**Attachment 3.B – Annual Budget and Annual Audited Accounts Reporting Template**

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| **RDA name** | **(Insert RDA name here)** |

This template is to be completed for the business plan (budget figures only) and the audited accounts (inclusion of actual amounts). Dates should be amended as required for the appropriate financial year.

Committees are only required to acquit RDA program funding.

The budget figures should not change once the business plan has been submitted.

Please round all figures to the nearest dollar.

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|  | **RDA program funding**  **(incl. all $ in FA and schedules)** | |
| GST exclusive amounts | **Budget**  **1 July 20xx – 30 June 20xx** | **Actual to**  **30 June 20xx** |
| **Income** | | |
| **Surplus funding** carried forward from previous financial year |  |  |
| Funding for this period |  | (1) |
| Interest on Commonwealth funds |  |  |
| Supplementary funding (if any) # |  |  |
| **Total RDA program income (A)** |  |  |
| **Expenditure - major budget items ^** | | |
| Employee salaries |  |  |
| Employee entitlements |  |  |
| Other employee expenses |  |  |
| Office lease and outgoings |  |  |
| Vehicle costs |  |  |
| Operational |  |  |
| Financial, legal and professional |  |  |
| Marketing |  |  |
| Asset acquisition |  |  |
| Committee costs |  |  |
| Other supplementary funding (if any) |  |  |
| **Total RDA program funding expenditure (B)** |  |  |
| **Surplus / Deficit of RDA program funding (A-B)** |  | (2) |
| **If surplus, percentage of RDA program funding unspent = (2)/(1)\*100** (See Note 1, below) | | **%** |

# Examples of supplementary funding provided by the Australian Government include funding for professional coaching and or for the development of a strategic regional plan.

^ The department recognises that there may be no allocation against some items, as the Committee may pay for these utilising funding from other sources.

**Note 1:** The Management of Funding clause of the funding agreement (clause 6) requires that an RDA Committee must write to the department if more than 20% of the funding for the financial year was unspent at the end of that financial year and the RDA Committee wishes to treat that unspent amount as funding for the following year. This refers to RDA program funding to support the Committee to achieve the outcomes as opposed to project, state/territory or other funding. Please identify the estimated unspent RDA program funding as a percentage of the year’s total RDA program funding. Please note that any surplus funding that was carried forward from the previous financial year is not to be included in this calculation. The actual carry-forward is to be confirmed in the Annual Audited Accounts. The RDA Better Practice Guide provides advice on the process for approval of carry-forwards greater than 20%.

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| **Certification:**  Annual Budget / Annual Audited Accounts (indicate which) certified as correct by:  **Name of authorised person:**  ...........................................................................................  **Signature:**  …………………………………………………………………..  **Date:** ……………………….………………………………….. | **Independent auditor's statement to accompany the Annual Audited Accounts:**  I certify that the statement of receipts and expenditure are fair and true, and that funding and other contributions (if any) were held and expended by the RDA Committee in accordance with the 2021-25 Funding Agreement.  **Name of auditor:**  ……………………………………………………………………….  **Auditor’s company:**  ………………………………………………………………………..  **Signature:**  ………………………………………………………………………...  **Date:** ………………………………………………………………… |