

ABSTRACT OF ACCOUNTS: CHECKLIST

This checklist is to assist trusts in the preparation of their Abstract of Accounts due 1 September each year.

REQUIRED	PROVIDED	COMMENTS
BANK STATEMENTS (End of financial year only)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
INVESTMENT STATEMENTS (End of financial year only)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
REVIEW¹ or AUDIT² STATEMENT (Trusts with income* or expenditure of \$100,000 or more)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed by THREE TRUST MEMBERS	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Statutory Declaration (last page of Abstract) witnessed by an AUTHORISED WITNESS	Yes <input type="checkbox"/> No <input type="checkbox"/>	
INCOME and EXPENDITURE columns balance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
DHHS GRANT funding noted in the DHHS Grant field	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assets and liabilities section completed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Condition of Cemetery section completed	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Right of Interment (bodily and cremated remains) and Interment (bodily remains) figures provided	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Abstract of accounts submitted on correct form and entries placed against correct headings form	Yes <input type="checkbox"/> No <input type="checkbox"/>	

*Income total *excludes* funds in the bank, funds in investment accounts and grants.

¹ Class B cemetery trusts with earnings or expenditure from \$250,000 up to \$1 million must use an accountant with appropriate professional qualifications (a member of the Institute of Chartered Accountants of Australia, or of CPA Australia, or of the National Institute of Accountants) to undertake their reviews.

² Class B cemetery trusts with earnings or expenditure above \$1 million can use *either* a registered company auditor or an accountant with appropriate professional qualifications (a member of the Institute of Chartered Accountants of Australia, or of CPA Australia, or of the National Institute of Accountants) to undertake their audits.

The review or audit is to be submitted as a separate report along with copies of bank and investment statements.