

# Annual Information Statement (AIS)

## 2024-25 – Completion Guidelines.

### 1. About this form:

The Annual Information Statement replaces the previous Annual Financial Statement reporting process. It includes additional questions about your finance practices and activities and includes the following changes and improvements:

- more space to record your expenses
- streamlined layout to reduce duplication
- additional information request to understand your banking
- additional information request to outline the key activities and achievements of your group over the past 12 months.

All Branches, Units, Clubs, and Groups are required to complete the relevant sections of this form. You can complete this form in excel and return via email or print out a hard copy and return to us via post. Forms are due 31 August 2025

### 2. Quick steps to complete the AIS

Step	Action
1	Fill <b>Page 1</b> – group details, declarations, General Information questions.
2	If you tick <b>Yes</b> to any General Information item, complete <b>Pages 2 &amp; 3</b> and attach bank statements.
3	Review totals (Income = Page 2, Expenses & Reconciliation = Page 3).
4	Sign, scan/email or post to your CMT

### 3. How to complete Page 1 – Group Details & Declarations

Box on Page 1	What to do
<i>Member Group Information</i>	Enter Group Name, ID, Type, address, contact phone & email.
<i>Declaration &amp; Acknowledgement</i>	Tick <b>Yes</b> only if the statement is true; otherwise leave blank.
<i>President / Liaison Officer Details</i>	Print or type the name, sign and date. Electronic signature accepted.
<i>Treasurer Details</i>	Treasurer signs and dates. If no Treasurer, President may sign again.
<i>General Information</i>	Tick <b>Yes/No</b> for each <b>If any answer is Yes → Pages 2 &amp; 3 are mandatory.</b>
<i>Bank Account Details</i>	If you have an account, fill bank, BSB, account number, signatories. Use extra lines for additional accounts. Attach <b>30 Jun 2025 statement(s)</b> .

### 4. How to complete Page 2 – Member Group Operations Information & Money Received

#### A. Fundraising & Payment Methods

Section	Action
<b>Fundraising activities checklist</b>	Tick every activity your group undertook (even one-off events).
<b>Payment methods checklist</b>	Tick all methods used. For card readers, write provider (e.g. CBA) & machine number.
<b>Deposit card / books</b>	Answer Yes/No, enter card number if known, count blank deposit & receipt books.

#### B. Money Received Table (2024 25)

1. For each Activity Type enter the total amount raised.
2. Use Comments/Notes for brief context (e.g. "Tea room 5 days/wk").
3. Leave rows blank if not used.
4. Total Proceeds line auto adds in Excel; add manually if on paper.

### 5. How to complete Page 3 – Expenses, Contributions & Reconciliation

#### A. Group Expenses Table

- Enter totals by category; add notes where helpful.
- Excel auto sums the Total Local Group Expenses row.

#### B. Net Surplus / Deficit & Remittances

- Net Surplus/Deficit = Proceeds – Expenses (calculated ).
- Enter total remitted to Red Cross this year.

#### C. Contributions to Other Charities / Local Groups (if any)

List each organisation, amount and reason. Note pending approval rules for 2025/26.

#### D. Bank & Petty Cash Reconciliation

Line	What to enter
Opening balances	Use 1 Jul 2024 bank statement & petty-cash count.
Proceeds, Expenses, Remittances	Copy from earlier tables.
Adjustments	Unpresented cheques, unbanked deposits.
Closing balance	Auto-calculates (Excel) or add manually.
Compare to actual 30 June bank & cash	Difference must be <b>\$0</b> . Investigate if not.

Need help?

- Community Mobilisation Team (CMT) – first stop for form or policy questions.

Thank you for helping Australian Red Cross maintain transparent, consistent financial practices across every Member Group.



## Red Cross Member Group Annual Information Statement 2024/25

### Member Group Information

Member Group Name:	
Member Group ID:	
Member Group Type:	
Address:	
Contact Number:	
Email Address:	

### Declaration & Acknowledgment

I/we certify that the information contained in this Annual Statement and other supporting documentation is accurate and complete, and funds are allocated according to policy and procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/we confirm that a complete set of accounting and financial records relevant to the Statement have been maintained and will be presented at the Annual General Meeting or other appropriate meeting.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### President / Liaison Officer Details

Name and Signature:	
Date:	

### Treasurer Details

Name and Signature:	
Date:	

### General Information

Do you have a bank account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you undertake any fundraising activities in 2024/25?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you collect any membership fees in 2024/25? (NOTE: membership fees are no longer required from 2025/26)	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to one or more of the above you are required to complete pages 2 and 3 of this AIS form, **regardless of your Group Type.**

### Bank Account Details - please attach statement/s as at 30 June 2025

Name of Bank/ Institution	
Bank Account Name:	
Bank Account BSB:	
Bank Account Number:	
Name of Bank Account Signatories:	
Do you have any additional bank accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes - please provide details below
Name of Bank/ Institution	
Bank Account Name:	
Bank Account BSB:	
Bank Account Number:	
Name of Bank Account Signatories:	
Please attach a copy of 30 June 2025 Bank Statement for ALL accounts with the submission of this document	<input type="checkbox"/> I have attached 30 June 2025 Bank Statements

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**Member Group Operations Information**

Which of the following fundraising activities did your group undertake this year? (Please tick all that apply)	<input type="checkbox"/> Cake bakes and produce stalls <input type="checkbox"/> Catering <input type="checkbox"/> Craft stalls <input type="checkbox"/> Small community events (with or without food/alcohol) <input type="checkbox"/> Sausage sizzle (including Bunnings BBQ) <input type="checkbox"/> Raffles up to and including prize pool under \$500 <input type="checkbox"/> Raffles with a prize pool over \$500 <input type="checkbox"/> Larger community events with guest speakers <input type="checkbox"/> Art, Clothing and Book Fairs <input type="checkbox"/> Golf days <input type="checkbox"/> Community celebrations and large public events <input type="checkbox"/> Fun Runs <input type="checkbox"/> Red Cross Calling (March) <input type="checkbox"/> The Big Cake Bake (October)
Which of the following payment methods does your group currently use? (Please tick all that apply)	<input type="checkbox"/> Cash
	<input type="checkbox"/> Bank transfer (e.g. EFT, direct deposit)
	<input type="checkbox"/> Cheque
	<input type="checkbox"/> Credit/debit card payments
	<input type="checkbox"/> EFTPOS/Payment terminal/card reader
	Name of Terminal Provider/Brand: _____ Machine Number: _____
	<input type="checkbox"/> Other: _____ (please specify)
Do you have a deposit card? (Yes/No)	
Deposit Card Number (if known)	
How many deposit books do you currently hold?	
How many receipt books do you currently hold?	

**Money Received by Group for financial year 2024-25**

Activity Type	Amount Raised (\$)	Comments/Notes
General fundraising (raffles, sausage sizzles, stalls, etc.)		
Shop or trading income (e.g. tea room, member-run shop)		
Catering revenue		
Donations		
Membership Fees prior to Feb 2025		
Medical equipment hire or sales		
Merchandise sales (e.g. Red Cross pins)		
Raffles		
Special appeals (e.g. Big Cake Bake, Red Cross Calling Appeal)		
Bank Interest		
Social Club Funds		
Grants		
Other (please describe)		
Other (please describe)		
Other (please describe)		
Total Proceeds for Financial Year		

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Group Expenses for financial year 2024-25

Expense Category	Amount (\$)	Description or Notes
Fundraising costs (e.g. groceries, craft supplies)		
Bank Fees and Charges		
Contributions to other charities or local groups		Please specify each amount in table below
Venue Hire		short term hire for Fundraising events
Rent or leasing expense		Ongoing rental costs for fundraising and member activities
Postage/stationery/printing		
Social Club Expenses		
Travel Costs		
Utilities - Electricity		
Utilities - Internet		
Utilities - Telephone		
Repairs and Maintenance		
Other (please describe)		
Other (please describe)		
Total Local Group Expenses for Financial Year		
Net surplus/defecit for 2024/25 FY		
Amount Remitted to Australian Red Cross		

Contributions to other charities or local groups

If you made contributions to other charities or local groups from fundraising income, please provide details below  
Please note for 2025/26 financial year, financial limits and approval will apply to these types of contributions

Charity/Organisation Name	Amount (\$)	Description or Notes

Reconciliation

Reconciliation Item	Amount (\$)
Opening bank account balance (as at 1 July)	\$ -
Opening petty cash on hand (as at 1 July)	\$ -
Total Opening Balance	\$ -
Total Proceeds (Income)	\$ -
Less local expenses paid from Branch	\$ -
Less total amount remitted to Red Cross	\$ -
Add back unpresented cheques at 30 June 2025	\$ -
Deduct deposits not yet banked at 30 June 2025	\$ -
CLOSING BALANCE	\$ -
Closing bank balance from bank statement at 30 June 2025	\$ -
Closing petty cash on hand at 30 June 2025	\$ -
TOTAL CASH ON HAND AT 30 JUNE 2025	\$ -

CHECK! Closing Balance  
(Row82) must match Total Cash \$ -