Incorporated Associations Financial Reporting Requirements

VICTORIA State Government | Department of Education

Information collated June 2025. Please check the websites of: Department of Education (DE), Department of Families, Fairness and Housing (DFFH), Consumer Affairs Victoria (CAV), and Australian Charities and Not-for-profits Commission (ACNC) for the most up-to-date information.

Financial reporting by body

DE

Has your association held its Annual General Meeting (AGM)?

- No → Hold the AGM within 5 months after the end of the incorporated associations financial year.
- Yes → Complete Service Agreement Annual Compliance (SACC) requirements at date specified in the Service Agreement Management System (SAMS). This date must be within 7 days of your AGM. Report according to your revenue.

CAV

Is your association a registered charity with the ACNC?

- No → Complete the Annual Statement in myCAV. Report according to your revenue.
- Yes → You may be exempt from lodging an Annual Statement with CAV. Review requirements.

ACNC

Lodge an Annual Information Statement with the ACNC.
Report according to your revenue.
Statement must be lodged within 6 months of end of financial year.

→ Update office bearers and contact details on ACNC.

Helpful Links

DE

- Information for kindergarten services operated by a committee of management
- Financial indicator statement (FIS)
- SACC Guidelines

CAV

- Lodging an annual statement for incorporated associations
- Financial statements and auditing requirements for incorporated associations

ACNC

- ACNC Annual Financial Reports

Financial reporting by revenue

Tier 1 / Small Charity

(Revenue < $500,000)

Financial reporting requirements by revenue are different for DE, CAV and ACNC.

- DE: Financial statements or Financial Indicator Statement (FIS).
- CAV: Annual Statement.
- ACNC: Annual Information Statement.

Tier 2 / Medium Charity

(Revenue between $500,000 and $3 million)

Reporting requirements by revenue are the same for DE, CAV and ACNC.

- Reviewed financial statements for both the association and any trusts it administers.
- A signed and dated independent report of the review of the financial statements.

Tier 3 / Large Charity

(Revenue > $3 million)

Reporting requirements by revenue are the same for DE, CAV and ACNC.

- Audited financial statements for both the association and any trusts it administers.
- A signed and dated independent audit report.