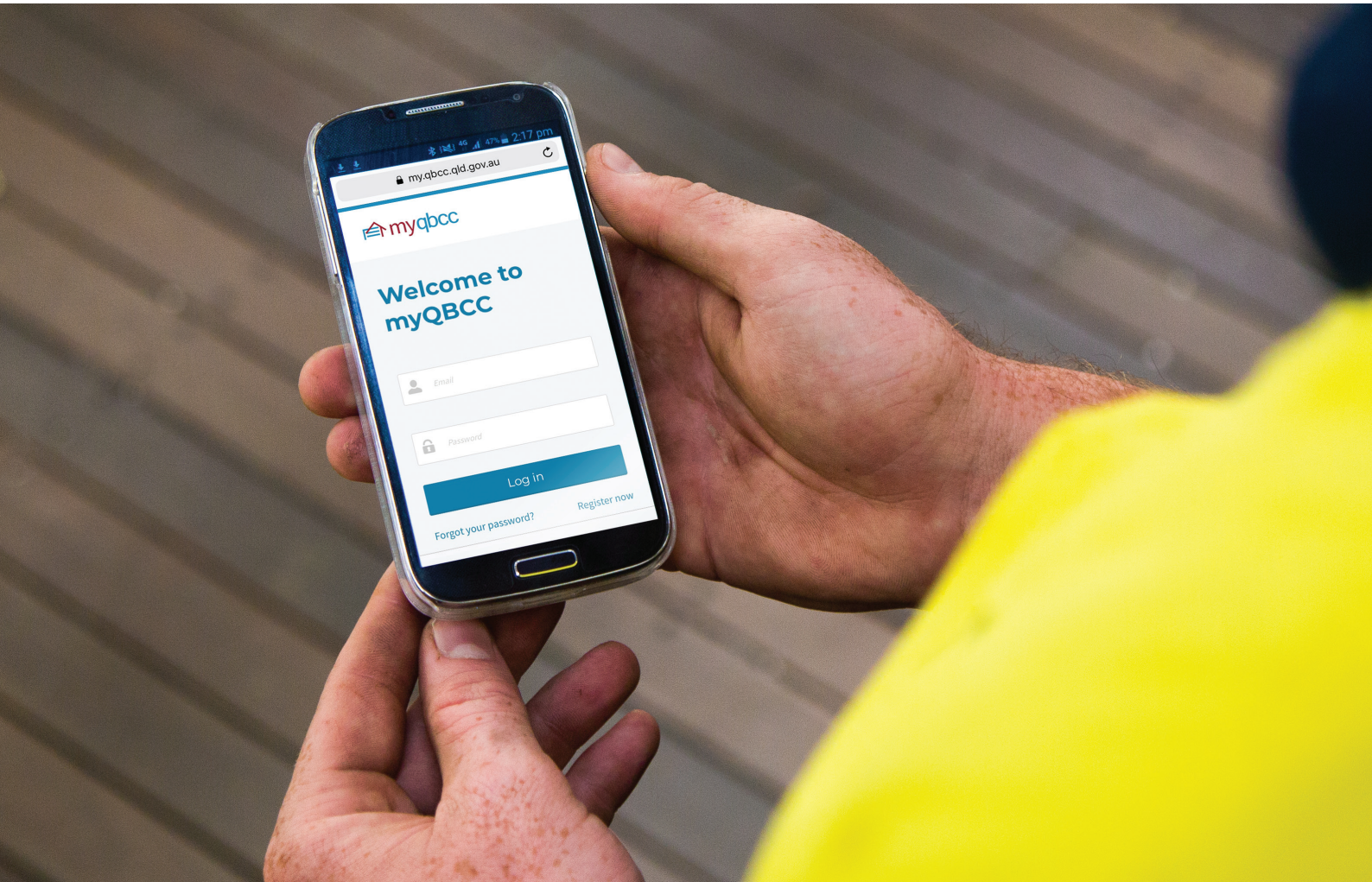


# ANNUAL FINANCIAL REPORTING myQBCC USER GUIDE FOR LICENSEES

**CATEGORIES 1, 2 AND 3**  
\$800,001 AND \$30,000,000

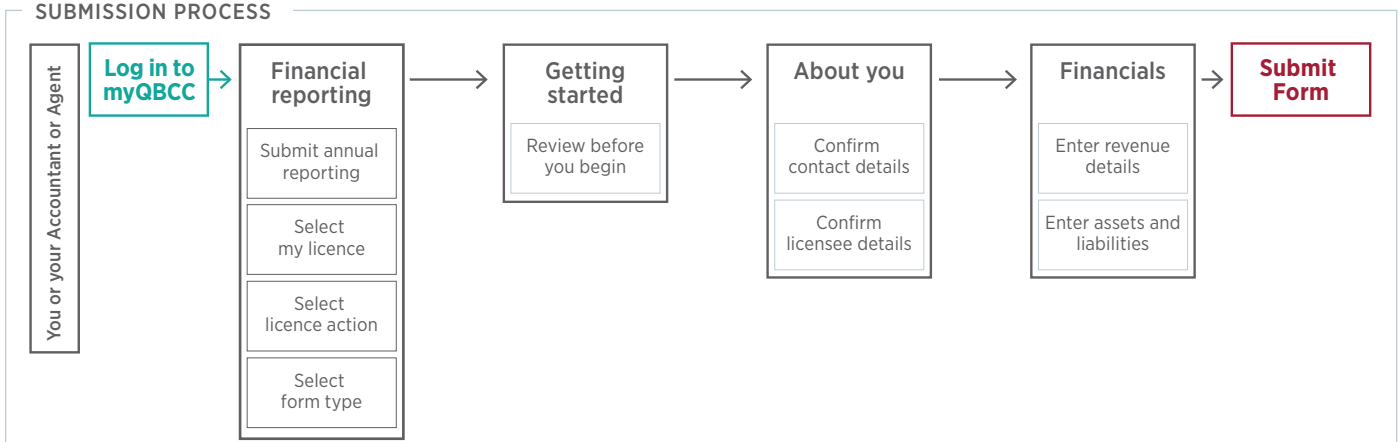


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## ANNUAL FINANCIAL REPORTING OBLIGATIONS - CATEGORY 1 - 3 (\$800,001 - \$30,000,000)

### SUBMISSION PROCESS

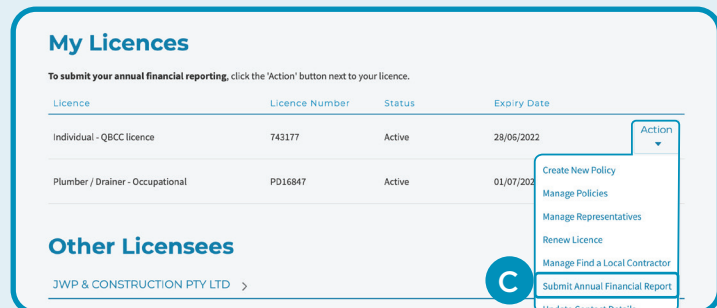
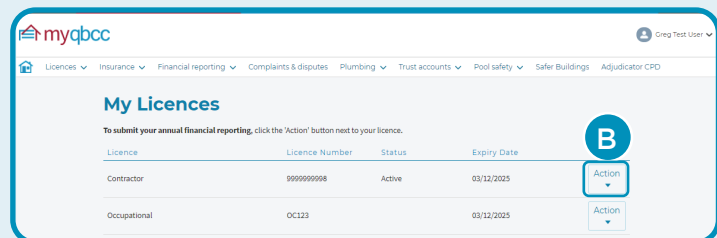
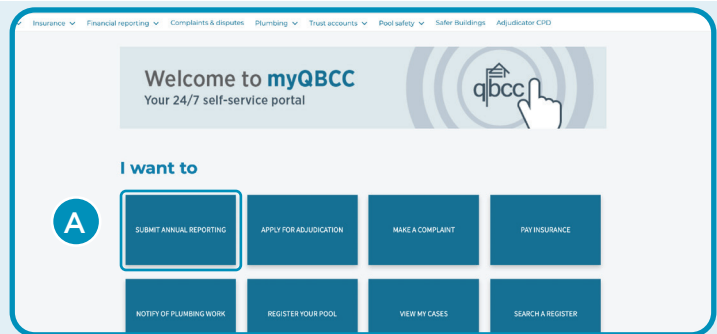


### SUBMIT ANNUAL FINANCIAL REPORT

**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’



## SUBMIT ANNUAL FINANCIAL REPORT

**D** Select 'Financial Categories 1-3 (\$800,001 - \$30,000,000)'

**E** Select 'Start Form'

**F** Read the information and click on 'Continue'

Minimum Financial Requirements Form

\* Select category

Financial Categories 1-3 (\$800,001- \$30,000,000)

Cancel Start Form

Reference Code: 9384759801

Financial Categories 1-3 (\$800,001 and \$30,000,000) Fields marked with \* are required

### Before you begin

*Governing Legislation: Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018, section 9A.*

This is the approved form to give the QBCC financial information for the most recent reporting year before the annual reporting day.

Annual reporting information cannot be used to update your maximum revenue.

All licensees are 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, particularly the new information guide.

**Privacy Policy and Right to Information**

QBCC is collecting the information on this form to ascertain whether you/your Clients satisfies the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* for a contractor's licence under the *Queensland Building and Construction Commission Act 1991*. The information you have provided may be disclosed by QBCC to another party with your/your Client's consent or as authorised or required by law. In addition, QBCC may provide all or some of this information to a financial specialist engaged by QBCC to provide expert advice as to financial matters relevant to your client's ability to satisfy the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018*. For further information visit the QBCC website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

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: 9384759801

Financial Categories 1-3 (\$800,001 and \$30,000,000) 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  \* Postcode

Back Continue

## CONFIRM LICENSEE DETAILS

- 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 all the figures required in the box beside each category
- M** For an explanation of terms, hover on the **i** to the right of the box. Once data has been entered click 'Continue'
- N** Enter all the figures required in the box beside each category

## BALANCE SHEET

- O** Enter all 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'

**Note:** the QBCC website has a handy calculator that works out your maximum revenue (MR) based on your known net tangible assets (NTA) or the value of the NTA you are required to have to cover your known revenue. Access the calculator here: [www.qbcc.qld.gov.au/mr-nta-calculator](http://www.qbcc.qld.gov.au/mr-nta-calculator)

A deferred tax asset is an asset on a company's balance sheet that may be used to reduce its taxable income. For further information refer AASB 112 Income Taxes.

Amounts owed by a related entity. Examples of a related entity:

- Family member;
- Majority stakeholder;
- Related company

Current Liabilities means liabilities:

- Debts that are expected to be settled in the normal operating cycle of business;
- Debts or obligations which are due to be settled within 12 months after the reporting period;
- Debts which are held primarily for the purpose of trading;
- 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 instalments due in the next 12 months;
- Trade creditors

Financial Categories 1-3 (\$800,001 - \$30,000,000)

### Balance Sheet

CURRENT ASSETS	
Cash and cash equivalents	\$0.00
Work in progress	\$0.00
Other current assets	\$0.00
Due from related entities	\$0.00
Retentions (due in next 12 month period only)	\$0.00
<b>Trade and Other Receivables</b>	
Under 90 days	\$0.00
90-180 days	\$0.00
180-365 days	\$0.00
365+ days	\$0.00
Debtors in dispute (not included to be included in the amounts above)	\$0.00
<b>Total current assets</b>	<b>\$0.00</b>
NON CURRENT ASSETS	
Property plant and equipment	\$0.00
Deferred tax assets	\$0.00
Investments or shares in publicly listed entities	\$0.00
Investments or shares in companies that are not publicly list companies	\$0.00
Investments - other	\$0.00
Related party loans	\$0.00
Tools of trade	\$0.00
Motor Vehicles	\$0.00
Other Vehicles - Boats,Ships,Jet Skis,Race horses,Racing cars	\$0.00
Personal furniture	\$0.00
Trust assets	\$0.00
Goodwill	\$0.00
Formation expenses	\$0.00
Borrowing expenses	\$0.00
Other intangible assets	\$0.00
Units in trust that are not publicly listed	\$0.00
Non-current retentions	\$0.00
Other non-current assets	\$0.00
<b>Total non-current assets</b>	<b>\$0.00</b>
CURRENT LIABILITIES	
Bank overdraft	\$0.00
Trade and other payables	\$0.00
Related entity payables	\$0.00
Current portion of long-term debt	\$0.00
Other current liabilities	\$0.00
<b>Total current liabilities</b>	<b>\$0.00</b>
NON CURRENT LIABILITIES	
Current portion of long-term debt	\$0.00
Other non-current liabilities	\$0.00
<b>Total non-current liabilities</b>	<b>\$0.00</b>

Back Continue

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

Work in progress is the value of work for a project that has been completed but not yet invoiced

Amounts owed by related parties. Examples of a related party:

- Director;
- Secretary;
- Shareholder;
- Related company (same directors of both companies)

Amounts owed to you by other parties

Recoveries is subject to legal proceedings, client has terminated contract etc.

Current Assets means assets :

- Which are realised, sold or consumed in the normal operating cycle of the business;
- Which are realised within 12 months after the reporting date;
- Which are held primarily for the purpose of trading (refer AASB 139);
- 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

Amounts owed to you by other parties

Current 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

## STATEMENT OF EQUITY AND CASHFLOW

**Q** Enter all the figures required in the box beside each category

**R** Click 'Continue'

Reference Code: [X Cancel] [Save for Later]

Financial Categories 1-3 (\$800,001 and \$30,000,000) Fields marked with \* are required

### Statement of Equity

EQUITY

Issued capital	\$0.00	Q
Retained earnings	\$0.00	Q
Other equity	\$0.00	Q
Total equity	\$0.00	Q

### Statement of Cash Flow

CASH FLOW STATEMENT

Cash flows from operating activities	\$0.00	Q
Cash flows from investing activities	\$0.00	Q
Cash flows from financing activities	\$0.00	Q
Other cash flow	\$0.00	Q
Net increase / (decrease) in cash and cash equivalents	\$0.00	Q
Cash and cash equivalents at the beginning of the year	\$0.00	Q
Cash and cash equivalents at the end of the year	\$0.00	Q

[Back] [Continue]

## SUPPORTING DOCUMENTATION AND DECLARATION

**S** Tick the box to indicate the type of supporting documentation you need to submit

**T** Enter a description in the 'File Description' box

**U** Click on 'Choose file' and navigate to find the document you want to upload

Reference Code : 3585135619 [X Cancel] [Save for Later]

Financial Categories 1-3 (\$800,001 and \$30,000,000) Fields marked with \* are required

### Supporting Documentation

**Required information**

It is important that you provide information that meets the requirements pursuant to Part 3 of the *Queensland Building Construction Commission Regulation 2018*. Please ensure that you have submitted all the required documents and information with your Annual Reporting Form.

**Required documents**

- Licensees' financial statements
- Trust financial statements
- Partnership financial statements

**Additional information**

- Bank statements
- Work in progress
- Trade and other receivables
- Trade and other payables

These documents are only required if you have a trust or partnership in place.

File Description [T] [ ]

[U] [Choose file] [Click to upload]

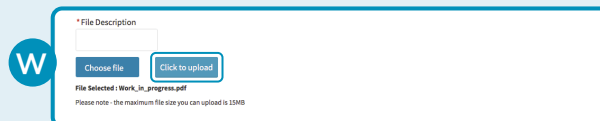
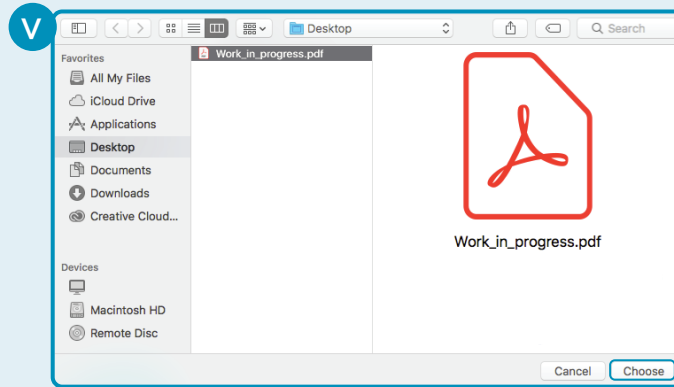
Please note, the maximum file size you can upload is 15MB.

## SUPPORTING DOCUMENTATION AND DECLARATION

**V** Click on 'Choose'

**W** Click on 'Click to upload'

Repeat (steps S-W above) for each supporting document you need to submit



**X** Check that all documentation has been uploaded, then tick the box under 'Declaration'

**Y** Read the warning message then click on 'Submit' if you want to declare that you have supplied the correct financial information

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 to quote when enquiring about your submission.

**For more information**

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

