



ACNC 2021 Annual Information Statement Checklist for Basic Religious Charities

Title	ACNC 2021 Annual Information Statement Checklist for Basic Religious Charities
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Last Revised	Not Applicable
Approved by	Director Finance, Risk and Systems
Approval Date	12 October 2021

Purpose

The purpose of this Checklist is to provide guidance for your Annual Information Statement (AIS) submission. This will provide guidance and also links to relevant information and guides on the ACNC, ATO and other websites.

1. Basic Religious Charity (BRC) Checklist

This checklist applies only to Congregations, Presbyteries and Synod Boards who are endorsed by the ATO as a Charitable Institutions and recognised by the Australian Charities Not-for-profit Commission (ACNC) as a Basic Religious Charity.

This does not apply to organisations that:

- have PBI taxation endorsements; or
- have Deductible Gift Recipient (DGR) status or operate funds, authorities or institutions that earn over \$250,000 in revenue; or
- are registered charitable child care centres; or
- are educational institutions such as primary and secondary schools.

2. How to complete the ACNC 2021 Annual Information Statement

The table below sets out suggested responses to be provided by Uniting Church organisations that meet the definition of a Basic Religious Charity, when completing their 2021 Annual Information Statement.

If you have any suggestions or comments regarding this form, please send these through to fmsg@nswact.uca.org.au.

3. Lodgement of completed forms

This Statement must be lodged with the ACNC after 1 July and before 31 January 2022(extended deadline). Note that the AIS form is not available at the time of the writing of this Checklist. It is suggested that you should seek access to, and lodge via the ACNC portal.

The completed forms can be lodged with the ACNC in one of three ways.

1. By direct e-mail scanned to advice@acnc.gov.au; or
2. By sending a hard copy of the AIS to the ACNC.
ACNC
GPO Box 5108
MELBOURNE VIC 3001
3. On-line through the ACNC portal.

Please note that the ACNC does not require Basic Religious Charities to submit financial information. They should answer this section nor should they upload to ACNC any Financial Reports or Financial Statements.

4. Checklist answers

Note that as the paper form is not available, this Checklist has been prepared based on lodgement via the ACNC portal. It is suggested that you lodge your AIS via the ACNC portal.

Question	Response
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Accessing the ACNC portal

Before you commence the lodgement of your annual AIS. You will need to have access to the ACNC portal. If you have a login and password and your organisation is displayed in the Portal, you can proceed to the next section, Introduction. You must obtain access if you do not already have it. Access is only granted to Responsible Persons or Authorised Persons.

Responsible Persons are usually an organisation board or committee members, or trustees. Refer to the following link for definition of a [Responsible Persons](#). Note that a Responsible Person is required to add an [Authorised Persons](#).

Please refer to the ACNC site or call ACNC on 132262 for further information on adding Responsible and Authorised Persons.

Note: Some important links are noted below:

- [Signing Up and Getting a New Password for the ACNC Portal](#)
- [Information to Help You Use the New Charity Portal](#)

Starting the AIS Submission Process

- **Login to the ACNC portal. The Login screen should look like below:**
- **Your organisation should be listed at the bottom of the window under *My Charities*. Click on the organisation that you are submitting the AIS for.**

My charities [Can't see your charity listed? Click here for help](#)



Click on a charity's name in the list to view and manage its record

Charity ↑	ABN	Primary Contact	Charity Status	Reporting
Uca - Orange Parish	37280943458	Robert Nash	Registered	Due Date: 30/01/2021
- **Click on the Manage Reporting button.**

Manage reporting
This is where you submit the Annual Information Statement (AIS).
- **Click on the Start 2021 AIS button.**




Start 2021 AIS

- Under the Confirm Details window, confirm the *Charity* and the *Case Type*. These should be prefilled and are not changeable. If these are not correct, click on the Home button  and start again.
- If these details are correct, click the Start Button .

Introduction

Before you start

Read this page and be aware of what the symbols used throughout the online submission mean.

Click  at the bottom of the window.

Information About your Charity

Charity details

Under the Charity details section, enter the following details for your organisation:



- *Charity Australian Business Number (ABN)* – this field should be prefilled for your organisation.
- *Charity name* – this field should be prefilled for your organisation.
- *Enter your charities website address* – enter the website address of your organisation. Note that this is not mandatory.

Note: This can be sourced through the ABR website www.abr.gov.au by keying in your ABN but it should be prefilled in your ACNC Portal login.

Address for Service

1

Under the *Address for Service*, in the *Enter your charity's Address for Service email*, enter the email that you would like to the ACNC to use to communicate

with your charity. Click the  to check the email address. A  should appear once the email is verified.

Note: This will also be displayed on the ACNC register and will be visible to the public.

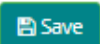

Note: It is recommended that the e-mail address is a generic one specific to the organisation rather than a personal e-mail address.












Enter the email again in the *Re-enter your charity's Address For Service email* field. This should be the same as the one entered above.

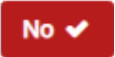
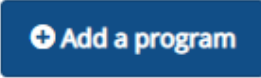
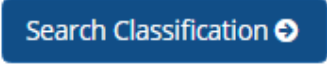



Lastly, enter the charity's physical street address in the *Search for your charity's street address* field. When you start typing, the address should appear below. Please select the address from the drop list as shown below.



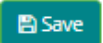
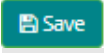
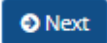
Search for your charity's street address. Start typing the address slowly and then select it from the list that appears.

21 Anson Street	
21 ANSON ST, BOURKE NSW 2840	
21 ANSON ST, ORANGE NSW 2800	
21 ANSON ST, SANCTUARY POINT NSW 2540	
21 ANSON ST, WAVERLEY TAS 7250	
21 ANSON ST, BENTLEY PARK QLD 4869	
19-21 ANSON ST, TAMINDA NSW 2340	
U 21 190 ANSON ST, ORANGE NSW 2800	
My address is not listed	

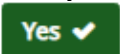

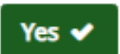
	<p>This will populate the Address details which will appear below once the address is selected. See below.</p> <p>Search for your charity's street address. Start typing the address slowly and then select it from the list that appears.</p> <p>21 ANSON ST, ORANGE NSW 2800</p> <p>Address Line 1 21 Anson St</p> <p>Address Line 2</p> <p>Suburb or Town Orange</p> <p>State or Territory New South Wales</p> <p>Postcode 2800</p> <p>Country Australia</p> <p>Click  and then click  to move to the next section.</p>
<p>Incorporated Association 2</p>	<p>Under <i>Incorporate Associations</i>, click <input type="button" value="No"/> as your organisation should be an Unincorporated Association.</p> <p>Note: you can lookup if your organisation is an Incorporated Association via the ABN Lookup website.</p>
<p>Fundraising 3</p>	<p>For the Does your Charity intend to fundraise in the next reporting period question, select <input type="button" value="Yes"/> or <input type="button" value="No"/>.</p> <p>If your Charity selected <input type="button" value="No"/>, proceed to <i>Basic Religious Charity</i> exemption question 4.</p> <p>If your charity selected <input type="button" value="Yes"/>, proceed to Fundraising license numbers question 3a.</p>
<p>Fundraising license numbers 3a</p>	<p>Select and tick <input checked="" type="checkbox"/> New South Wales or Australian Capital Territory. If you have a Fund raising license number, please enter it here. This is not a mandatory question, so you do not need to enter the license number.</p> <p>Note, for organisations in NSW, the Uniting Church in Australian is a recognised denomination, so there is no need to obtain an authority/license to fundraise in NSW. Refer to ACNC Charities that fundraise and the Charitable Funds Raising Guide on the NSW Fair Trading website.</p> <p>Note, for organisations in ACT, there is no need to obtain a license, so you can leave this blank. Refer to the following for ACT organisations for more information:</p> <ul style="list-style-type: none"> - Regulation of charities in the Australian Capital Territory Australian Charities and Not-for-profits Commission (acnc.gov.au) - Charitable collections licensing (act.gov.au)




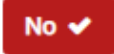


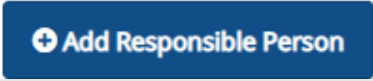
<p>Basic Religious Charity exemption 4a</p>	<p>Please select the <input type="radio"/> No  as your organisation should be Basic Religious Charity (BRC) for this guide. Your organisation will have to be registered as ‘advancing religion’ subtype, and meet 5 other criteria, as outlined in the Basic Religious Charity link. Please review this if you are unsure.</p> <p><i>Note: If you are not a BRC, you must refer to the “Checklist for Organisations Other than Basic Religious Charities” and must comply with the ACNC financial reporting regime.</i></p>
<p>4b</p>	<p>Please select the <input type="radio"/> No  as your organisation should not be incorporated. To check this, go to the ABN Lookup site, enter your ABN in the Search by ABN,  CAN or name field and click the magnifying glass.</p> <p>Under the <i>ABN details</i> section and you will see that Entity type should be “<i>Other Unincorporated Entity</i>”. If your organisation is listed as an incorporated entity, it is not a BRC and must comply with the ACNC financial reporting regime.</p>
<p>4c</p>	<p>Please select the <input type="radio"/> No  if your organisation is not registered as a Deductible Gift Recipient (DGR).</p> <p><i>Note: If your organisation (as a whole) is endorsed DGR or you operate DGR fund, authority or institution with revenue over \$250,000, you are not a BRC must use the “Checklist for Organisations other Than Basic Religious Charities” and comply with the ACNC financial reporting regime.</i></p> <p><i>Refer to the link Deductible Gift Recipients and the ACNC for more information.</i></p>
<p>4d</p>	<p>Please select the <input type="radio"/> No  if your organisation has not received more than \$100,000 in government grants in the current, or previous two reporting periods. Government Grants includes all funding from all Local, State and Federal government.</p> <p><i>Note: If your organisation has received over \$100,000 in government grants, select <input type="radio"/> Yes . You are not considered to be a BRC and must use the “Checklist for Organisations other Than Basic Religious Charities” and comply with the ACNC financial reporting regime.</i></p>
<p>Charity size 5</p>	<p>Select the relevant size of your charity as this is mandatory. This has no impact on the reporting requirements if your organisation is a BRC. This is used by ACNC for statistical purposes.</p> <p>Click  and then click  to move to the next section.</p>
<p>Charity Programs</p>	
<p>Operations 6</p>	<p>If your charity undertook any activities or programs during the year, select <input type="radio"/> Yes . If you are unsure, select <input type="radio"/> Yes .</p> <p>If your entity did not undertake any programs or activities or programs, select <input type="radio"/> No .</p>
<p>Charitable Purpose 7</p>	<p>Provide a short summary of how your organisations work helped to achieve its overall mission and aims. We suggest using something similar to the following as a basis:</p> <p><i>The organisation pursued its charitable purposes by facilitating worshipping,</i></p>

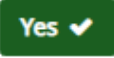

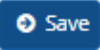
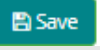

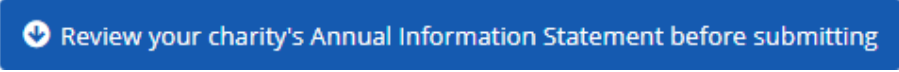
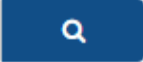
	<p><i>witnessing and serving as a fellowship of the Spirit in Christ. Its members meet regularly to hear God's Word, to celebrate the sacraments, to build one another up in love, to share in the wider responsibilities of the Church, and to serve the world.</i></p> <p>Feel free to add additional detail if your organisation is involved in other activities.</p> <p>Note: this will be displayed on the Charity's Register.</p>
<p>Programs 8</p>	<p>A program is any activity or service that a charity runs to achieve its charitable purpose for its beneficiaries. All organisations will run a program, unless they are not operating. In this case, question 6 would have been answered as </p> <p>Any programs that a charity runs must be added here. You must add at least one program. If the only program that your organisation runs is that of a Church congregation, please enter as follows:</p> <ol style="list-style-type: none"> 1. Click on  2. Enter the <i>Program Name</i> field, in this case enter Church Congregation. 3. Under <i>Program Classification</i>, click on . 4. In the <i>Classification Search</i> field, enter <i>Uniting</i> and click on . 5. Click on the drop down for <i>Uniting Church</i>, as shown below. <p>Classification Search</p> <p><input type="text" value="Uniting"/> </p> <p>Showing 5 results (of 5) for "Uniting" Sort by: Alphabetical A-Z</p> <p>Uniting Church ▲</p> <hr/> <p>The Uniting Church in Australia was established in 1977 when most congregations of the Methodist Church of Australasia, the Presbyterian Church of Australia and the Congregational Union of Australia came together under the Basis of Union. The Uniting Church is widely considered and often described as a progressive-liberal church, ordaining gay people and women, and supporting progressive causes. The Uniting Church is governed by a number of non-hierarchical inter-related councils which each have responsibility for various functions or roles within the denomination.</p> <p>Religion -> Christianity -> Protestantism -> Uniting Church </p> <hr/> <p>Food festivals ▼</p> <hr/> <p>Hip hop ▼</p> <hr/> <p>Multilateral cooperation ▼</p> <hr/> <p>Interfaith ▼</p>



	<p>6. Click on  next to this drop down.</p> <p>7. Under <i>Beneficiaries</i>, select those that are the main beneficiaries of this program. Select all that are appropriate. You must select at least one beneficiary.</p> <p>8. Under Program Locations, click on . Enter the address and select it from the menu as it drops down. This needs to be selected to proceed.</p> <p>9. Tick <i>This program is run online</i> if this applies. Tick this if the program is delivered via a website, zoom, teams or other online medium.</p> <p>10. Tick <i>This program is run outside Australia</i>. If this program is run outside of Australia. For most, this will remain unticked. If this is ticked, select all countries from the drop menu in which this program is run. Also please liaise with the Governance Officer to advise that your organisation has activities overseas.</p> <p>11. If the program has a webpage, enter it here. This could be the webpage for the Congregation if there is one. Otherwise leave it blank.</p> <p>12. Click on .</p> <p>13. If you run more than one program, please proceed to add it. This would be appropriate if you run other activities such as a soup kitchen, assist the homeless or other activities. Follow the above steps but select the most appropriate response based on the activity.</p> <p>14. Once you have completed adding your activities, click  and then click  to move to the next section.</p>
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People, Finance and Reporting

<p>Employees 9</p>	<p>These questions relate to employees that worked for the charity during the last pay period of your 2021 reporting period. Your reporting period should end on the 30th of June 2021.</p> <p>Enter the following details:</p> <ul style="list-style-type: none"> - <i>Full time employees</i> (those employees that work 35hours or more a week) - <i>Part time employees</i> (those employees working less than 35 hours a week, but does not include casual employees). - <i>Casual employees</i> (employees that work irregular hours and are not entitled to personal leave or holiday leave).
<p>Your charity's Full-Time Equivalent (FTE) staff figure 10</p>	<p>This question relates to the number of Full-Time Equivalent staff if the charity combined the hours of all its full-time, part-time and casual employees.</p> <p>This question is mandatory.</p> <p>Firstly answer the question 10. Do you need help calculating the Full-Time Equivalent (FTE) staff figure for your charity during the last pay period of the 2021 reporting period? You could answer  or .</p> <ul style="list-style-type: none"> • If you choose , you need to fill in below two questions in the boxes provided, then the system will calculate FTE based on them for you.

	<p>10a. Total hours worked by all paid employees in the pay period.</p> <p>10b. Regular number of hours worked by a full-time employee in the pay period.</p> <ul style="list-style-type: none"> If you choose , you need to fill in box with How many full-time equivalent staff (FTE) worked for your charity during the last pay period of the 2021 reporting period.
Volunteers 11	<p>This question relates to the number of volunteers that worked for the organisation during the 2021 reporting period. The volunteer could have worked for one hour or been a full-time volunteer. This can include unpaid board members, committee members and also any person who participated in any activity of your charity in a volunteer capacity.</p> <p><i>Note: This does not have to be exact, so please use your best estimate.</i></p> <p>Click  and then click  to move to the next section.</p>
Financial Report Details	<p>The ACNC website should advise if you have been classified as a Basic Religious Charity (BRC) and ask if you want to complete the <i>Finance Section</i>. This section should be answered as  as BRCs are not required to provide this information.</p> <p><i>Note: if your organisation is not identified as a BRC, you must use the "Checklist for Organisations other than Basic Religious Charities" and comply with the ACNC financial reporting regime.</i></p>
Responsible People	
Review and edit the current Responsible People 17a	<p>A responsible person is someone that has responsibility for governing your charity. Refer to the Responsible Person Factsheet for more details. This section focuses on updating:</p> <ul style="list-style-type: none"> The position of the Responsible Person Remove Responsible Persons <p>In most Congregations, the relevant Authorised Persons are the Chairperson, Secretary, Treasurer and the Committee Members. These will be listed here. Please edit the Responsible people by clicking  next to the relevant Responsible Person. Click the following to update as required:</p> <p>I want to:</p> <ul style="list-style-type: none"> <input type="radio"/> Update this Responsible Person's position <input type="radio"/> Remove this Responsible Person <p>If you want to <i>Update the Responsible Person's position</i>, tick this and select the New Position and enter the <i>Start date for the new position</i>.</p> <p>If you want to <i>Remove the Responsible Person</i>, tick this and enter the <i>Responsible Person end date</i>.</p> <p>Click .</p> <p>Repeat for every Responsible Person that needs to be updated.</p>
Add a new Responsible Person 17b	<p>In this section you add any new Responsible Person that do not appear in the list shown at 17a. Click on . Enter the following details:</p>

	<ul style="list-style-type: none"> - <i>Title</i> - <i>Family Name</i> - <i>Given name</i> - <i>Other Given name</i> - <i>Date of Birth</i> - <i>Gender</i> <p>- If this person is known by any other name, click  and enter the <i>Family name</i> and <i>Given name</i>. Otherwise, click .</p> <p>Select whether the Responsible Person residential address is Australian or International. In most cases this will be Australian. Enter the following:</p> <ul style="list-style-type: none"> - <i>Residential Address</i> (start entering and select from the address that drops down. This is necessary to proceed) - <i>Primary phone number</i> - Leave the <i>Alternative phone number</i> as blank. This is not mandatory. - Leave the <i>Email address</i> as blank. This is not mandatory. <p>The Cultural and language diversity items are not mandatory, so please fill these if you would like to.</p> <ul style="list-style-type: none"> - <i>Position in organisation</i> – select from the positions noted in the list. In most cases these are one of the following: Chairperson, Secretary, Treasurer and the Committee Members. - Enter the date that this person became a Responsible person. - In response to the question <i>Have you searched the ASIC Register of Banned or Disqualified Persons for the name of this Responsible Person?</i>, select the appropriate answer. <p>Click .</p> <p>Tick the box that <i>I confirm that the details for the Responsible People are correct</i> after checking the details listed.</p> <p>Click  and then click  to move to the next section.</p>
Review and Submit	
Review Your AIS	<p>Review your Annual Information Statement submission by clicking on .</p> <p>This will download a pdf copy. Please review and navigate back through the AIS to update as required.</p>
Declaration	<p>Once you have reviewed your AIS, enter your details in the declaration.</p> <ul style="list-style-type: none"> - <i>Title</i> - <i>Family Name</i> - <i>Given Name</i> - <i>Contact Number</i> (click  to verify the number)

	<ul style="list-style-type: none"> - <i>Email Address</i> (click  to verify the email address) - <i>Position Held</i> - Select the declaration relevant to you from the drop-down list. In most cases, this will be someone listed at <i>Q17a</i> or <i>b</i>, and as such will be a Responsible Person. If you are not listed at <i>Q17a</i> or <i>b</i>, please select the most appropriate person based on the definitions provided. - Tick the <i>Responsible persons declaration</i> once you have reviewed and made any necessary adjustments. <p>▼ Responsible Person declaration</p> <p>* <input type="checkbox"/> Responsible Person's declaration</p> <p>I declare that:</p> <ul style="list-style-type: none"> • I am authorised to sign on behalf of the charity whose ABN appears on this form about the contents of this form and any documents filed with this form; and • The information given on this form, any documents filed with this form and any attached document is true, correct and complete. <p>Ensure you have answered all the relevant questions correctly and read the privacy notice before you complete the declaration and submit your charity's Annual</p> <ul style="list-style-type: none"> - <i>Date</i> (enter the date of the declaration) <p>Click on .</p>
Receipt	Note down the receipt number and download a copy of your submitted AIS for your own records.

5. Further Information

If you have any queries please contact the Governance Officer Karyn Warner on 02 8267 4299 or e-mail karynw@nswact.uca.org.au.