liabilities	\$	\$

Amounts must be entered above.

5. MEMBERS AND EMPLOYEES

Number of members:

Number of committee members:

Number of employees:



An association must have 5 or more members and 3 or more committee members to remain incorporated.

If the association has fewer than 5 members or 3 committee members then the association must take steps immediately to increase these numbers.

6. DECLARATION AND PRIVACY ACKNOWLEDGEMENT

I declare:

- * I am authorised by the committee to make the following statements,
 - * the association's financial statements for the last financial year were presented to the members of the association at the annual general meeting,
 - * the particulars set out in this document are correct and give a true and fair view of the financial matters to which they relate and are not misleading, and
 - * there are reasonable grounds to believe, at the date of this statement that the association will be able to pay its debts as and when they fall due.

I acknowledge:

- * NSW Fair Trading is collecting and holding information (including personal information) supplied in this form for the purposes of the *Associations Incorporation Act 2009* and in particular, inclusion in a register maintained under that Act which is open to public inspection,
- * NSW Fair Trading may disclose personal information to persons or bodies and to receive information from them in respect of purpose(s) related to the association's incorporation and activities, and
- * I have a right to seek access to and correction of the personal information supplied/collected from me.

Signature

Date signed

DAY	MONTH	YEAR

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue.

If a cross appears please sign here

Printed name

Position held

CHECKLIST

- ☐ The auditor's report for the Association's financial statements (signed, dated and including the auditor's qualifications).
- ☐ The Association's financial statements for the relevant financial year, including but not limited to the following;
 - ☐ notes to the accounts including, as a minimum, a statement of accounting policies.
 - ☐ comparative figures for the previous financial year.
 - ☐ consolidated accounts if the Association has subsidiary entities.

If the Association is a trustee of a trust;

- ☐ a separate income and expenditure statement and balance sheet is required for each trust.



The documents listed in the checklist must be attached to this form.

Who should NSW Fair Trading contact if there is a query about this form?

Surname	<input type="text"/>	Given name(s)	<input type="text"/>
Title	<input type="text"/>	Daytime telephone	<input type="text"/>
Address	<input type="text"/>		
Town/suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Email	<input type="text"/>		

Credit card details

ONLY VISA & MASTERCARD CAN BE ACCEPTED

Please note that when paying by credit card a surcharge of 0.40% will be charged on the total amount due.

I the undersigned authorise NSW Fair Trading to deduct the following amount plus surcharge from my credit card

Amount (please select one)	<input type="checkbox"/>	\$196.00 (If lodged not more than one month after the annual general meeting)
	<input type="checkbox"/>	\$291.00 (If lodged more than one month but less than two months after the annual general meeting)
	<input type="checkbox"/>	\$317.00 (If lodged more than two months after the annual general meeting)

Name on card	<input type="text"/>	Expiry date	<input type="text"/>
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MM

YYYY

Cardholder signature	<input type="text"/>	Date signed	<input type="text"/>
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DD

MM

YYYY

Daytime telephone number of card holder	<input type="text"/>
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(For added security all information below the line is destroyed upon completion of processing)

Card no	<input type="text"/>
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