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For Distribution to Directors and Committee Members of CAAAS Clients

Australian Charities and Not-for-profit Commission (ACNC) Keeping your entity information up-to-date

The ACNC has commenced revoking the registration of not-for-profit entities that have either not updated their information, failed to meet the requirements of a charity or have been uncontactable. I have over the past few months identified several clients whose information was not up-to-date. I strongly suggest that you review your information on the ACNC and keep it up to date as required by the legislation.

How to check if your entity information is up-to-date on the ACNC website?

- Go to [Find a charity](#) on the ACNC website.
- Enter your entity name or charity ABN, click find.
- Select your charity from the list.

I suggest that you then 'Save a copy as a PDF' so you can review the information recorded for your entity. Print this out and:

- Note any errors for correction.
- Note any missing information to be inserted.
- Some information is optional, although for transparency I suggest you consider inserting any missing information.
- In respect to Responsible Persons, this does not just mean your nominated contact person(s). For the ACNC, [Responsible Persons](#) refers to all of those responsible for governing the charity. Those people are its Directors, Committee Members or Trustees.

NOTE: The 2015 Annual Information Statement will be available in late September 2015 along with the release of guidance and support to help you fill out this year's statement.

When you have identified the corrections and missing information then:

- Access the ACNC Portal.
- Accept the terms of use.
- Login using your entity's username and password.
- Update the entity's information by selecting the relevant button on the left hand side.
- Remember to check that the entries have been updated by returning to the beginning of this guide and reprinting the PDF as your record of changes.

Your entity has 'ongoing obligations' to remain eligible to be registered. This includes:

- Notifying the ACNC of changes.
- Keeping financial records.
- Reporting annually.
- Meeting the Governance Standards. View the Governance Standards, click [here](#).
- Meeting external conduct standards and other obligations.
- To view details about these ongoing obligations, click [here](#).

Finally, if you have not explored the ACNC website thoroughly, then I suggest you allocate some time for this. When exploring either print or bookmark into a new folder named ACNC for future reference.

If you have any queries regarding the above, I suggest you contact the ACNC via their link [here](#).

I look forward to continuing my working relationship with you.



Ian Barfoot
Registered Company Auditor