**Cessnock City Council**

**Section 355 Committee Annual Financial Statement Template**

The information in this form is used in Council's Annual Financial Statements which are prepared on a financial year basis. Please complete this form within 2 weeks after the end of the financial year. This should be accompanied by a copy of bank statements for the period.

|  |
| --- |
| ***This template may be used as a guide only. Each committee may have a different way of presenting the financial information.*** |
| **Section 355 Committee** |  |
| **Period of Annual Financial Statement** | *eg 01/07/2024-30/06/2025* |
| **Contact Person** |  |
| **Address** |  |
| **Phone** |  |
| **Email** |  |

|  |
| --- |
| **INCOME** |
| **SOURCE** | **AMOUNT** |
| Rental / Fees |  |
| Grants |  |
| Donations |  |
| Bank Interest |  |
| Other (please specify) |  |
| **TOTAL INCOME** |  |
| **EXPENDITURE / OUTGOINGS** |
| **SOURCE** | **AMOUNT** |
| Printing / Stationery |  |
| Telephone |  |
| Insurances – General |  |
| Gas |  |
| Electricity |  |
| Bank Charges |  |
| Postage |  |
| Cleaning Goods |  |
| Other (please specify) |  |
| Other (please specify) |  |
| Special projects |  |
| (please specify each project separately) |  |
| Maintenance and Replacement |  |
| Equipment |  |
| Building  |  |
| Grounds |  |
| **TOTAL EXPENSES** |  |
| **PROFIT / (LOSS)** |  |
| (Total Income less Total Expenses) |  |

Please refer to Council’s *Section 355 Committees Guideline* for instructions on the next steps.