



REGISTER OF HARM PREVENTION CHARITIES (the Register)

ANNUAL STATISTICAL RETURN OF TAX DEDUCTIBLE DONATIONS

Financial Year ending in 2020

This form must be returned no later than **four (4) months** after the end of the Harm Prevention Charity's 2020 financial year in order to comply with the Register requirements (specifically Ministerial Rule 1).

Where Harm Prevention Charities do not complete and submit this form within the above timeframe or no longer meet the requirements of the Register, the Department of Social Services (the department) will undertake steps to remove the Harm Prevention Charity from the Register.

For further information on these requirements and guidance, please read the [Register Guidelines](#).

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

For further information and enquiries contact:
Register of Harm Prevention Charities

Email: harmpreventioncharitiesregister@dss.gov.au

Phone: 1800 441 242

Website: <http://www.dss.gov.au/rhpc>

Checklist

PART A – If you have made changes to your Constitutional Documentation since your last Return, have you attached a copy of the new version?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PART D – Have you attached your audited financial statement? (mandatory)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PART D – If you have not received any donations in this financial year, have you attached an action plan showing how you will increase donations to your Harm Prevention Charity in the next three months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PART E – Have you completed and attached all new Public Fund Management Committee Member Nomination Forms? (mandatory)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PART G – Has your Auditor completed Part G? (mandatory)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART A – HARM PREVENTION CHARITY & PUBLIC FUND GENERAL DETAILS

Harm Prevention Charity's Details

Which of the following is your Harm Prevention Charity's financial year	<ul style="list-style-type: none">• <input type="checkbox"/> January – December• <input type="checkbox"/> July – June• <input type="checkbox"/> May – April• <input type="checkbox"/> October – September• <input type="checkbox"/> Other – please specify
Full Legal Name of the Harm Prevention Charity	
Australian Business Number (ABN) of Harm Prevention Charity	
Telephone Number	
Email Address	
Internet address	

Public Fund Details

Name of Public Fund	
ABN of Public Fund (if applicable)	

Contact officer details

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

1. Has the Harm Prevention Charity and/or public fund Constitutional Documentation changed since lodging the previous (financial year ending in 2019) Annual Statistical Return?

No

Yes. Please describe the changes and **attach** the new Constitutional Documentation.

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Principal activity

Please provide a brief statement on how the Harm Prevention Charity's principal activity continues to promote the prevention or control of behaviour that is harmful to human beings in line with section 4 of the Guidelines and the Income Tax Assessment Act 1997.

PART B – PUBLIC FUND DONATIONS

Has the Harm Prevention Charity received donations this financial year (ending 2020)?

No

If you have not received donations this financial year, you will need to provide the department with an action plan demonstrating how you will increase donations in the next three (3) month period. As outlined in the Income Tax Assessment Act 1997, a Harm Prevention Charity must maintain a public fund that meets the requirements of section 30-130, including the need to actively seek donations. If you do not attach an action plan, your organisation will be at risk of being removed from the Register.

Yes

To maintain tax deductible status, Harm Prevention Charities listed on the Register must actively seek donations of money or property from the community and actually receive them.

Donations are gifts made unconditionally. Corporate sponsorships are not gifts, and sponsorship monies must not be placed in the public fund account. For a detailed description on gift types, please refer to <http://www.ato.gov.au>

Public Fund Donations for the financial year ending 2020

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

PART C – EXPENDITURE OF PUBLIC FUND MONIES

Please provide a statement on how your Harm Prevention Charity spent donations given to the public fund in the financial year ending 2020. Please include

- what outcomes were achieved
- how the money donated contributes to your principal activity.

PART D – AUDITED FINANCIAL STATEMENT

3. Have you enclosed audited financial statements for your Harm Prevention Charity and for your public fund for the financial year of this return?

- Yes
 No. If no, specify why

4. Are your public fund audited financial statements included in or separate to the Harm Prevention Charity's audited financial statement?

- Included
 Separate

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

- Yes
 No. If no, specify why

PART E – PUBLIC FUND MANAGEMENT COMMITTEE

6. Have there been any changes to the management committee of the public fund since your financial year ending in 2019?

- No
 Yes. All new members have completed a [Public Fund Management Committee Nomination Form](#) and their completed forms are attached for the department's reference.

7. Have there been any other changes to the Harm Prevention Charity's public fund?

- No
 Yes, please describe the changes and attach any relevant documentation.

PART F – DECLARATION BY AUTHORISED OFFICER

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

I declare to the best of my knowledge that the information provided on this form and the 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 _____

PART G – 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