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| Abstract of accounts checklist |
| OFFICIAL |

This checklist is a guide to help Class B cemetery trusts to complete all required components of the abstract of accounts, due on 1 September each year. The checklist does not need to be submitted with the abstract.

If you have any questions about completing the abstract, please email the department <cemeteries@health.vic.gov.au>.

| Requirement | Yes | N/A |
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| The trust has completed an abstract on the form published for the correct financial year * Headings and field labels in the form should not be altered.
* Trusts **must** submit a signed abstract even if there is no income for the financial year.
* Trusts responsible for inactive or closed cemeteries **must** submit a signed abstract.
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| **Bank statements** are attached* Only statements displaying the end of financial year balances are required.
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| **Investment statements** are attached* Only statements displaying the end of financial year balances are required.
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| **Perpetual maintenance account statements** are attached* Only statements displaying the end of financial year balances are required.
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| If the trust’s **income or expenditure is $250,000 to $1 million** (inclusive – see definition on the front page of the abstract), its abstract must be:* **prepared** in accordance with the Australian Accounting Standards
* **reviewed** by a professionally recognised accountant who is a member of the Institute of Chartered Accountants of Australia, or CPA Australia, or the National Institute of Accountants.

Trusts that meet this threshold must **attach a copy of the review** to their abstract. |  |  |
| If the trust’s **income or expenditure is above $1 million** (inclusive – see definition on the front page of the abstract), its abstract must be:* **prepared** in accordance with the Australian Accounting Standards
* **audited** in accordance with the Australian Auditing Standards by a registered auditor or a professionally recognised accountant who is a member of the Institute of Chartered Accountants of Australia, or CPA Australia, or the National Institute of Accountants.

Trusts that meet this threshold must **attach a copy of the audit** to their abstract.  |  |  |
| General account section completed* The **income** and **expenditure** column totals must equal each other. Remember to include the closing bank and investment balances in the ‘expenditure’ column.
* All funds of the trust, with the exception of funds set aside for perpetual maintenance, should appear in the ‘General account’ section. If the trust has multiple banking or investment accounts, add them together and write the total in the relevant fields.
* If the trust holds no funds and there were no financial transactions throughout the year, enter a zero at both totals.
* Funds collected from the sale of pre-need rights of interment are considered available funds and should be included in the ‘General account’ section.
* ‘**Cash in hand**’ refers to physical money, not funds deposited in a bank account.
* Transfers from general or investment accounts (recorded in the ‘General account’ section) to perpetual maintenance accounts (recorded in the ‘Perpetual maintenance account/s’ section) can be included in the expenditure column at ‘Other expenses and miscellaneous’.
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| Perpetual maintenance section completed* The **income** and **expenditure** column totals must equal each other.
* Funds from individual accounts should appear in the ‘General account’ section or the ‘Perpetual maintenance’ section, not in both. If the funds of an account have been added to the ‘General account’ section, do not repeat the account here.
* If the trust holds no funds and there were no financial transactions related to perpetual maintenance account(s) throughout the year, enter a zero at both totals.
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| Assets and liabilities section completed* Individual assets do not need to be listed, only the total in each category.
* Funds collected from the sale of pre-need rights of interment are not considered liabilities for the purposes of the abstract and should be included in the ‘General account’ section.
* Financial assets such as term deposits should be entered in the ‘General account’ or ‘Perpetual maintenance account/s’ sections.
* Do not enter inventory as an asset.
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| Right of interment and interment information section completed* Complete a separate table for each cemetery managed by the trust.
* ‘At-need’ refers to rights of interment purchased when remains are ready to be interred. ‘Pre-need’ refers to rights of interment purchased for future use.
* If the trust does not have an exact figure or year for the remaining capacity of the cemetery, provide the trust’s best estimate. These figures assist the department in forecasting remaining burial capacity in Victoria.
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| Statutory declarations signed by the trust **chairperson** and two other **trust members*** If your trust is managed by a municipal council, the statutory declaration is to be signed by three councillors or delegated staff members.
* The statutory declarations can be completed on separate days with different witnesses.
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| Statutory declarations witnessed by an **authorised witness**.* A list of authorised statutory declaration witnesses can be found on the [Department of Justice and Community Safety website](https://www.justice.vic.gov.au/statdecs) <https://www.justice.vic.gov.au/statdecs>. Examples include a Justice of the Peace, police officer, court registrar, bank manager, pharmacist or medical practitioner.
* The witness must be independent from the trust and not a trust member or the trust secretary, or a family member of a trust member or secretary.
* Statutory declarations can be made in person or online. If trust members cannot go in person to an authorised witness, statutory declarations can be made using electronic signatures with the witness ‘present’ by audio visual link. For instructions on making a statutory declaration online, visit the [Department of Justice and Community Safety website](https://www.justice.vic.gov.au/statdecs) <https://www.justice.vic.gov.au/statdecs>.
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| The trust has made a copy of the completed, signed abstract and associated documents for its own records.This is particularly important if the trust intends to submit the abstract by post rather than email, as completed abstracts need to be resent by the trust if they go missing in the post. |  |  |
| The trust has previously submitted the preceding year’s abstract* If the trust has not submitted the preceding year’s abstract, submit the missing abstract in addition to the current year’s abstract. Trusts can contact the department for a blank copy of previous abstracts.
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| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or email the department <cemeteries@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, April 2024.ISBN 978-1-76096-086-5 (Print) 978-1-76096-087-2 (pdf/online/MS word)Available at [Class B cemetery trust financial reporting and financial procedures](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures) <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures> |