



# **ACNC 2018 Annual Information Statement**

## **Online registration**

## **Checklist for Basic Religious Charities**

<b>Title</b>	ACNC 2018 Annual Information Statement <b>Online</b> Checklist for Basic Religious Charities
<b>Creation Date</b>	27 March 2019



## 1. Basic Religious Charity checklist

This checklist applies only to congregations and presbyteries who are endorsed by the ATO as Charitable Institutions and recognised by the ACNC as a Basic Religious Charity and are intending to lodge their Annual Information Statement online.

This does not apply to organisations that:

- are intending to lodge their Annual Information Statement in paper form
- 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.

**Note: The checklist is generic and would support all congregations/presbyteries. However, there may be cases where your 2018 Annual Information Statement is tailored to your individual congregation/ presbytery requirements.**

## 2. How to complete the ACNC 2018 Annual Information Statement online

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 2018 Annual Information Statement on-line.

## 3. Online lodgement of completed forms

This Statement must be lodged online with the ACNC after 1 January 2019 and before 29 June 2019.

***ACNC launched a new website in October 2018 and hence the old way of logging in using your charity ABN and password no longer works.***

Log in details:

1. Go to the ACNC website [www.acnc.gov.au](http://www.acnc.gov.au)
2. Click on "Charity Portal" log in button
3. Click on the "Forgot your password" link, even though you have not actually forgotten your password this is the way you create a new one
4. You will be asked to provide an email address, it has to be the email address that ACNC records such as the Address for Service email address
5. After typing the email address, click on "Send Verification Code"
6. A six-digit numerical code will be sent to your email
7. Enter the code into the Verification Code and click "Verify Code"  
Once your code is verified, click "Continue" to create a new password.
8. Re-enter your email and the new password.

**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

Once you are in the portal, select charity by clicking on your church name. Please note an Annual Information Statement (AIS) needs to be completed for each Australian Business (ABN).

Then click on “Manage Reporting” and click “Start 2018 AIS” or “Resume 2018 AIS”. Confirm Church details and click “Start”. An introduction page will display, click “Next”.

Question	Response
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<b>About your Charity</b>	
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	This section gathers basic information about your ABN.
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	This information is pre-filled. Please check that the congregation/presbytery ABN is correct.
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<b>1.</b>	<b>Are there any other names your charity is known by?</b>
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	Add other names.
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<b>2.</b>	<b>Provide public contact details for your congregation/presbytery.</b>
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	The addresses you provide in this section will appear as your charity’s contact details on the Charity Register.
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	The public can use these details, so it is best to provide a generic charity email address rather than a personal address.
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	After you enter your church’s email address you will need to click the “Search” button to confirm. With the address type slowly and wait. A list of addresses will appear, select the correct address.
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<b>3.</b>	<b>Provide your congregation/presbytery details for contact with the ACNC (its Address for Service).</b>
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	If an email address is to be included it should be an email address specifically for the congregation/presbytery and <u>not</u> a personal email address. The ACNC will send correspondence to your charity’s Address for Service email, and will use it as the primary contact point. Click the “Search” button to verify the address.
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	Re-enter email address.
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	Street address does not need to be provided.
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<b>4.</b>	<b>Select your congregation/ presbytery’s size based on the annual revenue for the 2018 reporting period.</b>
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	Fill in appropriate number.
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<b>Reporting details</b>	
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<b>5.</b>	<b>Is your charity an incorporated association?</b>
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	Click the “ <b>NO</b> ” box.
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<b>6.</b>	<b>Does your charity intend to fundraise in the next reporting period?</b>
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	Click in the “ <b>YES</b> ” or “ <b>NO</b> ” box as applicable.
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	If “ <b>YES</b> ” the place an X in the <b>VIC</b> or <b>TAS</b> box as applicable and insert
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fundraising number in the Fund Raising licence number box (if applicable).

7. **Basic Religious Charity Exemption, 7a o 7e are for charities with “advancing religion” as their only registered subtype.**
- 7(a). Click on the “**NO**” box.
- 7(b). Click on the “**NO**” box.
- 7(c). Click on the “**NO**” box.
- 7(d). Click on the “**NO**” box.
- 7(e). Click on the “**YES**” or “**NO**” box as applicable Generally, churches are **not** endorsed as Deductible Gift Recipients, therefore select “**NO**”. However, if the answer is “**YES**”, your congregation/presbytery is NOT a Basic Religious Charity (BRC) and must comply with the ACNC financial reporting regime.

### Key Personnel

8. Insert contact person’s name, position, date of birth, email address and primary phone number. Email address and phone number need to be verified by clicking on the “Search” button.
9. **Charity Responsible Persons**
- Review your Responsible Persons and update their details if required and remove those who are no longer members of your Church Council. Any change will require the date change was effective.
- Add a Responsible Person if required (details required are family name, given name, date of birth, other known names, address and phone number).
- Please note that only their name and position will appear on the ACNC Charity Register.
- Click the box to confirm that the responsible persons’ details are correct.

### Activities and beneficiaries

This section of the AIS asks questions about your charity's work and who it aims to help.

10. **Did your charity operate in the 2018 reporting period?**  
Click “**YES**” or “**NO**”
- 11(a). Select “Religious Activities” form the drop-down box.
- 11(b). Please do not answer.
12. How did your charity’s activities and outcomes help achieve its purpose?  
Insert:  
*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.*
13. Please tick “**VIC**” and/or “**TAS**” box as applicable



14. Please tick the “**NO**” box
15. Who were your charity’s main beneficiaries in the 2018 reporting period?  
Select General Community in Australia.
- 15(b). Please do not answer.

#### **Annual Report**

16. How would you like to provide a copy of your charity’s annual report?  
Please click “No annual report available”.

#### **People and Finance**

##### **Human Resources**

- 17(a). Number of your charity’s paid employees  
Insert numbers as applicable. Include any minister or staff paid through Synod Centralised Stipend Payroll Service (CSPS).  
Must enter a number in all fields if nil enter 0.
- 17(b). Insert full-time equivalent staff (FTE).  
This is the sum of paid hours of all employees in a pay period/standard average hours full-time employees

18. **Unpaid volunteers**  
Insert number

##### **Financial Report Details.**

##### **Do you want to complete the Finance Section?**

Please select “**NO**”.

#### **Other Reporting Obligations**

Review and update information about your charity.  
For congregations and presbyteries, the governing documents should be the Constitution and Regulations of the Uniting Church in Australia.  
Charity subtype is “Advancing Religion”.

#### **Review Your AIS**

You can review and print your completed AIS at this stage prior to submission.  
Review and click back to various sections to correct any details.

#### **Declaration**

Please insert details of the person completing and signing the 2018 Annual Information Statement. This person must be on the list of responsible persons for the congregation/presbytery. For contact number and email address you will need to enter the details and then click the “Search” button to confirm.



Select authorised person or responsible person as appropriate.

Tick “Declaration” box and enter today’s date.

Submit.

### **Receipt**

Click on the “Review your AIS” button and print your completed AIS.

## **5. Further information**

If you have any queries please contact Heather Ackland on 92515236, 0466 681 569 or email [heather.ackland@victas.uca.org.au](mailto:heather.ackland@victas.uca.org.au).