

Queensland Baptists Administrative Services - Factsheet

How to fill in your 2019

ACNC Annual Information Statement

The Annual Information Statement for those churches whose financial year ended on 30th June last year would normally be due for submission to Australian Charities and Not-for-profit Commission (ACNC) at 31st December. If you are registered on ACNC (ie all of you), 31st January is the cut off date for these submissions, after which you will be listed as being a “late submitter” on the ACNC portal. If you have good reason for not being able to make it by the end of the month, it is not going to be too much of a problem to run a few weeks late – but after that you will start to get some strongly worded reminders.

If you have never done the AIS submission process before, you will need to read this carefully. But if you did last year’s one then you won’t find it too hard to do this one.

So here it is then – step by step all you need to know about the Annual Information Statement this year.

Stage 1: Logging In:

The first stage is to get a user ID and password. Go to the ACNC web page: <https://www.acnc.gov.au/> If you don’t have a password to log in, you need to establish this first. I dealt with this process in a little more detail in Network 341(see Network Archives on the QB web site <https://www.qb.org.au/support-churches-pastors/network-weekly-news/>)

To begin, click on the “Charity Portal log in” button, and then select “Manage Reporting”, and then select “Start 2019 AIS”.

Stage 2: Doing your AIS:

It displays your churches name and that you are doing an AIS Submission. Click Start. It then takes you through a series of 18 questions across several pages. Click Next to move between each page.

Important: each time you enter an email address or phone number, you need to click on the “search” button to confirm it is a valid entry. Particularly with land lines, this is a strange process as it will give a short ring on the phone you have indicated to check it. The address fields are also interesting as they will build a matching list as you type and then self-fill the multiple fields. Quite clever really!

Each question is explained briefly below:

1. List any other names the church is known by.
2. Contact details. Insert its email, website and physical address.
3. Address for Service. Often the same details as above.
4. Indicate your charity size – small, medium or large – based on total turnover.
5. Are you an incorporated association? Most churches are unincorporated, so answer “no”. Some are incorporated by Letters Patent, so still answer “no”.



6. Do you fundraise? Answer “no”. This definition of fundraising is if you are a registered fundraiser asking the public for donations. A church taking up an offering is exempt.
7. Are you a religious charity? For most churches, the answer to questions (a) through to (e) will be “no” in each case, and the system will then declare you are a religious charity. Very few QB churches will need to answer “yes” to any of the questions and so will be Basic Religious Charities.
8. Who is the primary contact? This is your personal contact information.
9. Responsible People? This is a list of who are your Responsible People. This is generally speaking of the church board/council/deacons or whatever leadership you have. If any names are missing, add them in here, as well as remove any who are no longer in those positions. When you have made all the changes, click on the “confirm” check box and move on.
10. Did you operate in 2019? Answer “yes”.
11. Main activities? In part (a) of this, select “Religious Activities” from the pull-down list. In part (b), you don’t need to do anything! But if you feel like mentioning up to three other activities, you may.
12. How do you do this? You might want to put in a long and complicated answer to this, but I suggest you keep it simple... something like “conducted regular church services and other religious activities including acts of kindness and mercy in the community as a part of those religious activities.”
13. Where? Like many of these questions, last year these were pre-filled, but this year you need to do them from scratch. You need to tick the box for Queensland, and you may need to tick another state or “overseas” if you are directly supporting any charitable activity in an overseas country (that is – not through a formal mission organisation). You then need to list the countries you are helping. If you are supporting works through a mission, ask that mission whether they are a “prescribed organisation”. If they are – you don’t need to list anything, if not – you need to again list the countries where support is being provided. For example, both GiA and BWA are both prescribed organisations and so if you are sending your support overseas through them, you do not need to indicate this to the ACNC.
14. Will you change? I suggest you answer “no”. Of course some things will differ next year to this year, but that will show up in due course when you fill in the 2020 AIS.
15. Beneficiaries? To keep it simple, I suggest you pick “General Community in Australia” and don’t bother selecting any of the following options.
16. Attach your annual report? I suggest you don’t do this. A church’s annual report is generally intended to be an inward facing document for the benefit of members, not an outward facing document for potential givers.
17. How many employees? Firstly record how many full time, part time and casual employees. Then, you need to work out the number of full-time equivalent employees. There is a calculator built in, but you can probably do this for yourself. If you have 3 full-time and 2 staff half-time, then the answer will be 4.
18. How many volunteers? We would encourage you to capture everyone who volunteers to do anything around the church. If that sounds like a lot of work, I suggest put in the number of members – who are hopefully all doing something around the place. A healthy number here is helpful.



Financial Report Details. This section is optional if you are a Basic Religious Charity (see question 7). If you are not required to supply it, you can click on “No” and skip to the next section.

You are nearly done. But it then asks you to check if your constitution is up to date, and if your “religious” subtype is correct. Then, you need to make a declaration that the information you have entered is accurate (again entering your name, email and phone), and click on “submit”.

And... then log out. You are done for another year.

Administrative Services

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