

|  |
| --- |
| Abstract of accounts checklist |
|  |

This checklist is a guide to help ensure Class B cemetery trusts have completed 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 Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.

| Requirement | Yes | N/A |
| --- | --- | --- |
| Abstract of accounts submitted 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. |  |  |
| **Bank statements** are attached   * Only statements displaying the end of financial year balances are required. |  |  |
| **Investment statements** are attached   * Only statements displaying the end of financial year balances are required. |  |  |
| **Perpetual maintenance account statements** are attached   * Only statements displaying the end of financial year balances are required. |  |  |
| 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 balance. 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. 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, please 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. |  |  |
| Perpetual maintenance section completed   * The **income** and **expenditure** column totals must balance. * 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, please enter a zero at both totals. |  |  |
| 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. |  |  |
| Attestation section completed |  |  |
| Condition of cemetery section completed   * Definitions of each condition are included underneath the table in the abstract. |  |  |
| 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 for the remaining capacity of the cemetery, please provide the trust’s best estimate. This figure assists the department in forecasting remaining burial capacity in Victoria. |  |  |
| Statutory declaration 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. |  |  |
| Statutory declaration 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. * It is important that this witness 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 gather in person before an authorised witness, statutory declarations to be made using electronic signatures and for the witness to be ‘present’ by audio visual link rather than in person. 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>. |  |  |
| The trust has made a copy of the completed, signed abstract and associated documents for its own records. |  |  |
| The trust has previously submitted the preceding year’s abstract   * If the trust has not submitted the preceding year’s abstract, please submit the missing abstract in addition to the current year’s abstract. Trusts can contact the department for a blank copy of previous abstracts. |  |  |

|  |
| --- |
| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Cemetery Sector Governance Support Unit](mailto:email%20the%20Cemetery%20Sector%20Governance%20Support%20Unit) <cemeteries@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, May 2023.  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> |