

Community Property Annual Report

Lodge at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
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Property Details

Occupant's Name

Property Address

Income / Expenses Summary *also attach full profit/loss statement*

Income received	\$	<input type="text"/>			
Grants received	\$	<input type="text"/>	Expenses paid	\$	<input type="text"/>
Subtotal	\$	<input type="text"/>	Net Profit/Loss	\$	<input type="text"/>

Maintenance, Repairs and Improvements

Maintenance and Repair

Provide details of any minor maintenance or repairs to the property which occurred in the past 12 months
eg fixing leaking toilets, repairing broken glass, painting, tree removal etc. Add an extra page if needed.

Item	Cost \$	Paid by <i>lessee / council / donation</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Capital Improvements

Provide details of any major repair/replacement items *eg kitchen or bathroom upgrade, construction of sheds or carpark, fencing etc.*

Item	Cost \$ <i>if known</i>	Paid by <i>lessee / council / donation</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Future Maintenance/Repairs

List any non-urgent maintenance or suggestions for improvements *attach quotes if available*

Item <i>including location in the property</i>	Approximate Cost \$	Suggested timeframe <i>1 year, 5 years, 10 years</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Activity Summary

Core activities undertaken throughout the year *eg children's services, hall hire, community activities, welfare services etc.*

Activity Type

Estimated number *of people/families/groups assisted*

Schedule of Office Bearers

Name

Title

Additional Comments

List any other comments, suggestions or proposals for the coming year

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Checklist for Attachments

- Profit/Loss statement and any other relevant financial details
- Quotes for repairs (if available)
- Relevant incorporation documents, registration details, organisation constitution, charters
- Public liability insurance
- Schedule of current office bearers with contact details

Privacy Protection Notice

The completed Community Property Annual Report contains personal information which is being collected to enable Council to perform any duty or task under any relevant legislation. As occupants of properties owned by the community, tenants are also obliged to respond to requests for information from Ballina Shire Council. The information will be processed by the Planning and Environmental Health Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

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