## **SAMPLE** : ABOUT OUR ASSOCIATION

Use this template as a starting point for the committee to summarise the affairs of the association. This document can be included as part of a handover to the new committee members.

**Association registration**

|  |  |
| --- | --- |
| Legal registered name: |  |
| Incorporated Association Registration Number (IARN): | A |
| Date of incorporation: |  |

*The association is registered as an incorporated association under the Associations Incorporation Act 2015 (WA). The Department of Mines, Industry Regulation and Safety – Consumer Protection Division is responsible for administering this Act.*

**Business/trading names**

|  |  |  |
| --- | --- | --- |
| **Registered business name** | **Registration number** | **Renewal date** |
|  |  |  |
|  |  |  |

Authorised contact for Australian Securities and Investments Commission (ASIC):

|  |
| --- |
|  |

**Taxation**

|  |  |
| --- | --- |
| Australian Business Number (ABN): |  |
| Tax File Number (TFN): |  |
| Taxation registrations (ie GST, PAYG, FBT): |  |
| Taxation exemptions (ie PBI, DGR): |  |

Authorised contact for Australian Taxation Office (ATO):

|  |
| --- |
|  |

**AssociationsOnline**

|  |  |
| --- | --- |
| Primary user: |  |
| Authorised user(s): |  |

**Licences**

|  |  |  |
| --- | --- | --- |
| **Licence type** | **Licence number** | **Renewal date** |
| *e.g. Liquor licence* |  |  |
| *Charitable collections licence* |  |  |
|  |  |  |

**Financials**

|  |  |
| --- | --- |
| Financial year: |  |
| Banks accounts held with: |  |
| Current signatories: |  |
| Accountant/bookkeeper: |  |
| Auditor or Reviewer: |  |

**Committee meetings**

Complete this section using the relevant information in the Association’s rules

|  |  |
| --- | --- |
| How often does the committee meet: | *e.g. monthly, quarterly* |
| Notice requirements for committee meetings: |  |
| Quorum for committee meetings: |  |

**Custody of records**

|  |  |
| --- | --- |
| **Record** | **Current custodian or storage location** |
| * Rules/Constitution
 |  |
| * Certificate of Incorporation
 |  |
| * Licences and registration certificates
 |  |
| * Register of Members
 |  |
| * Record of Office Holders
 |  |
| * Member application forms
 |  |
| * Financial records

*e.g. cash book, receipt book, tax invoices* |  |
| * Banking records
 |  |
| * Employee records

*e.g. contracts, payment summaries, superannuation*  |  |
| * Financial reports
 |  |
| * Contracts and agreements

*eg insurance contracts, finance and lease agreements* |  |
| * Meeting minutes
 |  |
| * Correspondence
 |  |
| * Policies and procedures
 |  |
| * Website/Facebook details
 |  |
|  |  |
|  |  |
|  |  |

**Reporting responsibilities**

|  |  |  |
| --- | --- | --- |
| **Reporting requirement** | **Reported to** | **Due date** |
| Associations Information Statement | 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  |
|  |  |  |
|  |  |  |
|  |  |  |