

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendments should be crossed out and initialled

INFORMATION REGARDING THIS FORM

The Queensland Building Plan (QBP) includes new legislative amendments in an effort to strengthen the financial requirements for licensees. The new format aligns with good business practice and Australian Accounting Principles. All licensees will be required to report annually to the QBCC. The type of reporting, and specific information requirements, will depend on the licensees' financial category at the time of submission.

TRUSTEE FOR A TRUST

If the licensee is a trustee for a trust, answers should only include the figures contained in the trust financial statements. Any deed amounts assured should not be included.

PARTNERSHIP

If the licensee is in a partnership, answers should include the figures from the licensee and the partnership in combination.

IMPORTANT INFORMATION

- Before completing the Annual Reporting Form, we suggest that you read the information at qbcc.qld.gov.au.
- Any party lodging financial documents is advised to retain a copy of information lodged with QBCC.

Reminder: A licensee's financial information must at all times satisfy the Minimum Financial Requirements. Variations in the licensees' turnover and assets must be notified and approved in accordance with the Minimum Financial Requirements. This must be done separately to the form that you are about to complete.

PRIVACY POLICY AND RIGHT TO INFORMATION

- The information provided by you may be used by the QBCC and its staff in the performance of their functions under the Act.
- Please note that as a result of our review of the financials, we may seek additional financial information in the course of review.
- Information regarding the QBCC's privacy policy can be found at qbcc.qld.gov.au.

You can apply to access information held in our files about your licence. If you wish to access information you will need to make an application under Right to Information (RTI) .

1. APPLICANT DETAILS

Title Mr Mrs Miss Ms Other

Name (Company/individual)

*Contact name

*Postal address

*State *Postcode

BUSINESS ADDRESS

Address

State Postcode Mobile

*Phone Fax

*Email

Please complete all details of this form where applicable. All items marketed with an * asterisk must be completed before submitting.

2. CONFIRM LICENSEE DETAILS

Licensee Name

Licensee Number ABN

ACN

3. MAIN BUSINESS OF LICENSEE

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Building Installation Services	<input type="checkbox"/> Administration and Support Services
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Other Construction Services	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Wholesale trade	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Health Care and Social Assistance
<input type="checkbox"/> Non-Residential building Construction	<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Arts and Recreational Services
<input type="checkbox"/> Heavy and Civil Engineering	<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Building Completion Services
<input type="checkbox"/> Land Development and Site Preparation Services	<input type="checkbox"/> Information Media and Telecommunications	<input type="checkbox"/> Other
<input type="checkbox"/> Building Structure Services	<input type="checkbox"/> Financial and Insurances Services	<input type="text"/>
<input type="checkbox"/> Rental, Hiring and Real Estate	<input type="checkbox"/> Professional, Scientific and Technical Services	

4. BUSINESS STRUCTURE

The licensee is a sole trader The licensee is a standalone company The licensee is a trustee for a trust

The licensee is a part of a formalised partnership The licensee is trading as part of a group of companies (class order 98/1418 or similar)

5. REPORTING PERIOD

Last date of the annual financial reporting period

D D / M M / Y Y Y Y

/ /

The last date of the annual financial reporting period; being the completion of a one-year, or 12-month, accounting period. Otherwise known as the fiscal year end, this is the period used for calculating annual financial statements. A company's fiscal year may differ from the calendar year.

6. REPORTING TYPE

ASIC REPORTING ENTITY?

Yes No

If "Yes" - Purpose?

General Proceed to "Type of Report". Special Basis of special purpose reporting?

- Lack of users that are dependent on the information
- Other - please specify

If "No" - Basis of exemption from ASIC reporting requirements?

ACCOUNTING STANDARD APPLIED

- | | | |
|--|---|---|
| <input type="checkbox"/> AASB 15
Revenue from Contracts with Customers | <input type="checkbox"/> AASB 110
Events after the Reporting Period | <input type="checkbox"/> AASB 136
Impairment of Assets |
| <input type="checkbox"/> AASB 16
Leases | <input type="checkbox"/> AASB 112
Income Taxes | <input type="checkbox"/> AASB 137
Provisions, Contingent Liabilities and Contingent Assets |
| <input type="checkbox"/> AASB 101
Presentation of Financial Statements | <input type="checkbox"/> AASB 116
Property Plant and Equipment | <input type="checkbox"/> AASB 138
Intangible Assets |
| <input type="checkbox"/> AASB 102
Inventories | <input type="checkbox"/> AASB 117
Leases | <input type="checkbox"/> AASB 139
Financial Instruments: Recognition and Measurement |
| <input type="checkbox"/> AASB 107
Cash Flow Statements | <input type="checkbox"/> AASB 124
Related Party Disclosures | <input type="checkbox"/> AASB 140
Investment Property |
| <input type="checkbox"/> AASB 108
Accounting Policies, Changes in Accounting Estimates and Errors | <input type="checkbox"/> AASB 128
Investments in Associates and Joint Ventures | <input type="checkbox"/> AASB 1048
Interpretation of Standards |
| <input type="checkbox"/> AASB 110
Balance Sheet becomes Reporting Period | | |

TYPE OF REPORT?

Audit Opinion Review Opinion Unaudited / Internal Management

7. PROFIT AND LOSS

Revenue means the total gross income received by the Licensee, derived from all sources. It is the top line figure from which costs are subtracted to determine net income. Revenue includes gross proceeds from operating sources (sales), as well as gross proceeds from other income sources (i.e. interest)

- For partnerships, the Revenue is to be the revenue of the Applicant or Licensee and the partnership/s in combination.
- For Trusts, the Revenue is to be the revenue of the Applicant or Licensee and the trust/s in combination

REVENUE

Construction revenue	\$	<input type="text"/>	.	<input type="text"/>
Other revenue	+	\$	<input type="text"/>	<input type="text"/>
TOTAL REVENUE	=	\$	<input type="text"/>	<input type="text"/>

EXPENSES

Expenses represent the cost of doing business where doing business is the sum total of the activities directed towards making a profit. Examples of an expense: Advertising, Wages, Inventory, Rent.

Cost of sales	\$	<input type="text"/>	.	<input type="text"/>
Interest expense	+	\$	<input type="text"/>	<input type="text"/>
Operating lease expense	+	\$	<input type="text"/>	<input type="text"/>
Employee benefits expense	+	\$	<input type="text"/>	<input type="text"/>
Subcontractor expense	+	\$	<input type="text"/>	<input type="text"/>
Legal fees	+	\$	<input type="text"/>	<input type="text"/>
Other operating expense	+	\$	<input type="text"/>	<input type="text"/>
TOTAL EXPENSES	=	\$	<input type="text"/>	<input type="text"/>

Interest Expense is the cost incurred by an entity for borrowed funds. For further information refer AASB 123 – Borrowing Costs

8. BALANCE SHEET

CURRENT ASSETS

Current Assets means assets :

- a. Which are realised, sold or consumed in the normal operating cycle of the business;
- b. Which are realised within 12 months after the reporting date;
- c. Which are held primarily for the purpose of trading (refer AASB 139);
- d. Which are cash or cash equivalents

Example of current assets:

- Cash in bank
- Work in progress expected to be paid in the next 12 months;
- Property or plant for sale;
- Trade debtors;
- deferred tax liabilities

Assets held in project bank accounts	\$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Cash and cash equivalents	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Current assets	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Prepayments	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Inventories-stock on hand	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Inventories - property development assets	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Work in progress	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Other current assets	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Due from related entities	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Retentions <small>(due in next 12 month period only)</small>	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

For further information, refer to *Building Industry Fairness (Security of Payment) Act 2017*

Cash and cash equivalents are company assets that are either cash or can be converted into cash immediately. For further information refer AASB 107 - Cash Flow Statements

Inventory is the term for the goods available for sale and raw materials used to produce goods available for sale. For further information refer AASB 102- Inventories.

Work in progress is the value of work for a project that has been completed but not yet invoiced

Amounts owed by related parties. Examples of a related party:

- Director
- Secretary
- Shareholder
- Related company
(same directors of both companies)

AMOUNTS OWED TO YOU BY OTHER PARTIES

Under 90 days	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
90-180 days	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
180-365 days	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
365+ days	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>
Debtors in dispute <small>(not included to be included in the amounts above)</small>	+ \$	<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 30px; height: 20px;" type="text"/>

Recovery is subject to legal proceedings, client has terminated contract etc.

TOTAL CURRENT ASSETS = \$

NON-CURRENT ASSETS

Property plant and equipment	\$										
Deferred tax assets	+ \$										
Investments or shares in publicly listed entities	+ \$										
Investments or shares in companies that are not publicly listed companies	+ \$										
Investments – other	+ \$										
Related party loans	+ \$										
Tools of trade	+ \$										
Motor Vehicle	+ \$										
Other Vehicles – Boats, Ships, Jet skis, Racehorses, Racing cars	+ \$										
Personal furniture	+ \$										
Trust assets	+ \$										
Goodwill	+ \$										
Formation expenses	+ \$										
Borrowing expenses	+ \$										
Other intangible assets	+ \$										
Units in trust that are not publicly listed	+ \$										
Non-current retentions	+ \$										
Other non-current assets	+ \$										
TOTAL NON-CURRENT ASSETS = \$											

A deferred tax asset is an asset on a company's balance sheet that may be used to reduce its taxable income. For further information refer AASB 112 Income taxes

CURRENT LIABILITIES

Current Liabilities means:

- (a) Debts that are expected to be settled in the normal operating cycle of business;
- (b) Debts or obligations which are due to be settled within 12 months after the reporting period;
- (c) Debts which are held primarily for the purpose of trading;

(d) Debts which the entity does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Examples of current liabilities:

- Car loan repayments due in the next 12 months;
- Rent or lease amounts due in the next 12 months;
- Tax installments due in the next 12 months;
- Trade creditors

Bank overdraft	\$										
Trade and other payables	+ \$										
Related entity payables	+ \$										
Current portion of long-term debt	+ \$										
Other current liabilities	+ \$										
TOTAL CURRENT LIABILITIES = \$											

Amounts owed by other parties.

NON-CURRENT LIABILITIES

Current non-current liabilities means liabilities where the full value will not be realised within the accounting period. Examples of non-current liabilities include: bank overdrafts; long term repayments; mortgage payments owed outside of 12 months

Current portion of long-term debt	\$	<input type="text"/>	.	<input type="text"/>
Other non-current liabilities	+	\$	<input type="text"/>	.

TOTAL NON-CURRENT LIABILITIES	=	\$	<input type="text"/>	.	<input type="text"/>
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9. STATEMENT OF EQUITY

Issued capital	\$	<input type="text"/>	.	<input type="text"/>
Reserves	+	\$	<input type="text"/>	.
Retained earnings	+	\$	<input type="text"/>	.
Other equity	+	\$	<input type="text"/>	.

TOTAL EQUITY	=	\$	<input type="text"/>	.	<input type="text"/>
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10. CASH FLOW STATEMENT

Cash flows from operating activities	\$	<input type="text"/>	.	<input type="text"/>
Cash flows from investing activities	+	\$	<input type="text"/>	.
Cash flows from financing activities	+	\$	<input type="text"/>	.
Other cash flow	+	\$	<input type="text"/>	.

NET INCREASE / (DECREASE) IN CASH AND CASH EQUIVALENTS	=	\$	<input type="text"/>	.	<input type="text"/>
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Cash and cash equivalents at the beginning of the year	\$	<input type="text"/>	.	<input type="text"/>
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CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	=	\$	<input type="text"/>	.	<input type="text"/>
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11. SUPPORTING INFORMATION

It is important that you provide information that meets the requirements pursuant to Part 3 of the *Queensland Building Construction Commission Regulation 2018*. Please ensure that you have submitted all the required documents and information with your Annual Reporting Form

REQUIRED DOCUMENTS

- At least one of the following:
- Licensees' financial statements
 - Trust financial statements
 - Partnership financial statements
 - Written Declaration (see page 8)

OPTIONAL INFORMATION

- Bank statements
- Work in progress
- Trade and other receivables
- Trade and other payables

WARNING: Incorrect or misleading information may lead to a review and possible suspension and or cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building and Construction Commission Act 1991* and the imposition of a penalty under Section 193 of the *Queensland Criminal Code*.

