

## Worksheet: Presbyterian Church NSW AIS report to the ACNC (congregations).

**The ACNC will not accept this worksheet as your charity's Annual Information Statement**

Use this worksheet to prepare for submitting your 2021 Annual Information Statement online. If you complete this worksheet, you can share it with your charity's board or committee (governing body) for approval, if needed. If you are reporting for more than one charity, you can simply add another answer column.

### Steps to use Worksheet: prepare to report to the ACNC

1. Complete the Checklist: 2021 Annual Information Statement at [www.acnc.gov.au](http://www.acnc.gov.au)
2. Read the 2021 Annual Information Statement guide at [www.acnc.gov.au](http://www.acnc.gov.au)
3. Some of the information in the 2021 Annual Information Statement will be prepopulated from previous years. You may like to check your answers from the 2020 Annual Information Statement. If you do not have a copy, you can view previous years' Annual Information Statements in the Charity Portal or on your charity's entry page on the Charity Register at [www.acnc.gov.au/findcharity](http://www.acnc.gov.au/findcharity).
4. Complete the answers column in the worksheet – if you are unsure what the question asks for always refer to the guide.
5. If needed, ask your board or committee for approval.
6. Log into the Charity Portal at [www.charity.acnc.gov.au](http://www.charity.acnc.gov.au)
7. Note this year the user name logon is an email address, in previous years the username was the ABN number.

If you have any questions, contact the ACNC Services staff by calling 13 ACNC (13 22 62) or emailing [advice@acnc.gov.au](mailto:advice@acnc.gov.au)

## 2021 Annual Information Statement worksheet (for December 2020)

Number	Question	Answer
	ABN	Pre-populated information
	Charity's name	Pre-populated information
1	Charities address for service – this goes on the ACNC website.	Complete giving name email and physical address.
2	Is your charity an incorporated association?	For Presbyterian Church's answer no.
3	Does your charity intend to fundraise in the next reporting period?	For Presbyterian Church's answer no (Church's are exempt from fundraising requirements).
4	Basic Religious Charity exemption.	
4a	Could your charity be registered as any other subtype of charity? <i>*If yes, skip to Q8</i>	No – advancement of religion only.
4b	Is your charity incorporated or registered under certain legislation?	No
4c	Has the ACNC allowed your charity to report as part of a group?	No

4d	Is your charity as a whole endorsed as a deductible gift recipient (DGR) or does it operate a DGR fund(s) that had total revenue of \$250,000 or more in the reporting period?	Yes/No <b>Should be no if yes likely to be less than \$250,000.</b> <b>If yes then not a BRC.</b>
4e	Has your charity received more than \$100,000 in government grants in the reporting period or in the previous reporting period?	<b>No</b>
5	Select your charities size: (small, medium or large)	Determined by revenue (small is less than \$250,000).
The questions 4 & 5 determine if your charity is a Basic Religious Charity	If Yes your are not required to provide financial information.	If No there are further reporting requirements.
6	Did your charity operate in 2020?	Yes
7	Describe how your charity's work helped achieve your charity's purpose overall mission and main aims.	We pursued our charitable purpose through conducting Presbyterian services of worship, conducting small group, youth and children's ministries...
8	Programs	This is new for 2021 and you must have at least one.
8	Program name	e.g. Kids Church
8	Program classification	Under religion – Protestantism.
8	Beneficiaries	Tick boxes for age groups.
9	What is the number of paid employees who worked for your charity during the last pay period of the 2020 reporting period?	Full time – x Part time –y Casual – z

10	Your charities FTE (full time equivalent) employee numbers.	One fulltime employee equals 1, employee working 2 days per week = 0.4 FTE.
11	How many unpaid volunteers helped your charity during the reporting period?	Number of members on rosters etc.
12 -16 Finance section	Basic Religious Charities have the option of completing.	Tick No
17a	Review charities responsible persons.	Change if appropriate or tick the box and continue.
17b	You can add or delete responsible persons here.	Change if appropriate or tick the box and continue.
Final	Declaration and submit	Provide name, contact, and address of person making declaration.
Other	The main activity of your charity.	<b>Advancing Religion</b>
Other	Has your charity any more than one activity?	<b>No – Advancing Religion only.</b>
Other	Who were the beneficiaries of your charity's activities in the reporting period?	<b>General Community in Australia</b>
Other	Did your charity have more than one group of beneficiaries?	<b>General Community in Australia only</b>