



Presenting full financial reports to a meeting

Within six months of the end of a reporting unit's financial year, its audited financial report must be presented to either:

- a general meeting of members or
- a meeting of the committee of management (if permitted under the reporting unit's rules).

This fact sheet is a limited guide to when the financial report should be presented to a general meeting of members or a meeting of the committee of management and does not cover the other steps in the financial reporting timeframes. You can see our fact sheet [Summary of financial reporting timelines \(section 253 financial reports\)](#) for more detailed guidance about the timeframes.

Presenting the report to a general meeting of members

Presenting the full report to a general meeting of members is the default process under the *Fair Work (Registered Organisations) Act 2009* (the RO Act). This is done in addition to providing the full report to members before the general meeting.

The general meeting must be held within six months of the end of the financial year. The General Manager of the Fair Work Commission (the Commission) can, upon application, extend the timing of the general meeting by up to one month.



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Presenting the report to a meeting of the committee of management

The full report can be presented to a meeting of the committee of management if the rules of the reporting unit allow for 5% (or fewer) members to call a meeting to consider the audited financial report. This is sometimes referred to as 'the 5% rule'.

If this option is used, the full financial report must also be provided to members within five months of the end of the financial year. The exception is if the General Manager has granted an extension of up to one month. If the rules of an organisation allow, the full report can be presented to a series of meetings.

The 5% rule in practice

If your organisation or branch has a 5% rule – and uses that rule for the purpose of presenting the full report – the two required committee of management meetings within the financial reporting process can (but are not required) be held on the same day!

This works by:

1. Holding the first committee of management meeting and passing the resolutions in relation to the general purpose financial report. Finalising, signing and dating the committee of management statement, then closing the meeting.
2. Having your auditor complete their audit – remember the committee of management statement must be audited as well! The auditor can then prepare and provide a signed auditor's report to the committee of management.
3. Commencing a second committee of management meeting and presenting the full report (a full report includes the operating report, the auditor's report and the general purpose financial report) then closing the meeting.



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Remember if you hold both meetings on the same day that:

- The full report needs to be provided to members within five months of the end of the financial year – the above mentioned meetings must therefore occur within this timeframe.
- The full report and the designated officer's certificate must be lodged with the Commission within 14 days of the second committee of management meeting.
- The full report lodged with the Commission must be a copy of the full report provided to members – make sure that members have received a copy of the full report before lodging it.
- You need to ensure that proper minutes are taken at both meetings.

Further information

If you require further assistance regarding the information in this fact sheet please contact the Commission at regorgs@fwc.gov.au or call us on 1300 341 665.

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This fact sheet is not intended to be comprehensive. The Fair Work Commission does not provide legal advice. Users must rely upon the relevant legislation, which is set out in the *Fair Work (Registered Organisations) Act 2009*, the *Fair Work Act 2009*, the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* and the *Fair Work (Registered Organisations) Regulations 2009*.