

## Annual reporting checklist

Before starting your annual report, use this checklist to ensure you have all the information ready to submit.

Information	Description	Yes/No
Crown Land Manager (CLM) details	<ul style="list-style-type: none"> <li>• ABN</li> <li>• Address</li> <li>• Telephone number</li> <li>• Email address</li> <li>• Contact person</li> </ul>	<input type="checkbox"/>
Details of operations	<ul style="list-style-type: none"> <li>• Board member details (including appointment dates)</li> <li>• Office bearer details</li> <li>• Board meeting dates and minutes</li> <li>• Employees and contractors (if applicable)</li> <li>• Volunteer details</li> <li>• Visitor numbers</li> <li>• Details of any leases or licences</li> <li>• Insurance policy details (if applicable)</li> </ul>	<input type="checkbox"/>
Reserve details	<ul style="list-style-type: none"> <li>• Names of the reserves managed by your CLM</li> <li>• Details of activities occurring on the reserve, including the primary use and any secondary activities on the reserve</li> </ul>	<input type="checkbox"/>
Assets	<ul style="list-style-type: none"> <li>• Details of any buildings and infrastructure on the reserve</li> <li>• Details of any plant or equipment owned</li> <li>• Any improvements or works made or undertaken within the last financial year (greater than \$5,000)</li> <li>• Cash at bank balance</li> </ul>	<input type="checkbox"/>

Information	Description	Yes/No
Grants	<ul style="list-style-type: none"> <li>Details of any grants (other than the Crown Reserve Improvement Fund) received within the financial year, including submitted and non-successful grant applications</li> </ul>	<input type="checkbox"/>
Revenue information	<ul style="list-style-type: none"> <li>Details of any government and non-government grants, hire fees, and other income received by the reserve</li> </ul>	<input type="checkbox"/>
Expenditure information	<ul style="list-style-type: none"> <li>Details of any expenses made by the reserve, such as wages and other salary costs, repairs and maintenance, operating expenses, etc</li> </ul>	<input type="checkbox"/>
Liabilities information	<ul style="list-style-type: none"> <li>Details of any liabilities held by the reserve, such as outstanding debt, accounts payable or GST payable</li> </ul>	<input type="checkbox"/>
Financial documentation	<ul style="list-style-type: none"> <li>Bank statement as at 30 June (revenue less than \$50,000)</li> <li>Bank reconciliation for each quarter (revenue more than \$50,000)</li> <li>Audited financial statements (revenue more than \$100,000)</li> </ul>	<input type="checkbox"/>

Once you have this information, you are ready begin your annual report. More resources are available on the Reserve Manager Portal: <https://portal.crownland.nsw.gov.au/login.aspx>