



## 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/](http://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)	
Contracts and agreements	
Meeting minutes (Secretary)	
Correspondence (Secretary)	
Policies and procedures	
Website/Facebook details	