

Annexure 2: Information to assist JOs prepare 2019-20 Financial Statements

1. Submission of Financial Statements

- The General Purpose Financial Reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2019-20".
- All joint organisations have been granted an extension to lodge their Financial Statements until **30 November 2020** in accordance with Council Circular 20-15. The Financial Statements should be sent to finance@olg.nsw.gov.au.
- Statements received after this date will be considered to be submitted late and not in accordance with the *Local Government Act 1993* (Act).

2. Joint Organisations Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement) – Update No. 28

- The Supplement must be used to prepare the annual financial statements in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (Regulation).
- The Supplement is available on the Office of Local Government (OLG) website at <https://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/>
- Contact Performance Team on 02 4428 4100 for a Microsoft Word version.

3. Financial Data Return (FDR)

- The 2019-20 FDR has been emailed separately to Executive Officers.
- Submit by **30 November 2020** to jofdr@olg.nsw.gov.au in an Excel format only.
- The JOFDR should be accurate and align with the audited financial statements.
- The return can be accessed via the Council Portal on the OLG website.

4. Statement by Chairperson and Executive Officer

- The Supplement requires a Statement by Chairperson and Executive Officer.
- The Statement in the approved form is in the Supplement.
- JOs' auditors may require the Statement to be re-signed closer to the date the audit opinion is issued, where there have been significant changes to the financial statements approved for submission to audit.

5. Inclusion of Financial Statements in JO Annual Performance Statement

- JOs are to include a copy of the audited financial statements within its Annual Performance Statement and make available by 31 December 2020.