



## Landcare NSW Incorporated

- Governance
- Reporting Requirements
  - Incorporated Associations – Non – Charity
  - Company Limited by Guarantee – Non Charity
  - ASNC registered Charities (Incorporated Associations or Companies)
- Need for appropriate reporting surrounding completion of milestones
- Auditing of Acquittals

## Governance

- **Governing Body**- responsible for oversight of operations, ensuring organisation meets its objects, is well managed and meets its obligations under relevant legislation.
  - **Objects** will be contained in your constitution or model rules
- **ACNC** ( Australian Charities and Not-For-Profits Commission) has developed 5 Governance Standards
  - Not-For-Profit and working towards charitable purpose
  - Accountability to members
  - Compliance with Australian Laws
  - Suitability of responsible persons
  - Duties of responsible persons
- [http://www.acnc.gov.au/ACNC/manage/tools/ACNC/edu/tools/GFG/GFG\\_Intro.aspx](http://www.acnc.gov.au/ACNC/manage/tools/ACNC/edu/tools/GFG/GFG_Intro.aspx) or Google ANC Governance for Good

## What are indicators of poor Governance

- Minutes that provide little to no evidence of decision making, conflicts of interest or the tabling of adequate financial reporting
- Poorly framed or non existent policies
- Poor understanding of reporting obligations
- Poor understanding of the milestones or deliverables imposed by funding agreements
- Incorrectly framed financial reports
- Inability to detect going concern problems

## What are our reporting obligations

- A quick search of the Australian Business Register will provide enough information to get started.

Google ABN Lookup

<http://abr.business.gov.au>

Entity Type

GST Status

ACNC Status and link you to ACNC Portal

Details of Charity Tax Concessions



## Incorporated Associations NSW

### Under the Associations Incorporation Act NSW 2009

- **Tier 1**
- Revenue >\$250,000 and/or
- **Current assets** >\$500,000 Form A12 + Financial Report to Fair Trading + Form A9 Change of Public Officer (if changed)
- Audited Financial Statements in accordance with Australian Accounting Standards. Exemption from disclosure requirements of AAS if revenue <\$2,000,000 under Class Order.
- **Tier 2**
- Revenue <\$250,000 and
- Current assets <\$500,000
- Form A12 to Fair Trading + Form A9
- Present at AGM - Income & Expenditure Statement + Balance Sheet
- Not required to lodge financial report with Fair Trading



## Company Limited by Guarantee

- **Tier 1**

- Revenue < \$250,000 and NOT a DGR Recipient
- Exempt from reporting and auditing requirements

- **Tier 2**

- Revenue , \$250,000 DGR Recipient
- Revenue > \$250,000 and , \$1,000,000 regardless of DGR status
- Must prepare and lodge a financial report with ASIC that is either reviewed or audited

- **Tier 3**

- Revenue > \$1,000,000 must prepare and lodge an audited financial report

## ACNC Registered Charity

- **Small**

- Revenue < \$250,000
- Lodge an annual information statement, no requirement to prepare a financial report or to have an audit or review

- **Medium**

- Revenue > \$250,000 and < \$1,000,000
- Lodge financial statements and annual information statement
- Must have a review, may elect to have an audit

- **Large**

- Revenue > \$1,000,000
- Must lodge annual information statement and an audited financial report

## Advice to Board Members

- Get involved, research your reporting requirements
- Understand your funding agreements, there may be specific audit requirements contained in these.
- If you have funding agreements make sure you are receiving appropriate milestone reporting
- National Standard Chart of Accounts
- <https://www.acnc.gov.au/ACNC/Manage/Reporting/NSCOA/ACNC/Report/ChartofAccounts2.aspx>
- Speak to others in your sector
- Seek help