



Muslim Charity Community of Western Australia Incorporated
P O Box 683
GOSNELLS WA 6990

Dear Sir / Madam

Charitable Collections Act (1946) - Issue of a Licence

I am pleased to advise that the Minister's delegate, the Commissioner for Consumer Protection, has approved the issuing of a licence to Muslim Charity Community Of Western Australia Inc under the provisions of the *Charitable Collections Act (1946)*.

The licence has been issued for the period of three years under the condition that you submit **within six months** of the end of each financial year an audited financial statement which clearly shows the various types of charitable collections received and the manner in which these funds have been dealt with.

In submitting the accounts would you please ensure:

1. The Income and Expenditure Statement is sufficiently detailed to enable identification of all charitable collections. **The gross funds raised from charitable collections must be shown in the accounts as a separate figure. Similarly, fundraising expenses (i.e. salaries, wages, commissions and any professional fundraising fees) must be disclosed separately in the accounts;**
2. A Balance Sheet and notes to accounts are submitted;
3. All financial statements are audited by the approved auditor you nominated in your application. The auditor's report must be signed by the auditor stating their qualifications and the auditor is also required to complete our **Auditor's Certification Statement in addition to your audit report.** You should ensure that the auditor is given this form prior to the commencement of your organisation's audit so that they may become conversant with the reporting requirements.
4. The enclosed **Office Bearer's Statement** is completed and returned to this office with the annual financial statements.