

ANNUAL MEMBERSHIP ASSURANCE REPORT⁹

Independent Assurance Report

To the [name of governing body] of [name of occupational association]

Opinion

We have undertaken a reasonable assurance engagement on (name of occupational association)'s compliance, in all material respects, in its preparation of the subject matter information ("the Return") as evaluated against the Guidance Note on Fees Payable and Assurance Reporting dated July 2026 issued by the Professional Standards Council ("the Guidance").

In our opinion, (name of occupational association) has complied, in all material respects in the preparation of the Return as evaluated against the Guidance.

Basis for Opinion

We conducted our engagement in accordance with the Standard on Assurance Engagements ASAE 3100 *Compliance Engagements* issued by the Australian Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

(Name of occupational association) responsibility

(Name of occupational association) is responsible for:

- (a) The compliance activity undertaken to meet the preparation of the Return
- (b) Identification of risks that threaten the preparation of the Return identified above being met and controls which will mitigate those risks and monitor ongoing compliance.

Our Independence and Quality Control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements and apply Auditing Standard ASQC 1 Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements in undertaking this assurance engagement.

Assurance Practitioner's Responsibilities

Our responsibility is to express an opinion on (name of occupational association)'s compliance, in all material respects, with the preparation of the Return as evaluated against the Guidance. ASAE 3100 requires that we plan and perform our procedures to obtain reasonable assurance about whether, (name of occupational association) has complied, in all material respects, with the preparation of the Return as evaluated against the Guidance.

An assurance engagement to report on (name of occupational association)'s compliance with the preparation of the Return involves performing procedures to obtain evidence about the compliance activity and controls implemented to meet that requirement. The procedures selected depend on our judgement, including the identification and assessment of risks of material non-compliance as evaluated against the Guidance.

Inherent Limitations

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with compliance requirements may occur and not be detected.

⁹ The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report*.

A reasonable assurance engagement does not provide assurance on whether compliance will continue in the future.

Restricted Use

This report has been prepared for use by (name of occupational association) and the Professional Standards Council(s) for the purpose of confirming (name of occupational association)'s compliance with the Guidelines in its preparation of the Return. We disclaim any assumption of responsibility for any reliance on this report to any person other than [intended users], or for any other purpose other than that for which it was prepared.

Return

	Cumulative no. of eligible scheme members	Amount due to PSC	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
Annual adjustment							

Name of Assurance Practitioner

[Assurance practitioner's signature]

[Date of the assurance practitioner's assurance report]

[Assurance practitioner's location]

Association Membership (circle as appropriate)	CPAA	CA ANZ	IPA

Declaration:

I am not a member of the occupational association for which this opinion is expressed.

OR

I am a member of the occupational association and declare I have complied with ethical and independence standards in completing this assurance engagement (assurance report).

Signature of Assurance Practitioner _____

Date _____

ANNUAL MEMBERSHIP ASSURANCE REPORT¹⁰

Independent Assurance Report

To the [name of governing body] of [name of occupational association]

Opinion

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In our opinion, (name of occupational association) has complied, in all material respects in the preparation of the Return as evaluated against the Guidance.

Basis for Opinion

We conducted our engagement in accordance with the Standard on Assurance Engagements ASAE 3100 *Compliance Engagements* issued by the Australian Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

(Name of occupational association) responsibility

(Name of occupational association) is responsible for:

- (a) The compliance activity undertaken to meet the preparation of the Return
- (b) Identification of risks that threaten the preparation of the Return identified above being met and controls which will mitigate those risks and monitor ongoing compliance.

Our Independence and Quality Control

We have complied with the independence and other relevant ethical requirements relating to assurance engagements and apply Auditing Standard ASQC 1 Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements in undertaking this assurance engagement.

Assurance Practitioner's Responsibilities

Our responsibility is to express an opinion on (name of occupational association)'s compliance, in all material respects, with the preparation of the Return as evaluated against the Guidance. ASAE 3100 requires that we plan and perform our procedures to obtain reasonable assurance about whether, (name of occupational association) has complied, in all material respects, with the preparation of the Return as evaluated against the Guidance.

An assurance engagement to report on (name of occupational association)'s compliance with the preparation of the Return involves performing procedures to obtain evidence about the compliance activity and controls implemented to meet that requirement. The procedures selected depend on our judgement, including the identification and assessment of risks of material non-compliance as evaluated against the Guidance.

Inherent Limitations

¹⁰ The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report*.

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with compliance requirements may occur and not be detected.

A reasonable assurance engagement does not provide assurance on whether compliance will continue in the future.

Restricted Use

This report has been prepared for use by (name of occupational association) and the Professional Standards Council(s) for the purpose of confirming (name of occupational association)'s compliance with the Guidelines in its preparation of the Return. We disclaim any assumption of responsibility for any reliance on this report to any person other than [intended users], or for any other purpose other than that for which it was prepared.

Return

	Cumulative no. of eligible scheme members	Amount due to PSC (per quarter)	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
1 st adjustment							
2 nd adjustment							
3 rd adjustment							
4 th adjustment							

Name of Assurance Practitioner

[Assurance practitioner's signature]

[Date of the assurance practitioner's assurance report]

[Assurance practitioner's location]

Association Membership (circle as appropriate)	CPAA	CA ANZ	IPA

Declaration:

I am not a member of the occupational association for which this opinion is expressed.

OR

I am a member of the occupational association and declare I have complied with ethical and independence standards in completing this assurance engagement (assurance report).

Signature of Assurance Practitioner _____

Date _____

Appendix E – Annual Membership Assurance Report (less than 100 members) – NSW and Vic

Associations with less than 100 members

For associations with a membership of less than 100 eligible scheme members in any annual fee period, the Chief Executive Officer, or equivalent nominee, and the Finance Officer must complete the signatory section below.

ANNUAL MEMBERSHIP ASSURANCE REPORT¹¹

Return

	Cumulative no. of eligible scheme members	Amount due to PSC	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
Annual adjustment							

In our opinion, the Return has been prepared in accordance with Guidance Note on Fees Payable and Assurance Reporting dated July 2026, issued by the Professional Standards Councils.

NAME OF CEO/NOMINEE _____ SIGNATURE _____

and

NAME OF FINANCE OFFICER _____ SIGNATURE _____

DATE _____

¹¹ The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report*.
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Appendix E – Annual Membership Assurance Report (less than 100 members) – Qld, SA, WA

Associations with less than 100 members

For associations with a membership of less than 100 eligible scheme members in any annual fee period, the Chief Executive Officer, or equivalent nominee, and the Finance Officer must complete the signatory section below.

ANNUAL MEMBERSHIP ASSURANCE REPORT¹²

Return

	Cumulative no. of eligible scheme members	Amount due to PSC (per quarter)	Amount paid	Date paid	Interest due to PSC (if any) as at certification date	Interest paid	Date paid
Opening statement							
1 st adjustment							
2 nd adjustment							
3 rd adjustment							
4 th adjustment							

In our opinion, the Return has been prepared in accordance with Guidance Note on Fees Payable and Assurance Reporting dated July 2026, issued by the Professional Standards Councils.

NAME OF CEO/NOMINEE _____ SIGNATURE _____

and

NAME OF FINANCE OFFICER _____ SIGNATURE _____

DATE _____

¹² The Councils' reserve the right to inspect the relevant accounts of an association providing the *Annual Membership Assurance Report*.
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