Australian Government

Department of Social Services

REGISTER OF HARM PREVENTION CHARITIES (the Register)

ANNUAL STATISTICAL RETURN OF TAX DEDUCTIBLE DONATIONS

Financial Year ending in 2019

The audited financial statement for the institution and its public fund must be attached to this form

PART A – INSTITUTION & PUBLIC FUND DETAILS

Organisation Details

Institution's financial year	
Full Name of Charitable Institution	
Australian Business Number of Institution	
Name of Public Fund	
Australian Business Number of Public Fund	
Telephone Number	
Postal Address	
Email Address	
Internet address	

Contact officer details

Contact name for enquiries:	
Position:	
Telephone number:	
Email Address:	

Principal activity

The institution's principal activity is to promote the prevention or the control of behaviour that is harmful or abusive to human beings. This is through one or more of the following behaviours: emotional abuse; sexual abuse; physical abuse; suicide; self-harm (self injury, self mutilation); substance abuse; and harmful gambling.

- Please provide (as an attachment) a brief statement on which of the above behaviours the institution addresses and the activities that address promoting the prevention of these.

PART B – PUBLIC FUND DONATIONS

Harm prevention charities listed on the Register must actively seek donations of money or property from the community and actually receive them in order to maintain their tax deductibility status.

Donations are gifts made unconditionally. Therefore, corporate sponsorships are not gifts, and sponsorship monies must not be placed in the public fund account.

Donations to your Public Fund (Financial year ending 2019)

Donation*	Number of Donations	Donation Amount
Money $2 or more		$
Property >$5,000		$
Property <12 months		$
Trading stock		$
TOTAL		**$**

* For a detailed description of these gift types please refer to the Australian Taxation Office website http://www.ato.gov.au

PART C - EXPENDITURE OF PUBLIC FUND MONIES (Financial year ending 2019)
Please provide (as an attachment) a brief statement on how your institution spent public fund donations and what were the outcomes you achieved for the financial year ending 2019. This statement must contain information on how money (and/or property) donated to the public fund was used, and how this contributes to your institution's principal activity.

PART D – CHECKLIST

Audited financial statement (Ministerial Rule 1)
It is mandatory that you provide audited annual financial statements. The financial statements should provide information on the expenditure of public fund monies and the management of public fund assets. Please give the auditor part F.

1. Have you enclosed audited financial statements for your institution and for your public fund for the financial year of this return?

☐ Yes

☐ No

2. Are your public fund audited financial statements included in or separate to your institutions audited financial statement?

☐ Included

☐ Separate

3. Does the amount of donations in the audited report match with the Statistical Return?

☐ Yes

☐ No

Informing the Department (Ministerial Rule 2)
If your organisation has made any of these changes and not already informed the Department, you will need to provide the appropriate documents with this statistical return.

Constitutional document

4. Have you amended your constitutional documents since 30 June 2018?

☐ No

☐ Yes ☐ Copy attached ☐ Already provided to Department

Public Fund Management Committee

5. Has there been any change to the management committee of the public fund since 30 June 2018?

☐ No

☐ Yes ☐ Public Fund Management Committee Member Nomination Form attached for each new member and a new list of all committee members unless previously provided to the Department. Please provide a revised list of the current committee.

6. Have there been any other changes to your institution or public fund?

☐ No

☐ Yes, please describe the changes and attach any relevant documentation.

PART E - DECLARATION BY AUTHORISED OFFICER

To be signed by a person authorized to act on behalf of the institution (usually one of the following: President, Secretary, Treasurer, Public Officer, Trustee).

I declare that to the best of my knowledge that the information provided on this form and in its attachments is true and correct.

I acknowledge that the organisation may be requested to provide additional information, which may include financial information to the Department.

I understand failure to provide information requested by the Department may result in compliance action being taken and possible removal from the Register of Harm Prevention Charities.

Signed _____

Name _____

Position _____ Date _____/_____ /_____

This form must be returned no later than 4 months after the end of the institution's 2019 financial year. If these are not submitted on time the organisation will risk being removed from the Register.

Return completed form with supporting documentation by email (preferred method) to:
harmpreventioncharitiesregister@dss.gov.au

OR by post to:
Register of Harm Prevention Charities
GPO Box 9820
CANBERRA ACT 2601

For further information and other inquiries contact:

Register of Harm Prevention Charities
Ph: 1800 441 242
Email: harmpreventioncharitiesregister@dss.gov.au
Website: http://www.dss.gov.au/rhpc

PART F – To the Auditor

An approved auditor means a person who is either:

- a registered company auditor under the *Corporations Act* 2001
- a Certified Practising Accountant
- a member of the National Institute of Accountants
- a member of the Institute of Chartered Accountants

but who is not a principal, member, shareholder, officer or employee of the institution or of a related Body Corporate of the institution within the meaning of that term as given in the *Corporations Act* 2001.

The institution and its public fund has Deductible Gift Recipient status under the DGR category Register of Harm Prevention Charities. The institution and the public fund are registered with the Australian Charities and Not-for-profits Commission as charities. The institution has endorsement as a Tax Concession Charity with the ATO.

Legislation requires that an audited financial statement for the institution and its public fund must be provided. The statement is to provide information on the expenditure of public fund monies and the management of public fund assets.

The audited financial statement for the institution and its public fund can be in the form of one statement for both the institution and its public fund or in the form of two separate statements: one for the institution and one for the public fund.

Are the public fund audited financial statements included in or separate to the institutions audited financial statement?

☐ Included ☐ Separate

The format of the annual audited financial statement should clearly identify information regarding public fund donations and public fund expenditure.

- Public Fund information should be marked as Public Fund
- Donations should be marked as Public Fund or Other and should identify the type of donation.

Are the tax deductible donations clearly identified in the audited financial statement?
☐ Yes ☐ No

The institution will complete a statistical return and include the tax deductible donation amount and number of donations. Please assist the institution to ensure the numbers are clearly identified in the audited financial report.

Does the amount of donations in the audited report match with the Statistical Return?
☐ Yes ☐ No