

Memorandum

Date: 21 June 2021
To: Parish Council Secretaries / Parish Council Treasurers / Incumbents
From: Mrs Linda Wilson, Acting Diocesan Business Manager
Subject: Reminder – Australian Charities & Not-for-Profit Commission 2020 Annual information Statements are due
Document: 2021-012

Dear Parish Secretaries / Parish Treasurers and Incumbents

Parishes are reminded they are required to lodge their 2020 Annual Information Statement with the Australian Charities and Not-for-profit Commission (ACNC) before **30 June 2021**.

The ACNC Charity Portal can be accessed at www.acnc.gov.au

When completing your 2020 Annual Information Statement please refer to the following documents which can be found on the ACNC Charity Portal:

Annual Information Statement Guide 2020
2020 Annual Information Statement checklist
Factsheet – Religious charities

We remind you that it is important to ensure the responsible persons listed for your parish are correct and up to date. Parishes must notify the ACNC of changes as soon as you reasonably can but no later than:

- 28 days (medium and large charities), or
- 60 days (small charities).

Administrative penalties may apply for failing to notify the ACNC.

Please contact the Diocesan office should you need assistance with this matter.

Regards



Linda Wilson
Corporation Secretary and Registrar