



ANNUAL PARISH RETURNS AND LODGEMENTS OF ANNUAL INFORMATION STATEMENTS WITH THE ACNC

Information prepared for Diocese of Newcastle Parishes'
Annual Parish Returns Process

KEY MESSAGES:

You are not yet required to hold an Annual General Meeting if you have not done so in 2020.

A revised Code of Conduct is available for Parish Council members.

Annual Returns are due by 30 September 2020. Thank you to parishes who have already completed.

This pack contains 2 **additional** sections which require completion. If you have already sent in your returns would you, please complete and forward these additional sections:

- Insurance Return – Please complete the questionnaire for our insurance renewal. Each parish will be sent their specific property insured values for review.
- Rectory Return – A specific Rectory Checklist is included for completion. Please return with photos as specified.

ANNUAL GENERAL MEETING

All Parishes are required under Part 5 of the *Administration of Parishes Ordinance 2010* to hold the Annual General Meeting before 31 March each year. Due to the COVID-19 Pandemic, some parishes have not been able to hold this general meeting.

We are now calling for the completion of Parish Annual Returns noting that there will be some limitations and exceptions to the information required to be submitted.

You are not yet required to hold an Annual General Meeting of the parish. You may be requested to hold a Special General meeting at a later date in order to undertake activities such as elections to parish roles.

CODE OF CONDUCT

All members appointed to the Parish Council are to be asked to endorse the Code of Conduct and return a signed copy to the Parish Secretary for retention in the Parish's Delegated Authority Register. You are not required to send a copy to the Diocesan Office as we do not retain these records.

The Diocesan Council updated the Model Code of Conduct to include a requirement to withdraw from oversight or management of any professional standards matters in which there is a real or perceived conflict of interest.

The updated Code of Conduct can be found on the Diocesan website in the Diocesan Handbook at Section 3.9: newcastleanglican.org.au/parish-portal/diocesan-handbook/

Please ensure that all Parish Council members have endorsed the updated Code of Conduct Version 3 – July 2020.

ANNUAL PARISH RETURNS

The Annual Parish Returns process consists of two sections. We ask that you submit the following:

SECTION 1: Financial Information:

- A copy of the audited Financial Statements for 2019
- Auditor's Report for the 2019 Financial statements
- Audited Financial statements for every Parish Organisation or Entity

- 2020 Budget for the Parish
- 2020 Mission Giving Target

SECTION 2: Administrative Information:

- Part A: Statistical information
- Part B: Building Checklist
- Part C: Cemeteries Return
- Part D: Insurance Return

ALSO: If there has been any change to office holders since last years return would you please confirm.

Submission due dates:

Parish returns are to be completed and sent back to the Diocesan Office **by 30 September 2020**. If you are unable to meet this timeframe, would you please advise us accordingly so that an extension can be considered.

We ask for all returns once complete to be returned via email to:
parishreturns@newcastlean Anglican.org.au.

If this information has already been sent to the Diocesan Office, there is no requirement to resend.

We will be collating the information and following up submissions. It has been a disruptive year for both parishes and the Diocesan Office, and we ask for your patience in this process as we ensure we have all the submissions. Similarly, if we can be of assistance please be in contact with the Parish Services team.

Annual Information Statement

Each year, the Parish is required to complete an Annual Information Statement (AIS) for the Australian Charities and Not for Profit Commission (ACNC).

As a Basic Religious Charity, parishes should not have to lodge Audited Financial Statements.

The AIS should be lodged with ACNC no later than 30 September 2020. An extension to 30 September 2020 has been provided by the ACNC due to the COVID-19 Pandemic. We understand no further extensions will be granted.

For more information, please see the 2019 Annual Information Statement Hub page on the ACNC website:

www.acnc.gov.au/for-charities/annual-information-statement/2019-annual-information-statement-hub

Changes to Responsible People

Australian Charities and Not for Profit Commission

All Parishes must 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 takes on the role of Secretary).

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

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.

SECTION 2: Administrative Information

Each year, Parishes are required to submit administrative and statistical information to the Diocesan Office to help inform key functions of the Diocese. The information required includes:

Part A: Parish Contact and Statistical Information

Please advise us if the Parish Office holders have changed since the annual returns were submitted in 2019. You are not required to complete the full officeholder return as yet.

Further advice regarding any necessary elections will be issued when required.

Please complete and submit the Statistical Information for 2019.

Please also submit a copy of the Incumbent's Annual Report for 2019.

Part B: Building Checklists (for every Parish site)

The Annual Building Checklist should be completed for each Parish building (excluding rectories) and include submission of all relevant document for each site.

This year, a specific Rectory Checklist is provided for completion. We request that you complete this document and attach the relevant supporting information including photos of the kitchen and bathrooms.

Part C: Cemeteries Annual Activity Reporting Form

As issued by Cemeteries & Crematoria NSW (CCNSW), please forward a copy of the Operator Activity Reporting Form for 2019. An individual form is to be completed for each cemetery, columbarium and memorial garden site. This return is required to be completed for all Parishes with cemeteries, columbarium's and memorial gardens.

Part D: Insurance Return

The Diocesan insurance renewal process is underway. To ensure each Parish has adequate coverage, a request for insurance information and activities is included for your completion. Your parish will be sent a list of current insured values for your review and confirmation. This will be emailed to the Incumbent and Parish Secretary by 10 September 2020.

Annual Parish Returns and the Privacy Act

The contact information collected by the Anglican Diocese of Newcastle via these Parish Returns is for the purposes of communicating with Parish Officers as required from time to time.

The contact details for Parish Council Secretaries and Parish Council Treasurers appear in the Year Book which is available on the Parish Portal of the website.

Attached is a copy of the Diocesan Privacy Statement which is provided to all people whose personal details are provided in the Parish return. This statement is a summary of the Diocesan Privacy policy which can be found on the website.

Parish to Retain a Copy of their Returns

A copy of the Parishes' Annual Returns is also to be retained in the Parish.