



<b>Circular Details</b>	22-29 / 12 October 2022 / A836899
<b>Previous Circular</b>	21-23
<b>Who should read this</b>	Finance Staff / General Managers
<b>Contact</b>	Performance Team / 4482 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>Action required</b>	Information /Council to Implement

## End of Year Financial Reporting 2021-22

### What's new or changing

- End of year financial reporting information for 2021/22.

### What this will mean for your council

- Councils and Joint Organisations need to review the attached end of year financial reporting information when submitting their 2021/22 Financial Statements and Financial Data Return (FDR).

### Key points

- Annexure 1 provides information to assist councils in submitting their 2021/22 Financial Statements and FDR.
- Annexure 2 provides information to assist joint organisations (JO) in submitting their 2021/22 Financial Statements and FDR.
- The FDR will be sent under separate cover with an explanatory email and will be available on the OLG Council Portal, in conjunction with this circular.
- The Financial Statements and FDR are to be sent electronically to OLG by 31 October 2022.
- Instructions on how and where to email these are included in the Annexures.

### Where to go for further information

- The Local Government Code of Accounting Practice and Financial Reporting (Code) for 2021/22 is available on OLG's website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)

**Melanie Hawyes**  
**Deputy Secretary**  
**Crownlands and Local Government**

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

## Annexure 1: Information to assist councils prepare 2021/22 Financial Statements

### 1. Submission of Financial Statements

- The General Purpose Financial Reports, Special Purpose Financial Reports, Special Schedules and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "Council name – Financial Statements – 2021-22".
- All councils, county councils and joint organisations must lodge their Financial Statements by **31 October 2022**.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered as being submitted late and not in accordance with the *Local Government Act 1993 (Act)*.

### 2. Code of Accounting Practice and Financial Reporting (Code) – Update 2021/22

- The Code must be used to prepare the annual financial statements in accordance with the Act and the *Local Government (General) Regulation 2021 (Regulation)*.
- The Code and supporting materials are available on the OLG website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/)

### 3. Financial Data Return (FDR)

- The 2021/22 FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2022** to [fdr@olg.nsw.gov.au](mailto:fdr@olg.nsw.gov.au) in an Excel format only.
- The FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.
- Information/data from the FDR will be used in the published Time Series Data and Your Council website.

## Annexure 2: Information to assist JOs prepare 2021-22 Financial Statements

### 1. Submission of Financial Statements

- The General Purpose Financial Reports and the Auditor's Reports are to be formatted into a single PDF document, titled using the format: "JO name – Financial Statements – 2021-22".
- All joint organisations must lodge their Financial Statements by **31 October 2022**.
- The Financial Statements should be sent to [finance@olg.nsw.gov.au](mailto:finance@olg.nsw.gov.au).
- Statements received after this date will be considered to be submitted late and not in accordance with the *Local Government Act 1993* (Act).

### 2. Joint Organisations Supplement to Local Government Code of Accounting Practice and Financial Reporting (Supplement)

- The Supplement must be used to prepare the annual financial statements in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (Regulation).
- The Supplement is available on the Office of Local Government (OLG) website at [www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting](http://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting).

### 3. JO Financial Data Return (FDR)

- The 2021/22 JO FDR will be emailed under separate cover.
- This is to be submitted by **31 October 2022** to [jofdr@olg.nsw.gov.au](mailto:jofdr@olg.nsw.gov.au) in an Excel format only.
- The JO FDR should be accurate and align with the audited financial statements.
- The return can also be accessed via the [Council Portal](#) on the OLG website.