



**uniting
church**

in Australia,
Synod of NSW & ACT

ACNC 2018 Annual Information Statement

Checklist for organisations other than Basic Religious Charities

Title	ACNC 2018 Annual Information Statement Checklist for organisations other than Basic Religious Charities
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Last Revised	
Approved by	
Approval date	

1. All Uniting Church Organisations Other Than a Basic Religious Charity (“BRC”) Checklist

This checklist applies only to organisations that are not BRC’s because they:

- Hold PBI taxation endorsements; and/or
- Hold Deductible Gift Recipient (DGR) Status; or
- Receive government grants in excess of \$100,000 per year; or
- are registered charitable child care centres; or
- Educational institutions such as primary and secondary schools.

2. How to complete the ACNC 2018 Annual Information Statement

The table below sets out the standard responses to be provided by Uniting Church organisations that do not meet the definition of a Basic Religious Charity, when completing their 2018 Annual Information Statement.

3. Lodgement of completed forms either in paper form or on-line

If your organisation has a:

- 30 June year end then this Statement must be lodged with the ACNC after 1 July 2018 and before 31 March 2019.
- 31 December year end then this Statement must be lodged with the ACNC after 1 January 2019 and before 30 June 2019.

On-line lodgement requires the individual organisation to have a user name and password issued by the ACNC;

Please note that the ACNC requires each organisation to submit a copy of their audited annual report with their 2018 AIS.

4. Checklist answers

Question	Response
About your charity	
1	<p>Insert the organisation ABN that is registered with the ACNC.</p> <p>Insert organisation name as detailed on your ABN registration for the ABN listed in 1 above with the Australian Business Register</p> <p><i>Note:</i></p> <p><i>This can be sourced through the ABR website www.abr.gov.au by keying in your ABN.</i></p> <p>Insert all the trading or business names being operated under the ABN registration.</p> <p><i>Note:</i></p> <p><i>This can be sourced through the ABR website www.abr.gov.au by keying in your ABN.</i></p>

2	Provide full details of the organisation's public contact details. If an e-mail address is to be included it <u>must</u> be an e-mail address specifically for the organisation and <u>not</u> a personal e-mail address.
3	Provide full details of the <u>address for service</u> for your organisation. If an e-mail address is to be included it <u>must</u> be an e-mail address specifically for the organisation and <u>not</u> a personal e-mail address.
4	Place an X in the small, medium or large box as applicable.
5	Place an X in the NO box
6	Place an X in the YES or NO box as applicable If YES then place an X in the ACT or NSW box as applicable and insert not applicable in the Fund Raising licence number box
7	Place an X in the NO box
Key personnel	
8	Insert contact person's details
9(a)	Insert personal details for every current member of your Board or management committee as applicable
9(b)	Insert personal details for any person who ceased being a member of your Board or management committee in 2018
Activities and beneficiaries	
10	Place an X in the YES box
11(a)	If a: PBI place an M in the Social Services boxes Child Care Centre or Educational Institution place an M in the Education and Research boxes as applicable
11(b)	Place an O in the relevant box if applicable
11(c)	Do not answer
12	If a: PBI , adapt the following: <i>The organisation pursued its benevolent purposes by undertaking the following services:</i> - <i>List the general types of benevolent services provided</i> <i>It pursued these purposes from a biblical basis of the Uniting Church in Australia without discrimination and directed the services to people in need of relief.</i> Child Care Centre , include the following:

	<p><i>The organisation pursued its charitable purpose by providing high quality Christian community based early child care services in the local area.</i></p> <p>Educational Institution, include the following:</p> <p><i>The organisation pursued its charitable purpose by providing high quality Christian community based primary and secondary school educational services in the local area.</i></p>
13	Place an X in the NSW and/or ACT box as applicable
14	Place an X in the NO box
15(a)	Place an M in the general box
15(B)	Where applicable place an O in any other box
16	Please attach your annual report and audited financial statements.
People	
17(a)	Insert numbers as applicable.
17(b)	Insert number
18	Insert number
Finances	
19	Insert X in the relevant box
	Insert figures in income statement
19(a)	Insert X in the relevant box
19(b)	Insert X in the NO box
19(c)	Insert X in the relevant box
19(d)(i)	Insert X in the NO box
19(d)(ii)	Insert X in the NO box
20(a)	Insert X in the relevant box
20(b)	Insert X in either ACT and/or NSW box
20(c)	Insert X in the charitable box
20(d)	Attach financial report and place X in box
20(e)	Attach financial report and place X in box
Reporting to State or Territory Regulators	
ACT1	Please do not answer
ACT2	Please do not answer

NSW1	Please do not answer
NSW2	Please do not answer
NSW3	Please do not answer
NSW4	Please do not answer
Reporting to the Australian Taxation Office	
Place an X in the NO box	
Declaration	
To be completed and signed by a member of the governing body of your organisation. This person MUST be a responsible person declared to the ACNC.	
Section AF – Ancillary Fund Information Requirements	
Please do not answer	

5. Further Information

If you have any queries please contact Vicki Roper on 8267 4365 or e-mail vickir@nsw.uca.org.au