

Checklist: 2016 Annual Information Statement



CHARITIES

Everything you need to complete the 2016 Annual Information Statement.

Before you start

- Confirm which period you are reporting on,** and if your reporting period is not the standard 1 July to 30 June financial year, fill out *Form 4A Request a substituted accounting period* to request to use a different reporting period.

Read more at acnc.gov.au/reportingduedates

- Confirm your charity's size – small, medium or large**

The ACNC has three different charity size categories based on revenue for the reporting period. Your Annual Information Statement questions and other obligations vary depending on your charity's size.

Small charities: annual revenue is less than \$250 000.

Medium charities: annual revenue is \$250 000 or more but less than \$1 million.

Large charities: annual revenue is \$1 million or more.

Read more at acnc.gov.au/charitysize

- Make sure you are the right person to sign and submit the Annual Information Statement**

Read more at acnc.gov.au/signingforms

- Apply to report as a group,** if your charity is part of a group of registered charities and you would like to report together (that is, prepare consolidated financial statements)

Read more at acnc.gov.au/groupreporting

- Report using bulk lodgement** if you wish to lodge Annual Information Statements for more than 10 charities on a single form

Read more at acnc.gov.au/bulklodgement

- Ask the ACNC for charity information to be withheld** (in limited circumstances)

Read more at acnc.gov.au/withholdinfo

Information to have on hand

Get the information below ready to help you log in and answer the questions.

- Your Charity Portal username and password**
If needed, reset your password through the Charity Portal at charity.acnc.gov.au

- 2016 Annual Information Statement Guide**
This will help you answer every question in the Annual Information Statement. You can access the guide at acnc.gov.au/2016AIS

- Annual report and project reports**
These will help you answer questions about your charity's activities, beneficiaries, employees and volunteers. There are opportunities to cut and paste from these documents into the Annual Information Statement. Alternatively, if these documents are online, you can link to them.

- Pay As You Go (PAYG) payment summaries**
This will help you when you are answering the question about employees.

- Funder/donor/grant acquittal reports**
This will help you answer questions about your charity's activities and beneficiaries.

Financial documents

- Balance sheet or statement of financial position, and statement of profit or loss and other comprehensive income for the reporting period

Medium and large charities with no transitional reporting arrangements must submit financial statements for the reporting period, including:

- statement of profit or loss and other comprehensive income
- statement of financial position
- statement of changes in equity
- statement of cash flows
- notes to the financial statements
- responsible persons' declaration about the statements and notes ([responsible entities' declaration](#)) – signed and dated. Download a responsible persons' declaration template at acnc.gov.au/templates
- reviewer's report / auditor's report – signed and dated. Download a reviewer's report / auditor's report template at acnc.gov.au/templates

Ready to go?

Log in to the Charity Portal at charity.acnc.gov.au and complete your Annual Information Statement. Don't forget to press 'submit' when you have finished!