**Appendix 1 – Victorian Group Training Organisation Standards – Financial Viability Assessment**

The following checklist prescribes the information required to be submitted for the financial viability assessment of your GTO registration application. The level of detail of the checklist will assist you in ensuring that no information is omitted. Please note that the assessment will not commence until all required information has been received.

Please complete this Appendix and return it to the VRQA with the submission of your application. For guidance in completing this Appendix please refer to the notes section at the bottom of this Appendix. The VRQA reserves the right to request any additional information considered necessary.

| **Requirement1** | **Victorian GTO Standard Ref** | **Information required** | **Detailed requirements** | **File Reference2**File name Para ref3 | **VRQA checklist****(for VRQA use only)** |
| --- | --- | --- | --- | --- | --- |
| **1** | 3.2 |  | Evidence of company incorporation in Australia OR a government entity OR regulated by the Australian Charities and Not for Profit Commission | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. physical address of company in Victoria for service of notices
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. contact details of CEO or Senior management team during business hours and during holidays and other close down periods
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **2** | 3.4 | Governance Structure | Please provide the following information concerning the governance structures of the GTO: |  |  |
|  |  |  | 1. Overall governance arrangements and ownership
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |[ ]
|  |  |  | 1. Details of Board of Directors, governing authority and executive management
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |[ ]
|  |  |  | 1. Details of Quality assurance policies, procedures, systems and processes and resourcing that will ensure compliance with the Victorian GTO Standards
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **3** | 3.4 | Approved current Strategic Plan  | The Strategic plan should contain the following |  |  |
|  |  |  | 1. overall vision and mission
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |[ ]
|  |  |  | 1. Board of Directors
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |[ ]
|  |  |  | 1. strategic direction
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ |[ ]
| **4** | 3.4 | Approved Business Plan | The Business plan should contain the following |  |  |
|  |  |  | 1. description of the business including organisational charts and locations
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. continuous improvement plan or risk management strategy
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. work force development plan
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **5** | 3.4 | Three Year Financial Forecast (comprising a fully reconciled and integrated profit & loss statement, cashflow and balance sheet **in Microsoft Excel spreadsheet**). | The Financial Forecast must be a **fully integrated three dimensional model** of the legal entity applying for GTO registration which is consistent with the entity’s Business Plan. and must contain the following |  |  |
|  |  |  | 1. fully integrated cash flow, profit & loss and balance sheet (**Excel spreadsheet**) by month for the first financial year and annually thereafter

The Profit & Loss statement and Balance Sheet should be prepared on an accruals basis. | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Explanatory document outlining key assumption underpinning the financial plan and detailed documentation supporting the forecasts of major expense items eg. wages, rent and Projection of traineeships and apprentices per year.
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. detailed market analysis and other information to support projected traineeships and apprentices numbers
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Financial indicators (**Excel spreadsheet**):
	* cash flow
	* current ratio
	* debt ratio
	* creditor and debtor days
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Details of estimated or actual start up costs reconciled to the Financial Plan (**Excel spreadsheet**)
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Details of guarantees and other financial support available to the GTO including extent ($) and nature of such guarantee and/or support (i.e. personal guarantee, bank guarantee, line of credit, mortgage over property etc)
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Details of any guarantees or other financial commitments provided by the GTO to any other party
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | The financial plan should be certified by a qualified accountant. | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **6** | 3.4 | Additional Financial Information for **existing businesses** (ie enterprises that have commenced operations) | 1. Current ATO Tax Portal
	* due date
	* date of EFT/Cheque was presented and
	* Information outing if the provider has ever been in arrears in terms of any ATO debt and information regarding payment plans
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. The last three payments made to Superannuation funds, including their due date and the date of EFT/Cheque was presented
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Information regarding the rental agreement(s) for each of premises the provider holds including:
	* the remaining term for each of the lease agreements, and
	* the last three rent payments, including their due date and the date of EFT/Cheque was present.
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Aged Creditors and Debtors Reports for the most current month end and most recent financial year end
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Current Employee numbers spilt into full time, part time, casual
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Details of all bank accounts, (including loan / overdraft accounts), including
	* Current bank balance,
	* approved facility limit (if a loan account / overdraft account),
	* Bank balance and Bank statement as at most recent financial year end and as at most recent month end,
	* bank reconciliation as at most recent financial year end and as at most recent month end
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Detail any unresolved legal disputes or litigation against the provider and include the contact details of the provider’s legal advisors.
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. A copy of the last two years signed financial statements and the last two financial years management accounts and current year to date management accounts, including Profit and Loss, Balance sheet, Cash flow Statement, & Notes to the accounts
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **7** | 3.6 | Insurance details | 1. Details of all insurance policies (eg Public Liability Insurance), including date of expiry and copies of the certificate of currency.
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **8** | 3.4 | Financial management systems  | 1. physical addresses of the location of financial and staff records including archives and computer back up storage
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Please provide information on the financial management systems used by the GTO
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
|  |  |  | 1. Provide full contact details of any external accounting advisors (e.g. audit, tax or management accounting assistance)
 | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **9** | 3.4 | Mechanisms established to report significant changes in control, management or operations | Please detail the mechanisms to be used to ensure the VRQA is notified of any significant events impacting the GTO  | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **10** |  | Statutory Declaration | Please complete and return the Statutory Declaration attached as Appendix 2 to this letter. | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |
| **11** |  | Declaration regarding completeness of application | Please complete and return the declaration attached as Appendix 3 to this letter acknowledging your obligations to submit all requested evidence. | \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ | [ ]  |

The following notes will assist GTOs complete this Appendix which should be submitted with the application:

Note 1 The information Requirement List includes 11 sections that have been mapped to the Victorian GTO Standards. GTOs should ensure that they are familiar with the Standards

Note 2 Please forward all information other than the Statutory Declaration in electronic format (soft copy) and include this appendix and the completed Statutory Declaration with your submission referencing each of the 14 requirements to the appropriate file containing the requested information.

The formats for the submission of information are as follows:

Financial information – Microsoft Excel

Other information – Microsoft Word or PDF

Note 3 Where information is submitted in Microsoft Word, paragraphs within the document should be numbered and the required information should be cross referenced to the file name and paragraph number.

For example

Requirement 1 Strategic Plan information a. Overall Vision & Mission - refer Req1.doc paragraph 15 – 17

Requirement 1 Strategic Plan information b. Board of Directors – refer Req1.doc paragraph 25 17

**Appendix 2 – Statutory Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a director/responsible person of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**My Institution**), declare that

* I have read and understood the Victorian Group Training Organisation Standards;
* The strategic plan submitted with this application has been prepared and approved by the Board of Directors or Governing Body of my organisation;
* The business plan submitted with this application has been prepared and approved by the Board of Directors or Governing Body of my organisation;
* the financial plan/forecast submitted with this application has been prepared and approved by the Board of Directors or Governing Body of my organisation;
* I have provided the VRQA with all relevant information about the individuals who will be involved in the management of my organisation
* all information provided in this application is true and correct; and
* this declaration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.

Signature of Director: \_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Appendix 3 – Declaration of completeness**

**Applicant to complete:**

All required evidence of compliance against the Financial Viability Assessment Requirements has been included. I understand that an application submitted without a completed checklist and/or without evidence against Financial Viability Assessment Requirements will be considered incomplete and returned to me.

Signature of Director: \_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_