

# 2023 Affiliate Checklist

Tick each box when completed to ensure your Association is abiding by all the rules of an Association.

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
Annual Membership Subscription	Have your members paid? Annual membership fee can be no more than \$1 per member, payable at the AGM or when new members join at a meeting any time throughout the year.	At AGM or when joining a meeting	
Annual General Meeting	Notice of an AGM must be in writing, not less than 7 days prior to the meeting, to current members and the school community. Only one AGM is permissible per calendar year.	AGMs must be within 4 months of the end of financial year (by 30 April for most P&Cs)	
Election of Office Bearers	All P&C positions are declared vacant at the AGM for the election process to take place. Only members present at a meeting are entitled to vote – no proxy voting in absence permitted. This rule applies to any P&C meeting.	At AGM	
Appointment of Auditor	<b>The qualified Auditor or Reviewer (as required) is appointed annually at the AGM.</b> They are required to audit/review all accounts of the P&C and provide a written report (see our online templates). <b>If audited or reviewed a copy of the audit report must be given to the Principal and a copy given to WACSSO within 4 months of the P&amp;Cs end of financial year.</b> Please see <b>P&amp;C Financial Reporting Guide in this Handbook</b> for more details.	Within 4 months of the P&C's end of financial year (by 30 April for P&Cs with a calendar year, 1 January - 31 December).	
Update P&C Details	<b>Your Principal and WACSSO must be provided in writing with the names of the new P&amp;C office bearers and executive committee members.</b> Enter the information online via the WACSSO website <a href="http://www.wacssso.wa.edu.au/resources/update-your-pcs-details/">www.wacssso.wa.edu.au/resources/update-your-pcs-details/</a> Give a copy to the Principal, keep a copy for P&C records.	Before 30 April	
Register of Members and Record of Office Holders	P&C Secretary to keep a record of all P&C members' names and either email, postal or residential addresses, and date of joining/leaving. It is a legal requirement to retain an ongoing Register of Members (Associations Incorporation Act 2015).		
P&C Meetings	It is a P&C Constitutional requirement to hold a minimum of one General Meeting per school term.		

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Australian Business Number (ABN)	A P&C can register online via <a href="http://www.abr.gov.au">www.abr.gov.au</a> to apply for an ABN.		
Notification to Tax Office	<b>The Australian Taxation Office (ATO) needs to be informed annually in writing of the delegated ATO contacts within the P&amp;C.</b> These will be the only people able to provide and obtain P&C ATO information. WACSSO advises all office bearers are listed as delegated contacts.	Immediately after the AGM.	
Notification to ACNC	<b>P&amp;Cs registered as a charity with the ACNC must provide an annual report to the ACNC within 6 months after the end of their financial year</b> i.e. June 2023 reporting for a Jan-Dec 2022 financial year. Visit <a href="http://www.acnc.gov.au">www.acnc.gov.au</a> for more information.	Within 6 months of your P&Cs end of financial year, usually 30 June.	
Notification to AssociationsOnline	<b>Each P&amp;C must submit an Annual Information Statement (AIS) via AssociationsOnline within 6 months of the end of their financial year.</b> Registration is required. Penalties apply if your Association fails to submit an AIS. Please see <b>the information page within this guide.</b> If your P&C is ACNC registered and has completed ACNC updates, you are not required to submit an AIS statement via AssociationsOnline.	Within 6 months of your P&C's end of financial year.	
WACSSO Affiliation	<b>P&amp;Cs must re-affiliate with WACSSO each year.</b> Invoices will be sent out via email in May.	30 June (affiliate fees due).	
P&C Handover Process	<b>The Associations Incorporation Act 2015 requires an Association's rules to include details of who will have custody and responsibility for keeping the records.</b> See pages 52-55 for the <i>P&amp;C Executive Handover Checklist</i> and <i>Summary of the Affairs of the Association Template</i> .	Immediately after the AGM.	
Director ID	As long as your P&C is not a Corporation under the Corporations Act 2001 (ie, does not have an ACN or an ARBN) then P&C Office Bearers DO NOT need a Director's ID. P&Cs can have an ABN without being a Corporation. You can check here: <a href="http://abr.business.gov.au">abr.business.gov.au</a> if your P&C has an ACN or ARBN. Please advise WACSSO if your P&C has an ACN or ARBN.		

## Responsibilities of the P&C as an employer

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
GST/PAYG Tax	<p>You must complete either a Business Activity Statement (BAS) or Instalment Activity Statement (IAS). See <a href="http://www.ato.gov.au">www.ato.gov.au</a> or phone 13 28 66 for more information.</p> <p>Reminder: update your P&amp;C contact details with the Australian Taxation Office (ATO) if required.</p>	<p>Quarterly due dates:</p> <p>28 October</p> <p>28 February</p> <p>28 April</p> <p>28 July</p>	
Superannuation	<p>It is a legal requirement to pay Superannuation if your employee's wage exceeds \$450 gross per month. See <a href="http://www.ato.gov.au/Business/Super-for-employers">www.ato.gov.au/Business/Super-for-employers</a> for further information.</p> <p>Superannuation is payable for all employees over 18. If under 18, superannuation is payable if the employee works more than 30 hours per week. See <a href="http://www.ato.gov.au/Business/Super-for-employers/">www.ato.gov.au/Business/Super-for-employers/</a> for further information.</p>	<p>Quarterly due dates:</p> <p>28 October</p> <p>28 February</p> <p>28 April</p> <p>28 July</p>	
Single Touch Payroll	<p>Single Touch Payroll is a requirement for employers and is now in Phase 2.</p> <p>For more information, visit: <a href="http://www.ato.gov.au/Business/Single-Touch-Payroll/">www.ato.gov.au/Business/Single-Touch-Payroll/</a>.</p>		
Employee Workers' Compensation Insurance	<p>Employers legally must have workers' compensation insurance in Australia.</p> <p>This insurance is not included in WACSSO affiliation, however affiliates have access to competitive insurance rates with Grange Insurance Services.</p>	30 June	
myGovID	<p>To access most Australian Government online employment and business services, Office Bearers authorised to act on behalf of the P&amp;C will need to link their myGovID to the P&amp;C's ABN. For more information, visit: <a href="http://www.mygovid.gov.au/set-up">www.mygovid.gov.au/set-up</a>.</p>		
New Work, Health and Safety (WHS) Laws	<p>Did you know that new WHS laws came into effect in January 2022?</p> <p>The new laws will apply to some P&amp;Cs as employers, so it's important that you know what they will mean for your Association.</p> <p>The Department of Mines, Industry Regulation and Safety (DMIRS) have plenty of resources to help your P&amp;C understand the legislation. For more information, visit: <a href="http://www.dmirs.wa.gov.au/safety-regulation/whs-publications-and-resources">www.dmirs.wa.gov.au/safety-regulation/whs-publications-and-resources</a>.</p>		

# P&C ASSOCIATION Responsibilities

ASSOCIATION REQUIREMENTS	INFORMATION	DONE
Affiliation Renewal	<p>WACSSO affiliation invoices are emailed in May and payment is due before 30 June.</p> <p>Affiliation includes \$20 million Public Liability Insurance, Volunteer Accident Insurance, one free Delegate attending WACSSO annual Conference, free training opportunities, resources and P&amp;C advice.</p>	
Insurance Renewal	<p>Do you have appropriate insurance for your employees, canteen or stock?</p> <p>Contact Grange Insurance Services WA on (08) 9201 8000, or the insurance provider of your choice for more information.</p>	
Working With Children Checks	<p>Make sure your P&amp;C has up-to-date Working with Children Checks, where needed.</p> <p>For information regarding the Working with Children Check, visit <a href="http://www.workingwithchildren.wa.gov.au/index">www.workingwithchildren.wa.gov.au/index</a>.</p>	

## Have you Considered?

WACSSO RECOMMENDATIONS	INFORMATION	DONE
Training for your P&C	<p>Training opportunities are free for affiliated P&amp;C Associations. Consider booking this year. For more information visit <a href="http://www.wacssso.wa.edu.au/training-events/pc-training/">www.wacssso.wa.edu.au/training-events/pc-training/</a>.</p>	
Get Involved in P&C Day WA	<p>The 2023 P&amp;C Day WA will be held on Friday 19 May. This day is an opportunity for school communities to celebrate their P&amp;Cs and all the great work they do! Templates and ideas for how to celebrate can be found on the WACSSO website.</p>	
Attending WACSSO Conference	<p>The 2023 WACSSO Annual Conference is on the 19-20 August at Crown Perth. Each Affiliate is entitled to send one FREE Conference delegate (additional delegates come at a cost). We recommend having your P&amp;C's Conference delegates approved at the AGM.</p>	
Being a State Councillor	<p>Your State Councillor is there to help you and represent your electorate. Why not invite them to a meeting? If your electorate is unrepresented then consider nominating yourself or someone else in the P&amp;C. For more information, visit: <a href="http://www.wacssso.wa.edu.au/about/our-state-council/becoming-a-state-councillor/">www.wacssso.wa.edu.au/about/our-state-council/becoming-a-state-councillor/</a>.</p>	
2023 P&C Contributions Report	<p>Towards the end of each school year WACSSO sends out the annual P&amp;C Contributions Report. This report allows us to capture the collective contributions of WA P&amp;Cs to their school communities throughout the year. All P&amp;Cs must complete the report, as it enables WACSSO to advocate strongly for P&amp;Cs at a State and Federal level.</p>	