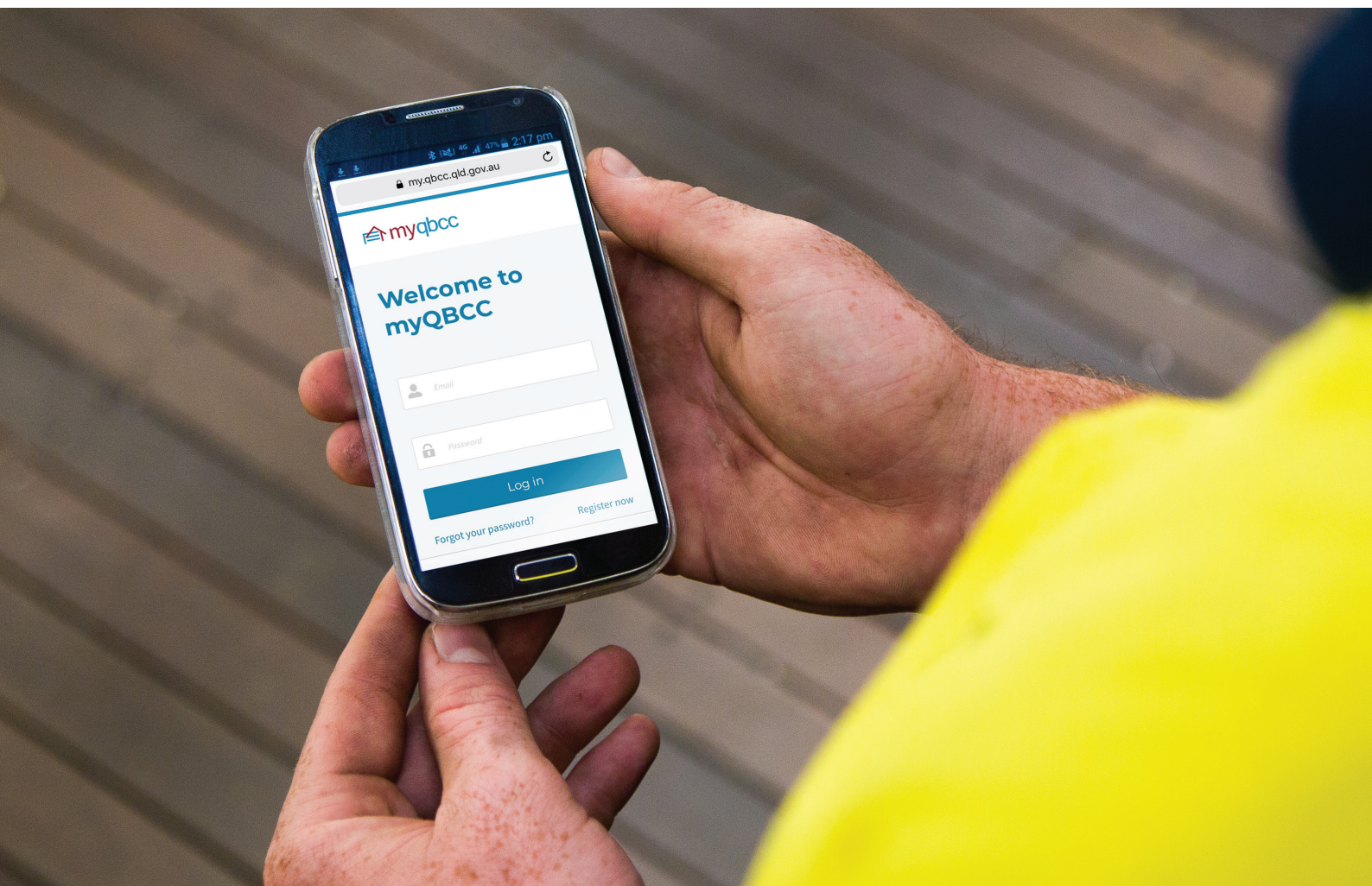


# ANNUAL FINANCIAL REPORTING myQBCC USER GUIDE FOR LICENSEES

**SELF-CERTIFYING 1 (SC1) UP TO \$200,000  
AND SELF-CERTIFYING (SC2) UP TO \$800,000**



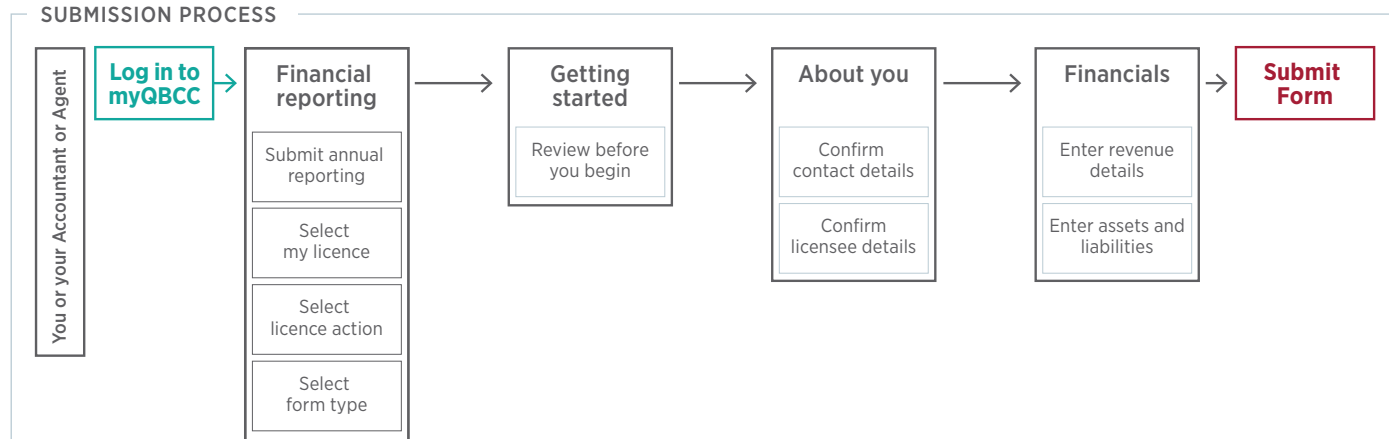
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## ANNUAL FINANCIAL REPORTING OBLIGATIONS -

SELF-CERTIFYING 1 (SC1) UP TO \$200,000 AND SELF-CERTIFYING (SC2) UP TO \$800,000

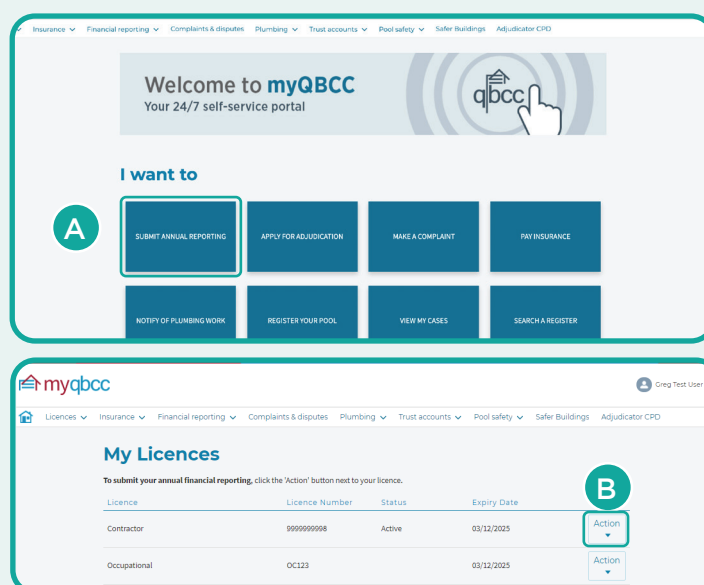
### SUBMISSION PROCESS



### SUBMIT ANNUAL FINANCIAL REPORT

**A** Once you log into myQBCC, select 'Submit annual reporting'. If you hold a company and individual contractor grade licence, you will need to submit an annual financial report for each licence.

**B** From the 'My licences' screen, click the 'Action' button next to the licence you want to lodge annual reporting for.



- C** From the pop up menu, select 'Submit Annual Financial Report'

**My Licences**

To submit your annual financial reporting, click the 'Action' button next to your licence.

Licence	Licence Number	Status	Expiry Date	Action
Individual - QBCC licence	743177	Active	28/06/2022	Create New Policy Manage Policies Manage Representatives Renew Licence Manage Find a Local Contractor Submit Annual Financial Report Update Contact Details
Plumber / Drainer - Occupational	PD16847	Active	01/07/2022	

**Other Licensees**

JWP & CONSTRUCTION PTY LTD >

- D** Select 'Self-certifying categories - SC1 and SC2 (\$200,000 - \$800,000)'

- E** Select 'Start Form'

**Minimum Financial Requirements Form**

\* Select category

Self-certifying categories - SC1 and SC2 (\$200,000 - \$800,000)

Cancel Start Form

- F** Read the information and then select 'Continue'

**Getting Started** About You Financials

Reference Code :

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000) Fields marked with \* are required

**Before you begin**

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.

The portal has been designed to make submission of financial information simple and streamlined, eliminating the requirement to file manual submissions or emails.

**Completing the financial information on the portal**

Depending on your business structure, you may need to include calculations from various sources.

Trustee for a Trust

If the licensee is a trustee for a trust, the answers on the portal 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, the answers on the portal 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 on the [QBCC website](#).

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 licensee's 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 Commission 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 on the [QBCC website](#)

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 \(RTI\)](#)

**Continue**

## CONFIRM CONTACT DETAILS

**G** Confirm that contact details are correct, make any necessary changes, then click 'Continue' or 'Save for Later' if you want to save and come back to it later

Reference Code :

✕ Cancel

G
Save for Later

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000) Fields marked with \* are required

### Confirm contact details

**\* First Name**

**\* Last Name**

Email

**\* Please enter at least one phone number**

Business Phone

Mobile

International Phone

Home Phone

**Postal Address**

**\* Address Line 1**

Address Line 2

**\* Suburb**

**\* State**

QLD ▼

**\* Postcode**

Back

G

Continue



## CONFIRM LICENSEE DETAILS

Reference Code :
Cancel
Save for Later

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000)
Fields marked with \* are required

### Confirm licensee details

Licensee Name
Licensee Number

ABN
ACN

\*Year end date

\*Business Structure
--- None ---

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Continue

- H** Confirm licensee details are correct
- I** Click in the 'Year end date' box and use the pop up calendar to enter the last date of the annual financial reporting period. For further information, on the 'Year end date' click the information tooltip **i**
- J** Click on the drop down box under the heading 'Business Structure' and click on the relevant category
- K** Click 'Continue'

## PROFIT AND LOSS

- L** Enter the figures required in the box beside each category
- M** i.e. For an explanation of terms, click on the tooltip 'i' to the right of the box
- N** Click 'Continue'

Reference Code :
Cancel
Save for Later

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000)
Fields marked with \* are required

### Profit and Loss

REVENUE

Note: If you are not currently trading and do not receive revenue from any other source, this section can be left blank.

Construction revenue	<b>L</b> \$0.00
Other revenue	<b>L</b> \$0.00
Total revenue	<b>L</b> \$0.00

**M** Revenue means the total gross income received by the Licensee, derived from all sources. Revenue includes gross proceeds from operating sources (sales), as well as gross proceeds from other income sources (i.e. interest), but does not include salary or wages received.

- 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.

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Continue

## BALANCE SHEET

**O** Enter the figures required in the box beside each category

**P** For an explanation of terms, hover on the **i** to the right of the box. Once data has been entered click 'Continue'

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000) Fields marked with \* are required

## Balance Sheet

CURRENT ASSETS	
Cash and cash equivalents	<input style="width: 90%;" type="text" value="\$0.00"/>
Other current assets	<input style="width: 90%;" type="text" value="\$0.00"/>
Total current assets	<input style="width: 90%;" type="text" value="\$0.00"/>
NON CURRENT ASSETS	
Other non-current assets	<input style="width: 90%;" type="text" value="\$0.00"/>
Total non-current assets	<input style="width: 90%;" type="text" value="\$0.00"/>
CURRENT LIABILITIES	
Other current liabilities	<input style="width: 90%;" type="text" value="\$0.00"/>
Total current liabilities	<input style="width: 90%;" type="text" value="\$0.00"/>
NON CURRENT LIABILITIES	
Other non-current liabilities	<input style="width: 90%;" type="text" value="\$0.00"/>
Total non-current liabilities	<input style="width: 90%;" type="text" value="\$0.00"/>

Back
Continue

**P** 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*

**O** 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;
- Collectable trade debtors;

**P** Non-current assets include:

- tools of trade;
- motor vehicles;
- if your licence is in your personal name, a house or unit you own.

**P** Current Liabilities means liabilities:

- (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

**P** Total 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;

## SUPPORTING DOCUMENTATION/DECLARATION

**Q** You are not required to lodge any paperwork with your annual reporting submission. If you want to provide additional information that will help the QBCC to assess your financial information, please enter details in the text field under the 'Additional Information' heading.

**R** Check that you have supplied the correct financial information, then tick the box under 'Declaration'

**S** Click on 'Submit'

Reference Code: Cancel Save for Later

Self-certifying Categories - SC1 and SC2 (\$200,000 - \$800,000) Fields marked with \* are required

### Documentation

**Required information**  
You are not required to lodge any paperwork with this annual reporting submission.

### Additional Information

Additional information for QBCC (maximum 500 characters):

### Declaration

☐ I have made all enquiries I consider appropriate and declare that the information contained in the above documents is correct and represents a true and fair view of the licensee's financial position.

**WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/ OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE**

Back Submit

If you do not complete all the requirements on the form, you will receive a warning message to complete the relevant section. If the form is complete, you will receive a message that your submission has been received and a case number.

Take note of this number and use it with any communication with the QBCC about your annual reporting. A PDF copy of your submission will be emailed to you and we suggest you keep this for your records.

### For more information

Visit [qbcc.qld.gov.au](http://qbcc.qld.gov.au) or call us on 139 333.

