



**uniting
church**
in Australia,
Synod of NSW & ACT

ACNC 2019 Annual Information Statement Checklist for Basic Religious Charities

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| Title | ACNC 2019 Annual Information Statement Checklist for Basic Religious Charities |
| Creation Date | 31 October 2019 |
| Version | |
| Last Revised | |
| Approved by | |
| Approval date | |

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 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
- are registered charitable child care centres; or
- are educational institutions such as primary and secondary schools.

2. How to complete the ACNC 2019 Annual Information Statement

The table below sets out the standard responses to be provided by Uniting Church organisations that meet the definition of a Basic Religious Charity, when completing their 2019 Annual Information Statement.

3. Lodgement of completed forms

This Statement must be lodged with the ACNC after 1 July 2019 and before 31 January 2020.

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 returns and Basic Religious Charities should not submit an annual financial return.

4. Checklist answers

Please use black pen only to complete the form on paper

| 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> <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> <i>This can be sourced through the ABR website www.abr.gov.au by keying in your ABN.</i></p> |
| 2 | <p>Provide full details of the organisation's public contact details.</p> <p>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.</p> |
| 3 | <p>Provide full details of the <u>address for service</u> for your organisation.</p> <p>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.</p> |
| 4 | Place an X in the small, medium or large box as applicable. |
| 5 | Place an X in the NO box |
| 6 | <p>Place an X in the YES or NO box as applicable</p> <p>If YES then place an X in the ACT or NSW box as applicable.</p> <p><i>Please note there is no requirement for Uniting Church organisations to hold a fund raising licence number so that box should be left blank.</i></p> |
| 7 | Place an X in the YES box |
| 7(a) | Place an X in the NO box |
| 7(b) | Place an X in the NO box |
| 7(c) | Place an X in the NO box |
| 7(d) | <p>Place an X in the NO box</p> <p>If your organisation is holds DGR status it is NOT a BRC you must use the "<i>Checklist for Organisations other Than Basic Religious Charities</i>" and must comply with the ACNC financial reporting regime</p> |
| 7(e) | <p>Place an X in the YES or NO box as applicable.</p> <p>If Yes, your organisation is NOT a BRC and you must use the "<i>Checklist for Organisations other Than Basic Religious Charities</i>" and must comply with the ACNC financial reporting regime</p> |

| Key Personnel | |
|-------------------------------------|---|
| 8 | Insert contact person's details |
| 9(a) | Insert personal details for every current member of Church Council, Presbytery Standing Committee or Board as applicable. If there is not sufficient space for all members details please make multiple copies of page 4 and complete |
| 9(b) | Insert personal details for any person who ceased being a member of Church Council in the 2018/2019 financial year. |
| Activities and beneficiaries | |
| 10 | Place an X in the YES box |
| 11(a) | Please insert an M in the Religious activities box |
| 11(b) | Do not answer |
| 11(c) | Do not answer |
| 12 | Insert <i>The organisation pursued its charitable purposes by facilitating worshipping, 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> |
| 13 | Place an X in the NSW and/or ACT box as applicable |
| 14 | Place an X in the NO box |
| 15(a) | Please insert an M in the general box |
| 15(b) | Please do not answer |
| 16 | Please do not attach your annual report or financials. |
| People | |
| 17(a) | Insert numbers as applicable. |
| 17(b) | Insert number |
| 18 | Insert number |
| Finances | |
| 19 | Please do not answer or provide financials. |
| 19(a) | Please do not answer |
| 19(b) | Please do not answer |
| 19(c) | Please do not answer |

| | |
|--|----------------------------------|
| 19(d)(i) | Please do not answer |
| 19(d)(ii) | Please do not answer |
| 20(a) | Please an X in the NO box |
| 20(b) | Please do not answer |
| 20(c) | Please do not answer |
| 20(d) | Please do not answer |
| 20(e) | Please do not answer |
| Reporting to state and 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 | |
| Please place an X in the NO box | |
| Declaration | |
| Please insert details of the person completing and signing the 2019 Annual Information Statement. This person must be on the list of responsible persons for the organisation. | |
| 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