



# **ACNC 2018 Annual Information Statement**

## **Paper registration**

### **Checklist for Basic Religious Charities**

<b>Title</b>	ACNC 2018 Annual Information Statement <b>PAPER</b> Checklist for Basic Religious Charities
<b>Creation Date</b>	28 March 2019



**Uniting Church in Australia**  
SYNOD OF VICTORIA AND TASMANIA



## 1. Basic Religious Charity checklist

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

This does not apply to organisations that:

- are intending to lodge their Annual Information Statement online
- have PBI taxation endorsements;
- have Deductible Gift Recipient (DGR) status;
- are registered charitable childcare 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 requirement.**

## 2. How to complete the ACNC 2018 Annual Information Statement in paper format

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 in paper format.

## 3. Lodgement of completed forms

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

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

1. By direct email scanned to [advice@acnc.gov.au](mailto:advice@acnc.gov.au); or
2. By sending a hard copy of the AIS to the ACNC.

ACNC

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MELBOURNE VIC 3001

**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.

Question	Response
<b>Charity details</b> This section gathers basic information about your Australian Business Number (ABN). This information is pre-filled. Please check that the congregation/presbytery ABN is correct.	
<b>Charity's Australian Business Number (ABN)?</b>	The congregation's/presbytery's ABN that is registered with the ACNC.
<b>Charity's name?</b>	The congregation's/presbytery's name as detailed on your ABN registration with the Australian Business Register  <i>Note:</i> <i>This can be sourced through the ABR website <a href="https://abr.business.gov.au/">https://abr.business.gov.au/</a> by keying in your ABN.</i>
<b>Are there any other names your charity is known by?</b>	Add additional names as necessary.
<b>Provide your charity's public contact details:</b>	Provide details of your congregation's/presbytery's street address to be displayed in the public domain on the ACNC website.  If an email address is to be included it <u>should</u> be an email address specifically for the congregation/presbytery and <u>not</u> a personal email address.
<b>Provide you charity's details for contact with the ACNC (its Address for Service)</b>	Provide details of the <u>Address for Service</u> for your congregation/presbytery. The ACNC will send correspondence to your charity's Address for Service email or address and will use it as the primary contact point.  If an email address is to be included it <u>should</u> be an email address specifically for the congregation/presbytery and <u>not</u> a personal email address.
<b>Select your charity's size</b>	Place an X in the " <b>Small</b> ", " <b>Medium</b> " or " <b>Large</b> " box as applicable.
<b>Reporting details</b>	
<b>Is your charity an incorporated association?</b>	Place an X in the " <b>NO</b> " box.
<b>Does your charity intend to fundraise in the next reporting period?</b>	Place an X in the " <b>YES</b> " or " <b>NO</b> " box as applicable.  If <b>YES</b> the place an X in the <b>VIC</b> or <b>TAS</b> box as applicable and insert fundraising number in the Fund



	Raising licence number box (if applicable).
<b>Basic Religious Charity Exemption</b> This section is for charities with “advancing religion” as their only registered subtype.	
<b>Could your charity be registered with any other subtype of charity?</b>	Place an X in the <b>NO</b> box
<b>Is your charity incorporated or registered under certain legislation?</b>	Place an X in the <b>NO</b> box
<b>Has the ACNC allowed your charity to report as part of a group?</b>	Place an X in the <b>NO</b> box
<b>Is your charity (as a whole) endorsed as a deductible gift recipient (DGR) or does it operate DGR funds, authorities or institutions that had total revenue of \$250,000 or more in the reporting period?</b>	Place on the <b>YES</b> or <b>NO</b> box as applicable.  Generally, churches are <b>not endorsed as DGR</b> , therefore select <b>NO</b> . However, if <b>YES</b> , your organisation is NOT a Basic Religious Charity (BRC) and must comply with the ACNC financial reporting regime.
<b>Has your charity received more than \$100,000 in government grants in the current reporting period, or in either of the previous two reporting periods?</b>	Place an X in the <b>YES</b> or <b>NO</b> box as applicable.  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
<b>Key Personnel</b>	
<b>Primary contact for your charity</b>	Complete contact person’s name, position, date of birth, email address and primary phone number.
<b>Charity Responsible Persons</b>	Review your Charity’s 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.
<b>Activities and Beneficiaries</b> This section of the AIS asks questions about your charity’s work and who it aims to help.	
<b>Did you charity operate in the 2018 reporting period?</b>	Place an X in the <b>YES</b> Box
<b>Select the main activities you charity undertook during the 2018 reporting period.</b>	Under Main Activity please place an X in <b>Religious Activities</b> only.
<b>If you charity has more than one main activity, select up to three more from the list.</b>	Do not answer



<p><b>Describe how your charity's activities and outcomes helped achieve its work.</b></p>	<p>Insert</p> <p><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></p>
<p><b>Where did your charity operate in the 2018 reporting period?</b></p>	<p>Place an X in the "VIC" and/or "TAS" box as applicable.</p>
<p><b>Will your charity change or introduce any activities in the 2019 reporting period?</b></p>	<p>Place an X in the "NO" box.</p>
<p><b>Who were you charity's main beneficiaries in the 2018 reporting period.</b></p>	<p>Place an X in the <b>General Community in Australia</b> box.</p>
<p><b>If your charity has more than one main group of beneficiaries, select up to three more from the list below.</b></p>	<p>Do not answer.</p>
<p><b>How would you like to provide a copy of your charity's annual report?</b></p>	<p>Place an X in "No Annual Report Available" box.</p>
<p><b>People and Finance</b></p>	
<p><b>How many paid employees worked for your charity during the last pay period in the 2018 reporting period?</b></p>	<p>Complete numbers as applicable. Include any minister or staff paid through Synod Centralised Stipend Payroll Services (CSPS).</p>
<p><b>How many full-time equivalent (FTE) staff worked for your charity during the last pay period of the 2018 reporting period?</b></p>	<p>Complete full-time equivalent staff (FTE). This is the sum of paid hours of all employees in a pay period/standard average hours or full-time employees.</p>
<p><b>How many unpaid volunteers helped your charity during the 2018 reporting period?</b></p>	<p>Complete number.</p>
<p><b>Finance</b></p>	
<p><b>Do you want to complete the Finance Section?</b></p>	<p><b>Place an X in the "NO" box.</b> Please DO NOT ANSWER and do not provide financials.</p>
<p><b>Other Reporting Obligations</b></p>	
<p><b>Review and update information about your charity.</b></p>	<p>For congregations and presbyteries the governing documents should be the Constitution and Regulations of the Uniting Church in Australia. Charity subtype is "Advancing Religion".</p>
<p><b>Declaration</b></p>	
<p>Please complete 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.</p>	



Place an X next to authorised person or responsible person as appropriate.

Tick declaration box and enter today's date

## 5. Further information

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