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AUGUST 2019

ACNC Reporting Information

Are you a not-for-profit entity which is registered with the Australian Charities and Not-for-Profits Commission (ACNC)? If so here is some useful information which you will be required to know:

Reporting requirements, by size of entity:

- Small entities (income less than \$250,000) must submit an Annual Information Statement, can choose cash or accrual accounting and do not have to have an audit completed
- Medium entities (income of 250,000 to 1,000,000) must submit an Annual Information Statement and are required to submit a financial statements that has been reviewed or audited
- Large entities (income over 1,000,000) must submit an Annual Information Statement and are required to submit audited financial statements

Reporting deadlines will differ by state and be determined by the charity's year end date. For further information on reporting requirements please refer to the ACNC website at:

<https://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/reporting-annually-acnc>

The Annual Information Statement includes questions about your charity, its activities, basic financial information and some other questions designed to help provide information about your charity. Some questions are mandatory, others are optional. Some entities are not required to complete an Annual Information Statement, and these include Basic Religious Organisations, Aboriginal and Torres Strait Islander Corporations and non-government schools. For further information on the completion of your Annual Information Statement refer to the ACNC website at:

<https://www.acnc.gov.au/for-charities/annual-information-statement>

The ACNC website also has material in relation to the **types of records** that are required to be kept by a not-for-profit entity. Refer to the ACNC website in this regard:

<https://www.acnc.gov.au/for-charities/manage-your-charity/obligations-acnc/keep-charity-records>

Finally the ACNC website has a guide for charitable organisations' governance board members which is an excellent reference for any persons who are responsible for the operations of a charitable entity. For the guide please refer to the website:

<https://www.acnc.gov.au/tools/guides/governance-good-acncs-guide-charity-board-members>

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