

# Memorandum

**Date:** 21 January 2019  
**To:** Parish Council Treasurers  
*Copy to Parish Council Secretaries and Incumbents*  
**From:** Linda Wilson, Chief Operating Officer  
**Subject:** Change of Office Bearers & ASDF Signatories  
**Document:** 004/2019

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Following your Annual General Meeting you may need to update various records of Office Bearers and Signatories.

## **Anglican Savings and Development Fund**

Attached is an updated form for those Parishes where there has been a change of signatories for the Anglican Savings and Development Fund. If any new signatories have not previously been identified by the ASDF, this information will also need to be provided. In this case, please have the new signatory complete the Identification Procedure Form. This form contains the instructions for what needs to be provided.

Should you have any questions, please contact Jessica Murnane at the Diocesan Office.

## **Australian Charities and Not for Profit Commission**

All Parishes should be registered with the ACNC. It was recommended to Parishes that the 'responsible people' for each Parish should be the Incumbent, the Parish Secretary and the Parish Treasurer.

You must notify the ACNC every time a 'responsible person' takes on or finishes a role they have as a responsible person. This includes any change in their role (for example, if the Treasurer has been elected at the Annual General Meeting as the new Secretary).

Any changes can be notified on-line by going to:

<http://www.acnc.gov.au/ACNC/Manage/UpdateDetails/ACNC/EDu/UpdateNotify.aspx?hkey>  
[= https://www.acnc.gov.au/for-charities/manage-your-charity/make-changes-your-charity-details](https://www.acnc.gov.au/for-charities/manage-your-charity/make-changes-your-charity-details)

If you are adding a new responsible person you will be asked a series of questions, such as name, date of birth, residential address, position held, the date they became a responsible person and if you have searched the ASIC Register of Banned or Disqualified Persons for this responsible person. Some are mandatory and some are optional. ONLY the responsible person's name and position will appear on the ACNC Register.

Yours sincerely

A handwritten signature in black ink that reads "Linda Wilson".

**Linda Wilson**  
Chief Operating Officer

**Attachments:**

ASDF Change of Signatories Form  
ASDF Identification Procedure Form