



# Anglican Church Diocese of Sydney

ST. ANDREW'S HOUSE SYDNEY SQUARE NSW 2000  
ALL CORRESPONDENCE TO:  
PO BOX Q190 QVB POST OFFICE NSW 1230

TELEPHONE: (02) 9265 1555

6 May 2014

## Circular to Minister and Wardens

### **Australian Charities and Not-for-profits Commission (ACNC): Reminder concerning obligations**

#### Purpose

1. The purpose of this circular is to remind parishes of their obligations under the Australian Charities and Not-for-profits Commission Act 2012 –
  - to notify the ACNC of any change to the membership of their parish council, and
  - to submit their 2013 Annual Information Statement ("AIS") by 30 June 2014.

#### Status of the ACNC

2. You may be aware that the Federal Government has introduced legislation into Parliament to abolish the ACNC. It is still not clear if, or when, the Government will be able to get its legislation passed by the Parliament. Please be aware that in the meantime your obligations under the ACNC Act continue.

#### Notifying changes

3. As you would be aware from previous circulars, your parish is required to notify the ACNC about certain matters as they arise. In particular, you must notify the ACNC of a change in the membership of the 'responsible persons' of your parish. These are the people who make up your parish council. This includes any change in your minister and those wardens who are members of the parish council. You have 28 days to make this notification, unless the annual revenue of your parish is less than \$250,000, in which case you have 60 days.
4. For further details in relation to notifying these changes, please refer to the circular dated 27 March 2014.

#### Completing the 2013 AIS

5. Parishes must submit their completed 2013 AIS to the ACNC by **30 June 2014**.
6. Care needs to be taken to ensure that the information included in your AIS accurately reflects the particular circumstances of your parish. Some of the information you provide in the AIS will have direct implications for the parish's status as a charity, and for its on-going entitlement to various tax exemptions and concessions.
7. The circular dated 8 January 2014 contains detailed guidance in relation to how to answer each question in the AIS.

8. You will see from the table in that circular that the guidance indicates there is only one possible correct answer to some questions; for some others there is a suggested answer which you may need to vary to reflect the actual circumstances in your parish; for some other questions there is no particular suggested answer; and for others the question itself is optional.

## Contact

9. If you would like to discuss any of these matters further, please contact Mrs Rebecca Belzer ([rcb@sydney.anglican.asn.au](mailto:rcb@sydney.anglican.asn.au) or 9265 1537) or myself.

MARTIN THEARLE  
**Manager, Diocesan Services**

E: [mrt@sydney.anglican.asn.au](mailto:mrt@sydney.anglican.asn.au)      T: 9265 1682