# Local Government Annual Financial Reports

## Completion checklist

Your local government should have prepared an Annual Financial Report for the preceding financial year and forwarded this to your appointed auditors **by** **30 September**.

The auditor should complete an audit report **by 31 December** and then, **within 30 days**, submit a copy to the Mayor/President, the Chief Executive Officer (CEO) and the Minister for Local Government.

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| Item Name | Details | Check box |
| 1 | Log into Smart Hub via <https://smarthub.dlgc.wa.gov.au> and click on the **my lg** tab. You will be directed to your local government collaboration site. |  |
| 2  3  4  5 | Select the **Annual Financial Statements** tile to view all the information related to submitting your Annual Financial Statement.  Submit your Annual Financial Statement by selecting the **Submit your Annual Financial Statements** tile at the top of the page. This will open a new form.  Select the Financial Year from the dropdown box, and then Continue.  Navigate through the form using the clickable tabs at the top of the form until **all fields** of the report are completed.  *Annual Financial Reporting in Smart Hub – Guidelines for Local Government* is available to download from the introduction if help is needed to complete all fields.  ***Note:*** *that Smart Hub will time out after 30 minutes of inactivity so try to click on* ***Save*** *regularly to avoid losing data.* |  |
| 6 | Select the Finalise tab to complete your auditor’s details and upload a PDF copy of your Annual Financial Report, auditor’s report and CEO’s statement.   * Select ‘Click here to attach a file’ * Browse to the file saved on your computer, and * Select ‘Attach’   ***Note:*** *Separate lodgement of documents is not possible. Should you have more than one document, please zip all files into a compressed folder. You can follow these instructions on how to zip files into a compressed folder from:* [*https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files*](https://support.microsoft.com/en-us/help/14200/windows-compress-uncompress-zip-files) |  |
| 7 | To finalise lodgement of your signed Annual Financial Report and online Annual Financial Statement form, select **Submit**. |  |

**Links allow you to proceed to complete the necessary documents to lodge your Western Australian Grants Commission information return from this site.**

## For more information, please contact:

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