

ISAAC STATUTORY REPORTING PROCEDURE

Document Reference Number	ISAAC 011
Controlled Process	YES
Version	1.0
Status	FINAL
Created	30-08-05
Modified	31-03-06
Approved	YES
Process Sponsor	ISAAC Board
Process Approver	ISAAC President
Prepared By	David Beattie

Table of Contents

<u>1. Process Summary</u>	3
<u>2. References</u>	3
<u>3. Definitions</u>	3
<u>4. Process Detail</u>	3
<u>5. Amendment Record</u>	4
<u>6. Attachment Summary</u>	4

1. Process Summary

The purpose of this Statutory Reporting Procedure is to document certain statutory reporting requirements and processes determined and authorised by ISAAC's Board of Directors. The procedure is designed to enable ISAAC's Board of Directors to delegate authority to certain Officers within the organisation to maintain compliance with statutory reporting requirements.

The Board will still maintain responsibility to ensure the integrity of all statutory reporting.

Board delegates this authority under the powers vested in it by "The Constitution of International Society of Arboriculture (Australian Chapter) Limited" section 14 Powers of Directors subsection 14.6 Negotiable Instruments.

2. References

The Constitution of International Society of Arboriculture (Australian Chapter) Limited

3. Definitions

Board	Board of Directors of ISAAC
ASIC	Australian Securities & Investments Commission
Accounting Firm	Reputable firm of Certified Practising Accountants or Chartered Accountants
Positive solvency resolution	Passed when Directors believe that ISAAC will be able to pay its debts as and when they become due and payable.
Negative solvency resolution	Passed when Directors believe that ISAAC will not be able to pay its debts as and when they become due and payable.
Review Date	Date of Incorporation becomes Annual Review Date

4. Process Detail

4.1.1 ASIC Reporting

The Treasurer shall ensure that ISAAC complies with ASIC statutory reporting requirements.

4.1.2 ASIC Company Statement

The Treasurer shall ensure that details in the ASIC Company Statement are correct and in accordance with the company register. If the details are not correct the Treasurer shall make any alterations.

4.1.3 ASIC Company Statement

The Treasurer shall present the ASIC Company Statement to the President for Approval. The President shall inspect the ASIC Company Statement for correctness and both the Treasurer and President shall sign on behalf of the members.

4.1.4 ASIC Company Statement Lodgement

The Treasurer shall direct the accounting firm to lodge the ASIC Company Statement.

4.1.5 Annual Review Payment

The Treasurer shall pay ASIC the Annual Review Payment.

4.1.6 Annual Financial Statements

The Treasurer shall direct the Accounting Firm to lodge a certified copy of the audited annual financial statements, together with a Form 388 to ASIC. This is required within three months of the end of the financial year.

4.1.7 Other ASIC Reporting

The Treasurer shall ensure that other changes to ISAAC are reported to ASIC within the required time frame of 28days including:

- Registered Office
- Principal Place of Business
- Directors

5. Amendment Record

Nil

6. Attachment Summary

Nil