

Incorporated associations: reporting and auditing obligations

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Introduction

Incorporated Associations are governed by each state and territory's Associations Incorporation Act. The reporting requirements are established by each local jurisdiction. Reference to the relevant legislation is recommended especially when the operations of the entity extends beyond its domiciled jurisdiction.

The following table provides a summary of each state and territory's financial reporting and auditing requirements.

It is recommended that members refer to the relevant state government department websites for the latest developments in the legislation.

CPA Australia has commented on this topic in recent times, including submissions to the relevant state government departments and in its pre-budget submissions to the Federal Treasury. CPA Australia's audit submissions are available from the website on the [Audit and Assurance Knowledge Portal](#).

This guide considers legislation relevant in Australia. Members practising outside of Australia must comply with the specific requirements of local laws and/or regulations.

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Summary of financial reporting requirements for unlisted public companies and incorporated associations

Legislation	Maintain financial records	Lodgement of financial information	Presented to Members	Audit	Accounting/Auditing Standards
Cth <i>Corporations Act 2001</i>	Yes — Section 286	Yes with ASIC — Section 319(1). Must lodge a directors' report and declaration, balance sheet, profit and loss statement, cash flow statement, statement of changes in equity and the notes to the financial statements.	Yes — accounts must be distributed to members by the earlier of 21 days before the AGM or 4 months after the end of the financial year — section 315.	Tier 3 (revenue of \$1m or more) – Audit must be completed by a 'registered company auditor'. Tier 2 (revenue of less than \$1m) – can elect to have review rather than audit. Review must be conducted by a member of CPA Australia, ICAA or IPA. For review engagements a member must meet competency requirements. See <i>Competency requirements for assurance practitioners undertaking review engagements</i> . Tier 1 (revenue of less than \$250,000) – no audit or review requirements unless required by ASIC. Note: for periods commencing 1 July 2013 onwards, companies limited by guarantee that are also charities registered with the Australian Charities and Not-For-Profits Commission (ACNC) are required to comply with the financial reporting and audit/review requirements under the ACNC legislation.	Tiers 2 and 3 – the accounts must be prepared in accordance with applicable accounting standards — Section 296. The audit or review must be conducted in accordance with auditing standards — Section 307A.

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	Legislation	Maintain financial records	Lodgement of financial information	Presented to Members	Audit	Accounting/Auditing Standards
ACT	Associations Incorporations Act 1991 legislation.act.gov.au	Yes – Section 71	Yes with Register-General – Section 79. Accounts must give a true and fair view of income and expenditure, assets and liabilities and any mortgages/charges on property – Section 72.	Yes at AGM – Section 73.	Yes, but not required to be completed by an accountant – Section 74. Audit by a registered company auditor or a member of CPA Australia, ICAA or IPA only required if assets or revenue greater than \$150,000 or more than 1000 members or hold a liquor licence – Section 74 and Regulation 12. If the association has revenue exceeding \$500,000, the audit must be conducted by a registered company auditor – Section 76 and Regulation 13.	Audit opinion of an association with more than \$500,000 in revenue must state whether accounting standards have been complied with and, if not, whether this means they are not true and fair – Section 76.
NT	Associations Act 2003 justice.nt.gov.au	Yes – Section 41	Yes with Commissioner – Section 45. Accounts must not be misleading and must give a true and fair view of income and expenditure, assets and liabilities, any mortgages/charges on property and the activities of any trusts controlled by the entity – Section 42. Must also be presented with a statement by the management committee – Section 43 and Schedule 4 of Regulations.	Yes at AGM – Section 43. Associations are also required to make members aware of the accounts at least 14 days before the AGM – Section 44.	Yes, but varies on the size of the association. If the association has less than \$25,000 in revenue and less than \$50,000 in assets, it can be audited by a non-associated lay person. Associations with up to \$250,000 in revenue or \$500,000 in assets can be audited by an accountant or a person holding a prescribed class of qualifications and associations over these amounts must be audited by member of an accounting body holding a public practice certificate or a person approved by the Commissioner— Sections 46, 47 and 48.	All audit opinions must state whether Australian Accounting Standards have been complied with. Schedule 4, Regulations. Audit opinion of an association with more than \$250,000 in revenue or \$500,000 in assets must state whether accounting standards have been complied with and, if not, whether this means they are not true and fair – Section 48. Audits of associations with more than \$25,000 in revenue or \$50,000 in assets must be conducted in accordance with applicable auditing standards – Regulation 11

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	Legislation	Maintain financial records	Lodgement of financial information	Presented to Members	Audit	Accounting/Auditing Standards
NSW	<p><i>Associations Incorporation Act 2009 and Associations Incorporation Regulation 2010</i></p> <p>fairtrading.nsw.gov.au/Cooperatives_and_associations/Associations.html</p>	<p>Yes – Section 50</p>	<p>Yes with Director-General – Section 45: summary of financial affairs plus financial statements for Tier 1 associations. Section 49: summary of financial affairs for Tier 2 associations.</p> <p>Tier 1 associations have gross receipts of greater than \$250,000 or current assets of greater than \$500,000.</p>	<p>Yes at AGM – Section 44 (Tier 1) and Section 48 (Tier 2): financial statements to be presented.</p>	<p>Yes for Tier 1 associations (Section 43). Audit to be conducted by Registered Company Auditor [Section 51 (1)(a)] or by a member of CPA Australia, ICAA or IPA who holds a public practice certificate issued by one of the bodies [Class Order 10/01 under Section 53(1)].</p>	<p>Financial statements to be prepared in accordance with Australian Accounting Standards for Tier 1 associations [Section 43(2)]. Auditor's report to be prepared in accordance with Australian Auditing Standards for Tier 1 associations [Section 43(3)].</p>
QLD	<p><i>Associations Incorporation Act 1981 (as amended by the Associations Incorporation and Other Legislation Amendment Act 2007)</i></p> <p>legislation.qld.gov.au/OQPCHome.htm</p>	<p>Yes – Regulation 9</p>	<p>Yes with Chief Executive – Section 59, 59A and 59B. Associations are required to lodge a financial statement that outlines the association's income and expenditure, assets and liability and details about mortgages, charges and securities affecting the association's property – Sections 2 and 59.</p>	<p>Yes at AGM – Sections 59, 59A and 59B.</p>	<p>Yes, but varies on the size of the association. If the association has less than \$20,000 in revenue and \$20,000 in current assets, the accounts only need to be accompanied by a statement from the entity's Treasurer or President that the association's books are kept in an appropriate manner. Associations with up to \$100,000 in revenue or \$100,000 in current assets must be accompanied by a statement by a member of CPA Australia, ICAA, or IPA, or a registered company auditor that the association has bookkeeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities. Associations above these thresholds (or who are required to have their accounts audited under other legislation) must have their accounts audited by a member of CPA Australia, ICAA, or IPA, or a registered company auditor – Sections 59, 59A and 59B.</p>	<p>No requirement for the accounts to be prepared in accordance with accounting standards.</p>

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	Legislation	Maintain financial records	Lodgement of financial information	Presented to Members	Audit	Accounting/Auditing Standards
SA	<i>Associations Incorporation Act 1985</i> legislation.sa.gov.au	Yes — Sections 35 and 39C	Yes but only if required to prepare accounts. An entity is required to prepare accounts if it has revenue greater than \$500,000 — section 35. Accounts must be lodged with the Corporate Affairs Commission. The accounts must fairly present the results of the operations of the association and its financial position — section 35.	Yes at AGM but only if required to prepare — Section 35.	Yes (if required to prepare) by a registered company auditor or just a member of CPA Australia, ICAA, or IPA, a person the Commissioner considers has appropriate qualifications — Section 35.	No express requirement to use accounting standards, but the auditor must attest that the accounts 'present fairly' the results and financial position of the association — Section 37
TAS	<i>Associations Incorporation Act 1964</i> consumer.tas.gov.au	Yes — Section 23A	Yes with the Commissioner (if not exempt by the Commissioner) — Section 24B. Accounts must be adequate to explain the financial transactions and financial position of the association — Section 24B.	No requirement to present accounts to members.	Yes (if not exempt by the Commissioner) — Section 24. The person must be a registered company auditor or another person approved by the Commissioner — Section 24.	No requirement for the accounts to be prepared in accordance with accounting standards.
WA*	<i>Associations Incorporation Act 1987</i> slp.wa.gov.au	Yes — Section 25	No requirement to lodge accounts.	Yes at AGM — Section 26. Must present accounts showing the financial position of the association.	No requirement for an audit.	No requirement for the accounts to be prepared in accordance with accounting standards.

*It is noted that WA is in the process of amending the reporting requirements for incorporated associations through the *Associations Incorporation Green Bill 2006*. This table does not include an outline of the measures proposed in this Bill.

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	Legislation	Maintain financial records	Lodgement of financial information	Presented to Members	Audit	Accounting/Auditing Standards
VIC Periods ending before 30-6-2013	<i>Associations Incorporation Act 1981</i> consumer.vic.gov.au	Yes – Section 30A	Yes – Section 30. Accounts must be lodged with the Registrar. Accounts must contain particulars of income and expenditure, assets and liabilities, any mortgages/charges on property and the activities of any trusts controlled by the entity – Section 30.	Yes at AGM – Section 30.	Yes but only if revenue over \$200,000 or assets over \$500,000. Auditor must be a registered company auditor, a member of CPA Australia or ICAA, or a person otherwise approved by the Registrar – Section 30B.	Accounts must be prepared in accordance with AAS 4, AAS 5, AAS 6, AAS 8, AAS 15, AAS 17, AAS 28, AAS 36, AASB 1018 and AASB 1041 – Regulation 7.
VIC Periods ending on or after 30-6-2013	<i>Associations Incorporation Reform Act 2012</i> consumer.vic.gov.au	Yes – Section 89	Yes – Section 102. Accounts must be lodged with the Registrar. Accounts must contain particulars of income and expenditure, assets and liabilities, any mortgages/charges on properties and the activities of any trusts controlled by the entity – Section 101.	Yes at AGM – Sections 94 (tier 1), 97 (tier 2) and 100 (tier 3).	Yes – in the case of a tier three association. Auditor must be a registered company auditor, or holds a current practising certificate from CPA Australia, ICAA or IPA, or a person otherwise approved by the Registrar. A tier three association is an association with revenue more than \$1,000,000 in the previous year. A review is required in the case of a tier two association. Reviewer must hold a current practising certificate from CPA Australia, ICAA or IPA or a person otherwise approved by the Registrar. A tier two association is an association which is neither a tier one or tier three association. For review engagements a member must meet competency requirements. See Competency requirements for assurance practitioners undertaking review engagements . An audit or review is not required by a tier one association unless requested by the members or the registrar. A tier one association is an association with revenue less than \$250,000 in the previous financial year.	Tier 1 – Financial statements must give a true and fair view of the financial position and performance during and at the end of the last financial year – Section 92. Tiers 2 and 3 – Financial statements must be prepared in accordance with Australian Accounting Standards – Sections 95 and 98. The reviewer's report must be prepared in accordance with Auditing Standards on Review Engagements – Section 96(3). The auditor's report must be prepared in accordance with Australian Auditing Standards – Section 99(4).