

IPAA NT Standard Operating Procedure

IPAA NT Annual Return

Scope of Procedure

This Standard Operating Procedure covers the elements, timing and process for providing the IPAA NT Annual Return to Licensing NT (Department of Industry, Tourism and Trade [DITT]) for compliance with the *Associations Act 2003*.

Annual Return Elements

The annual return must include the following three key elements:

1. annual return for an association application form
2. financial return, and
3. Annual General Meeting (AGM) meeting record.

The Licensing NT officers are very particular and will apply legislation to the letter. For a smooth return, attention to detail is critical.

1. Annual return for an association application form

The form may be found on the DITT [website](#) or [requested from them](#). Do not recycle previous returns: always use the latest “clean” version from the website.

2. Financial Return

All of the following financial documents must be included in the return, already audited and having membership approval, with the return:

- profit and loss statement
- balance sheet
- notes to the financials
- comparison against previous year figures
- a signed committee statement or separate report of the management committee
- audit opinion.

Any documents related to the return must state **Institute of Public Administration Australia Northern Territory Division Inc.** on every page and refer to the correct financial year.

3. AGM meeting record

The AGM meeting record must be included and include reference to members’ acceptance of the audited financial statement. As per the financial statement, ensure that the meeting record includes **Institute of Public Administration Australia Northern Territory Division Inc.**, in full, on every page and refers to the correct financial year.

For the purposes of the annual return, an Annual Report is not required, but is acceptable as the association's financial return subject to the whole document complying with the following requirements:

- Members have been provided the report at least 14 days prior to the AGM
- Document includes all the financial documents listed above in 2. Financial Return
- **Institute of Public Administration Australia Northern Territory Division Inc.** is included on every page, and
- The financial year is included on every page.

Timing

Financial statements are to be prepared in July, or by September at the very latest, with the audit conducted early October. On completion of the audit, the Public Officer should work with the Secretary and President to ensure that the meeting date for the AGM is set and invitations, with the audited financial statements, are sent out.

The timing window for the AGM is 14 days after the audited financial statements are provided to members and before 30 November. Convening the AGM in early November should be aimed for, as long as the 14 day requirement is met.

The return must be submitted to Licensing NT within 28 days of the AGM.



Checklist

- Prepare financial statement that includes:
 - Profit and loss statement
 - Balance sheet
 - Notes to financials
 - Comparison against previous year figures
- Engage auditor to review financial statement
- Receive and accept audit
- Provide audited financial statement to members
- Set AGM 14 days post audited financial statements being provided to members AND prior to 30 November
- Prepare financial return that includes:
 - profit and loss statement
 - balance sheet
 - notes to the financials
 - comparison against previous year figures
 - a signed committee statement or separate report of the management committee
 - audit opinion
- Complete annual return for an association application form
- Submit annual return to Licensing NT within 28 days of AGM

Links and References

Website for DITT association reporting responsibilities:

[Reporting responsibilities | NT.GOV.AU](#)

IPAA NT Constitution:

[Constitution – Institute of Public Administration Northern Territory| IPAA NT Website](#)

Selected excerpts¹:

38. CONVENING GENERAL MEETINGS

38.1 IPAA must hold all annual general meetings within 5 months after the end of the financial year or by 30th November of each year.

...

40. ANNUAL GENERAL MEETING

40.1 The Secretary must give to all members not less than 30 days notice of an annual general meeting.

Legislation – NT Associations Act 2003:

[Legislation Database \(nt.gov.au\)](#)

Selected excerpts:

Part 4, Management of internal affairs, Division 1, Officers and committee

27 Public officer

(2) The public officer of an incorporated association must be a person who is resident in the Territory

...

(6) If the office of public officer of an incorporated association becomes vacant, the committee of the association must, within 14 days after the vacancy arises, appoint a person to be the public officer.

(7) If the committee of an incorporated association fails to comply with subsection (6), each member of the committee is guilty of an offence punishable, on being found guilty, by a fine not exceeding 20 penalty units.

36 Annual general meetings

An incorporated association must, in addition to any other meeting it holds, hold an annual general meeting, once in each calendar year, within 5 months after the end of the association's last financial year.

Part 5, Accounts and audit, Division 1, Accounts

41 Accounting records

An incorporated association must:

...

(c) retain its accounting records for at least 7 years after the transactions to which they relate were completed.

42 Annual statement of accounts

The committee of an incorporated association must ensure a statement of the association's accounts are prepared:

Before the end of the period within which an annual general meeting of the association is required to be held under section 35 or 36

¹ Excerpts are included for information only and do not reflect the full context of either the Constitution or the Act, both of which should be referred to (and complied with) when submitting an annual return.

43 Inspection of audited accounts by members

The committee of an incorporated association must take reasonable steps to ensure that, at least 14 days before it is required to be presented at the annual general meeting of the association under section 43:

(a) the audited statement of accounts of the association is available for inspection by members; and

(b) in the case of a tier 3 association – members are informed of the availability by notice:

(i) published in a newspaper circulating in the part of the Territory where the association carries on its activities; or

(ii) published in any other publication circulating in the part of the Territory the Commissioner considers appropriate; or

(iii) sent to each member; or

(iv) in any other manner approved by the Commissioner.

45 Filing of audited accounts with Commissioner

(1) An incorporated association must file a copy of each of the documents referred to in section 43(1) with the Commissioner:

(a) within 28 days after the documents have been presented at the annual general meeting

Division 2 Audits²

47 Audits of tier 2 incorporated association

(2) The association must ensure its accounts are audited by:

(a) a person who is a member of an accountants body; or

(b) a person who holds qualifications in a prescribed class of qualifications; or

(c) a person who is, or is a member of a class of persons, approved by the Commissioner

² IPAA NT is defined as a Tier 2 association, as per the classifications defined on the [Business website](#) due to having \$50,000 to \$500,000 gross assets (ref term deposits)