



Australian  
**Charities** and  
Not-for-profits  
Commission

# YOUR CHARITY'S ONGOING OBLIGATIONS TO THE ACNC

**Helping your charity meet its registration requirements  
confidently, and on time**

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ACNC Education and Public Affairs

12 May 2026



# ACKNOWLEDGEMENT OF COUNTRY

The ACNC acknowledges the Traditional Custodians of Country throughout Australia and their connections to land, sea and community.

We pay our respects to them and their cultures and Elders past and present.





# YOUR CHARITY'S ONGOING OBLIGATIONS TO THE ACNC

## What we will cover:

- Overview of ongoing obligations
- ACNC Charity Portal

# HOUSEKEEPING



## **Trouble joining the meeting?**

Try joining through your internet browser, rather than the app.



## **Resources**

We will share resources on screen in the slides, and through the Q&A tool in the menu bar at the top of your screen.



## **Want to watch the webinar again, or share it with other people in your charity?**

Great! We will email you the recording, slides, and all the resources mentioned.

# HOUSEKEEPING



## **Got a general question about ongoing obligations?**

Click on the Q&A icon in the menu bar at the top of your screen and our team will respond to you directly.



## **Need more detailed advice specific to your charity?**

**Phone:** 13 22 62 (Monday – Friday, 1pm – 5pm Victorian time)

**Online form:** [acnc.gov.au/contact-us](https://acnc.gov.au/contact-us)



# ONGOING OBLIGATIONS EXPLAINED

**What you need to do to remain  
registered as a charity with the ACNC**

# ONGOING OBLIGATIONS EXPLAINED

- Continue to be a not-for-profit and have a charitable purpose for public benefit
- Notify the ACNC of changes at your charity
- Keep records
- Report annually through completing an Annual Information Statement (AIS)
- Comply with ACNC Governance Standards, and ACNC External Conduct Standards (if operating overseas)



Learn about your [ongoing obligations to the ACNC](#)

# WHY ONGOING OBLIGATIONS MATTER

- Required to maintain charity registration
- Supports good governance
- Builds trust and transparency
- Ensure charity information accessed by the public is accurate



Learn about your [ongoing obligations to the ACNC](#)

# OTHER REGULATORS

- Your charity may have obligations to other regulators
- This could relate to tax, fundraising, legal structure
- The ACNC works with regulators to reduce red tape



See our guidance about [other regulators](#)



KEEP CHARITY STATUS

# KEEP CHARITY STATUS

- Must remain not-for-profit
- Must have charitable purpose(s) for public benefit
- Charities can have more than one charity subtype



Read our guidance on [maintaining your charity's entitlement to registration](#)

# KEEP CHARITY STATUS

- Use our charity self-assessment tool to see if you are meeting your obligations and requirements for registration
- You can voluntarily revoke your charity registration if your purposes change
- Winding up your charity? Let us know in the Charity Portal



Use our [charity registration tool](#) to monitor your charity's entitlement to registration

# NOTIFY THE ACNC OF CHANGES



# NOTIFY THE ACNC OF CHANGES

- Legal name
- Governing document
- Address For Service
- Responsible People (board members, trustees)



View our guidance on [notifying the ACNC](#)

# NOTIFY THE ACNC OF CHANGES

- **Small charities** within 60 days
- **Medium and large charities** within 28 days
  
- **Breach of ACNC Act, ACNC Governance Standards and External Conduct Standards** within 28 days for all charities



**Small charities**  
annual revenue of  
under \$500,000



**Medium charities**  
annual revenue of \$500,000  
or more, but under \$3 million



**Large charities**  
annual revenue of  
\$3 million or more



View our guidance on [charity size](#)

# ACNC CHARITY PORTAL

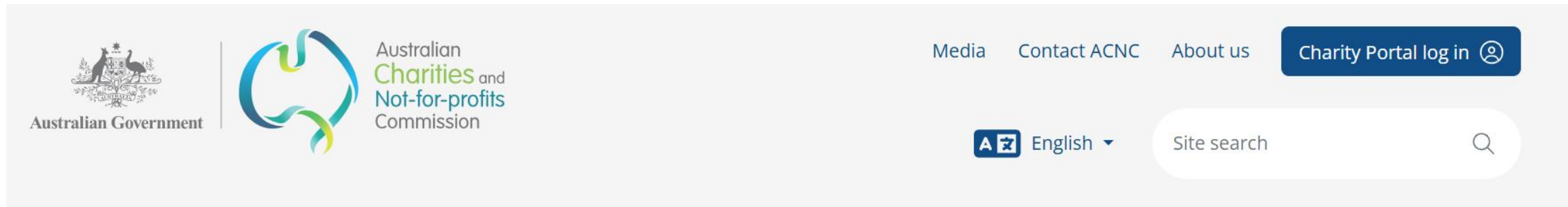
An online space for your charity to update details and complete annual reporting



# CHARITY PORTAL

## Accessing the Charity Portal

- Look for the Charity Portal log in button
- Individual user accounts (not shared emails)
- Multiple users encouraged



The screenshot shows the top navigation bar of the Australian Charities and Not-for-profits Commission website. On the left, there are the Australian Government coat of arms and the ACNC logo. The ACNC logo consists of two interlocking loops in blue and green, with the text "Australian Charities and Not-for-profits Commission" to its right. On the right side of the header, there are navigation links for "Media", "Contact ACNC", and "About us". A prominent dark blue button labeled "Charity Portal log in" with a user icon is positioned to the right of these links. Below the navigation links, there is a language selector showing "English" with a dropdown arrow, and a search bar labeled "Site search" with a magnifying glass icon.

[FOR CHARITIES](#) ▾

[FOR THE PUBLIC](#) ▾

[SEARCH FOR A CHARITY](#) ▾

[RAISE A CONCERN](#) ▾

[GUIDANCE AND TOOLS](#) ▾

# CHARITY PORTAL

## Signing in to the Charity Portal



Australian  
Charities and  
Not-for-profits  
Commission

[↩ Back to acnc.gov.au](#)

### Sign in

Sign in with the email address and password you used to sign up to the Charity Portal

[Forgot your password?](#)

**Sign in**



Need support with  
the Charity Portal?

**Find help here.**

# CHARITY PORTAL

## Inside the Charity Portal



Australian  
Charities and  
Not-for-profits  
Commission



First Name Last Name

Sign out

## My Portal

### My charities

[Can't see your charity listed? Click here for help](#)

Click on a charity's name in the list to view and manage its record

**Charity** ↑

**ABN**

**Charity Status**

**Reporting**

Example Charity

42429242429

Registered

# CHARITY PORTAL

## Inside the Charity Portal

My Portal

## Example Charity

Example Charity

Reporting

People

Charity Details

Your role

Vice-president



### Manage reporting

This is where you submit the Annual Information Statement (AIS).



### Manage people

This is where you update your charity's Responsible and Authorised Persons.



### Manage other charity details

This is where you can change your charity's Address For Service, name, governing document and apply for different charity subtypes.



### Make an enquiry

This is where you contact us with an enquiry.

# CHARITY PORTAL

## Tasks in the 'Manage other charity details' icon

Example Charity

Reporting

People

**Charity Details**



Change your charity's  
Address For Service



Change your charity's  
legal name or governing  
document



Change your charity's  
subtype



Change your charity's  
programs



Apply to have information  
withheld  
from the Charity Register



Apply to have your  
charity's  
registration revoked



View charity details



Update your charity  
details

# RECORD-KEEPING



# RECORD-KEEPING

- **Financial records**

Examples include assets list or register, cash book records, banking records, tax invoices and other relevant tax records, and more.

- **Operational records**

Examples include governing documents, meeting minutes, annual reports, donor reports, contracts and agreements, and more.



See more [examples of financial and operational records](#)

# RECORD-KEEPING

## Requirements for keeping records:

- Any format (electronic or paper)
- Readily accessible and easy to find
- Keep for 7 years
- In English, or a form that can be easily translated
- Only provided to ACNC if requested
- Extra requirements for overseas activities



Read our [record-keeping checklist](#) for handy tips

# RECORD-KEEPING

## Risks of poor record-keeping include:

- Governance issues
- Conflicts of interest
- Fraud or misconduct
- Poor protection of vulnerable people
- Reporting difficulties



**Use our interactive tool to assess how your charity is meeting its record-keeping obligations**

# REPORTING ANNUALLY



# ANNUAL INFORMATION STATEMENT

- All charities submit an Annual Information Statement (AIS) each year
- Due 6 months after your reporting period ends
- Check your reporting due date on the ACNC Charity Register



See our [guidance on Annual Information Statement due dates](#)

# ANNUAL INFORMATION STATEMENT

The AIS asks for information about a charity's operations and finances, including:

- Basic charity details
- Programs and activities
- Employees and volunteers
- Financial information
- Responsible People (board members, trustees)



See our [Annual Information Statement guide](#)

# ANNUAL INFORMATION STATEMENT

## Why reporting annually is important:

- Supports transparency and accountability in the charity sector
- Ensures the integrity of the ACNC Charity Register
- Helps donors, volunteers and beneficiaries find your charity



Watch our [webinar](#) and be guided step-by-step through the process of completing the AIS



# ACNC GOVERNANCE STANDARDS

# GOVERNANCE STANDARDS

- Set of core, minimum standards for charity governance
- Principles-based approach
- Don't need to submit information to ACNC, unless requested
- Do not apply to Basic Religious Charities



[Read our guidance on the ACNC  
Governance Standards](#)

# GOVERNANCE STANDARDS

The six Governance Standards are:

1. Purposes and not-for-profit nature
2. Accountability to members
3. Compliance with Australian laws
4. Suitability of Responsible People
5. Duties of Responsible People
6. Participate in the National Redress Scheme (if required)



Test your knowledge by completing our [Governance Standards quiz](#)



# ACNC EXTERNAL CONDUCT STANDARDS

**Applicable to charities operating  
overseas**

# EXTERNAL CONDUCT STANDARDS

- Applies to charities operating overseas
- This includes sending funds, staff or resources overseas, and conducting activities overseas
- Applies to Basic Religious Charities that operate overseas



[Read our guidance on the ACNC External Conduct Standards](#)

# EXTERNAL CONDUCT STANDARDS

The four External Conduct Standards are:

1. Managing overseas activities and resources
2. Annual review of overseas activities and record-keeping
3. Anti-fraud and anti-corruption controls
4. Protection of vulnerable people



Test your knowledge by completing our [External Conduct Standards quiz](#)



## AND THAT'S A WRAP

**Before you go, we've got a few key takeaways...**

# TAKEAWAYS

**What you can do right now to help you meet your ongoing obligations as an ACNC-registered charity:**

- Make sure you can access the Charity Portal
- Know when your charity's AIS is due
- Keep good records
- Implement a handover process at your charity



**Check your inbox in the following days for an email with links to the webinar and further resources**

# STAY IN TOUCH



Visit our website

[acnc.gov.au](https://acnc.gov.au)



Call 13 ACNC (13 22 62)

1.00pm – 5.00pm VIC/NSW time



Subscribe to The Charitable  
Purpose Newsletter

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us improve our work

