



Village Retirement WA

FOR RESIDENTS OF RETIREMENT VILLAGES

Village Financial statements and draft Budget timelines

Presentation of annual financial statements by Administering body

Administering body must call a meeting of residents to present the annual financial statements.

Audited annual financial statements	Notice to residents	Presentation of statements to meeting of residents
Annual audited financial statements	Administering body must give each resident at least 21 days' written notice of the meeting	Meeting held as soon as reasonably practicable after the annual financial statements are available but within 5 months after the end of each financial year

There are penalties under the RV Act for an Administering body who does not comply with the presentation of and requirements of statements.

Request by resident to be given annual financial statements

A resident may request an annual financial statement.

Audited annual financial statement	Request to Administering body	Providing statements to a resident
Annual audited financial statements incl.	Resident may request annual statements	Administering body to give statements within 5 months after the end of each financial year

There are penalties under the RV Act for an Administering body who does not comply with the request for and requirements of statements.

Draft budgets

Only the residents committee may request meetings and be given a copy of draft annual budgets

Draft budgets	Notice to Administering body	Provided to residents committee
Reserve Fund	Written notice from residents committee at least 28 days before the beginning of the financial year	Administering body must provide draft budgets at least 28 days before the beginning of the financial year

There are penalties under the RV Act for an Administering body who does not comply with the notice.

Items in draft general services charges budget requiring special resolution

New service

A new service for which a general service charge will apply may be introduced by the Administering body at any time residents Agree to it by special resolution.

Draft budget	Notice to residents (inc wording of motion)	Meeting of residents to vote
Charge for new service	Administering body must give at least 21 days' notice of the meeting (Res Comm may also distribute explanatory memorandum)	Before the new service is supplied

A new service may be introduced at any time but must not be charged for until supplied.

There are penalties under the RV Act for an Administering body implementing a budget which includes a charge increased by more than CPI and residents have not approved the increase by a special resolution.

Quarterly financial statements

Request by resident

A resident (including any member of the residents committee for use by the committee) may request from the Administering body a quarterly statement that lists income of and expenditure from the Reserve Fund and expenditure involved with providing each general service.

This statement is only a statement of income and expenditure and does not need to be accompanied by a document from the Administering body which explains variations of expenditure.

Quarters	Request to Administering body	Provided to resident
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1 Jul – 30 Sept 1 Oct – 31 Dec 1 Jan – 31 Mar 1 Apr – 30 Jun	At any time	Within 28 days of Administering body receiving the request
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There are penalties provided under the RV Act for a Administering body who does not comply with a request to provide quarterly financial statements within the stated timeframe.

Request by residents committee

In addition to the quarterly statements, a residents committee may request from the Administering body a document that explains the expenditure involved for providing each general service and any increase above the expected expenditure for a general service in the budget. The statement and explanation may be provided as one combined document.

Quarters	Request to Administering body	Provided to residents committee
1 Jul – 30 Sept 1 Oct – 31 Dec 1 Jan – 31 Mar 1 Apr – 30 Jun	At any time	*Accompanied by quarterly statement and within 28 days of Administering body receiving the request

*The RV Act is silent on the timeframe for providing the explanatory document, but it may be assumed it would accompany a quarterly statement and therefore, those timeframes would also apply.

There are penalties provided under the RV Act for a Administering body who does not comply with a request to provide appropriate explanatory statements.