



SUMMARY OF THE AFFAIRS OF THE ASSOCIATION TEMPLATE

The completed 'Summary of the Affairs of the Association' can assist with handover at the rise of the AGM.

This template is also available as a downloadable Microsoft Word document on the WACSSO website at:

www.wacssso.wa.edu.au/resources/pc-resources/

Legal Registered Name: _____ (insert school name)
Parents and Citizens' Association Incorporated

Incorporated Association Registration Number (IARN): _____

Date of Incorporation: _____

AGM Date (within 4 months of the end of the financial year): _____

Western Australian Council of State School Organisations (WACSSO)

Affiliation - Date Paid: _____ (due prior to 30 June)

Public Liability and Volunteer Accident Insurance is included in the WACSSO Affiliation.

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Update P&C Office Bearers	WACSSO	Before 30 April
Update P&C Office Bearers	School Principal	Before 30 April
Submit Financial Statement & Solvency Statement	WACSSO	Within 4 months of the end of your P&C financial year.

Financials

Financial Year: _____

Bank Accounts held with: _____

Account Details:

Name: _____

BSB: _____

Account Number: _____

Current Signatories: _____

Accountant/Bookkeeper: _____

Auditor or Reviewer: _____

Common Seal (if the Association has one)

Custody: _____

Authorised users: _____

Taxation

Australian Business Number (ABN): _____

Tax File Number (TFN): _____

Taxation Registrations (i.e. GST, PAYG, FBT): _____

Taxation exemptions (i.e. PBI, DGR): _____

Authorised contact for Australian Taxation Office (ATO) – Name and Contact Number:

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Office Bearer Notification	ATO	As soon as possible after AGM
Business Activity Statements (if required)	ATO	Quarterly: 28 October, 28 February, 28 April and 28 July
Superannuation (if required)	Superannuation Clearing House	Quarterly: 28 October, 28 February, 28 April and 28 July

Insurance (employees, canteen or stock)

Provider: _____

Certificate of Insurance (Policy) Number: _____

Inclusions: _____

Committee Meetings

How often does the committee meet (note - must meet at least once/term): _____

Notice requirements for committee meetings (note: minimum notice is 7 days): _____

Quorum for committee meetings (note: quorum for large schools is 8 and for small schools is 5): _____

AssociationsOnline

Primary User*: _____

Authorised user(s)**: _____

*Karen Izard (WACSSO Representative) is a Primary User for all P&Cs. Please do not remove her.

**Authorised Users can upload an AIS.

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Associations Information Statement (AIS)	Consumer Protection through AssociationsOnline	Within 6 months after the end of every financial year
Changes to address or address for service	Consumer Protection through AssociationsOnline	Within 28 days of a change occurring

Australian Charities and Not for Profit Commission (ACNC) - if registered

Responsible Persons listed: _____

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Associations Information Statement (AIS)	Through ACNC Charity Portal	Report Annually within 6 months after the end of every financial year
Changes to legal name, address for service or Responsible Persons	Through ACNC Charity Portal	Within 28 days of a change occurring for medium and large charities. Within 60 days for small charities.

Licenses

License type	License number	Renewal date
eg Liquor license		

Custody of Records

Record	Current Custodian or storage location
Rules/Constitution	
Certificate of Incorporation	
Licenses and registration certificates	
Register of Members (Secretary)	
Record of office Holders	
Member application Forms	
Financial records (Treasurer)	
Banking Records (Treasurer)	
Financial Reports (Treasurer)	
Contacts and agreements	
Meeting minutes (Secretary)	
Correspondence (Secretary)	
Policies and procedures	
Website/Facebook details	