

VICTORIAN CANINE ASSOCIATION INC
Trading as DOGS Victoria

RE ANNUAL ACCOUNTS - OFFICE BEARERS AND COMMITTEE

To be completed by club secretary and returned to the DOGS Victoria office within one month of the affiliate's Annual General Meeting

NAME OF AFFILIATE _____

INCORPORATION NO: _____

The Annual General Meeting of this club was held on _____

at _____

and in compliance with VCA Inc conditions of Affiliation and Regulations quoted below, we submit the attached annual returns.

Tick as Attached

- | | |
|--|----------|
| 1. Balance Sheet and Income and Expenditure statement for the last financial year | () |
| 2. Independent Auditors statement certifying the financial statements (item 1) reflect a true account of the financial activities of the Club (Refer 3.4.3.1 below.)
Please state name and qualification of Auditor _____ | () |
| 3. Statement signed by President, Secretary and Treasurer certifying they have examined the Auditors Report (Refer 3.4.3.3 below) | () |
| 4. Bank Statement of club account | () |
| 5. Annual report and/or minutes of the club adopted at the Annual General Meeting | () |
| 6. Current list of office bearers including VCA membership number for each person | () |
| 7. The number of financial members (including Life/Honorary members) of the club is _____ | |
| 8. Have you lodged your Club's Annual Return with the Consumer Affairs Victoria | YES / NO |

VCA Regulations -

- 3.4.3.1 *Each affiliated body shall appoint an independent person to conduct an annual audit of accounts of the Affiliate. A person shall not be appointed to act as Auditor of the Club if that person is an Office Bearer or an ordinary member of the Committee or an employee of the Club or any person with a perceived conflict of interest. Such Auditor to be a person with accountancy knowledge and their qualifications to be included in the Auditor's Report.*
- 3.4.3.2 *Within one month following the Annual General Meeting of any affiliated body, that body shall forward to the Chief Executive of the VCA copies of the audited balance sheet and receipts and expenditure statement for the year under review with the independent auditor's statement certifying that the statement reflects a true account of the financial activities of the Club.*
- 3.4.3.3 *In addition to the above, the financial statements shall be accompanied by a statement signed by the President, Secretary and Treasurer of the affiliated body certifying they have examined the Auditors Report, and certifying that the Club's Incorporation has been renewed and is financially current..*
- 3.4.3.4 *All office bearers of Affiliates must be Ordinary, Dual or Life Members of the VCA Inc. A successful nominee for an office bearer position must, if not a VCA member, apply for VCA membership within 14 days of becoming an office bearer. All Committee members of Affiliates must be resident in Victoria unless Management approves otherwise. Changes to Office Bearers and Committee must be notified to the VCA within fourteen (14) days of such changes.*
- 3.4.3.5 *Where an Affiliate amends its Constitution or Rules in accordance with the Associations Incorporation Act, and submits the amendments to the Department of Justice for approval, the Affiliate is to forward a copy of the revised Constitution or Rules to the VCA within fourteen days of such approval.*
- 3.4.3.6 *The Constitution, Rules, Regulations, Codes and Policies of the VCA shall prevail over those of any Affiliate.*

Signature of Club Secretary _____ Date/...../.....

Phone number for day contact _____

Email: _____ (please print)