



Charitable Collections Licence – Annual Statement

Charitable Collections Act 1946 s 15(1)

Purpose

All charities licenced in Western Australia must submit an Annual Statement to the Commissioner for Consumer Protection in Western Australia including audited accounts and the Auditor’s Report.

Instructions

- Type directly into this form electronically before printing and signing it or hand print neatly using an ink pen in BLOCK LETTERS.
- where appropriate and complete all sections of the form.
- Attach a copy of the audited accounts and the signed Auditor’s Report.

Important Notice

Pursuant to Section 15(1) of the *Charitable Collections Act 1946*, it is a condition of your licence that your Annual Statement and Auditor’s Report be lodged within 6 months of the end of the relevant financial year applicable to your organisation.

If you have not lodged the required documents by the due date, you may not make any further charitable collections from that date until such time as you have lodged your Annual Statement, audited accounts and Auditor’s Report.

Failure to lodge your Annual Statement, audited accounts and Auditor’s Report may also result in the revocation of your licence.

ORGANISATION DETAILS

1. This annual statement is for the financial year ending:

Day	Month	Year

2. What is the name of the organisation?
This is the registered name of the organisation as it appears on legal or other official documents.

3. What is the organisation’s licence number?
This is the licence number issued under the Charitable Collections Act 1946 (WA).

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4. What is the organisation’s current postal address?
Provide the organisation’s email address and the address you want the Department to use to send communication to. Email 1 should be the organisation’s contact email address.

Postal address					
Suburb		State		Postcode	

Telephone		Mobile	
Email 1		Email 2	
Contact Person		Position held	

Has your organisation adopted the Voluntary Code of Practice for public fundraising?

Yes No

Information about the Voluntary Code of Practice for public fundraising is available at:
www.dmirs.wa.gov.au/consumer-protection/charities-code-practice.

Are you registered with the Australian Charities and Not-for-profits Commission (ACNC)?

Yes No

PRINCIPAL EXECUTIVE OFFICERS

Have there been any changes to the Principal Executive Officer's since your last application/statement?

Yes No

If Yes, a Principal Executive Officer (PEO) declaration form must be completed and lodged for each new PEO.

Please note:

- any change to the licensee's PEO's must be notified to the Department within one month after the change.
- A PEO declaration form can be downloaded from the Departments website: www.dmirs.wa.gov.au/charities. Please note a National Police Certificate, no more than 6 months old, is required for all new PEO's.
- Three primary office holders are required to be appointed as PEO's, e.g. Chair, CEO, Secretary, Treasurer or equivalent.
- If you are unsure of your recorded PEO's please contact the Charities Section on (08) 6552 9364.

DETAILS OF APPROVED AUDITOR

Has the Auditor changed since the last financial year?

Yes No

If Yes, please provide details of the new Auditor below.

Auditor's Name				
Auditor's qualifications		Company/Firm name		
	<i>e.g. RCA, CA, CPA, IPA, ATMA</i>			
Postal address				
Suburb		State		Postcode
Telephone		Mobile		
Email				

NOTE: A COPY OF THE SIGNED AUDITOR'S REPORT MUST BE SUBMITTED WITH THIS FORM.

CHARITABLE COLLECTIONS

Did you receive any charitable collections during the last financial year?

Yes No *If No, please contact this office on (08) 6552 9364 to discuss.*

Did you apply those collections to your charitable purpose?

Yes No *If No, please contact this office on (08) 6552 9364 to discuss.*

INVESTMENTS

Regulation 16 of the Charitable Collections Regulations 1947 provides that:

Except with the approval of the Minister, a charitable organisation shall not invest monies belonging to the organisation other than –

- a) in a fixed deposit in any company registered to carry on the business of banking in Western Australia: or
- b) as trust funds may be invested under Part III of the *Trustees Act 1962*.

Does your organisation have any funds in other than a bank account? No Yes

If yes, do the investments held by your charity comply with the requirements of Regulation 16?

Yes No

If No, please provide detail below (if insufficient space is available, please attach a separate page).

DECLARATION

I, declare that:
Full name *Position held within the organisation*

- the information contained in this statement is true and correct;
- I believe the organisation will be able to pay its debts when they become due and payable;
- the accounts have been audited in accordance with the requirements of the *Charitable Collections Act 1946*; and
- the organisation has complied with the *Charitable Collections Act 1946* and the Charitable Collections Regulations 1947.

I have attached a copy of the audited accounts and a signed copy of the Auditor's Report for the financial year.

Signature

Date

Name

Position in organisation

LODGING THE STATEMENT

By email: (*preferred*)

charitiesaudits@dmirs.wa.gov.au

By post:

**Department of Mines, Industry
Regulation and Safety
Consumer Protection Division
Associations and Charities Branch
Locked Bag 14
CLOISTERS SQUARE WA 6850**

In person: (8.30 am to 4.30pm
weekdays)

**Department of Mines, Industry
Regulation and Safety
Consumer Protection Division
Level 2, Gordon Stephenson
House
140 William Street
PERTH**

For assistance call our information line on (08) 6552 9364

For more information please visit www.dmirs.wa.gov.au/charities.