

POLICY: - Annual Return to Charities Commission

Preamble

This policy covers the steps required to comply with requirements of the Charities Commission. It is a statutory requirement that the filing of the accounts and associated documentation is completed no later than 6 months after the end of each financial year. If the filing is not completed correctly and within this timeframe, the registrar may deem the society is no longer operating and take steps to remove us from the both the Charities Register and Incorporated Societies register.

Changes to Officers and the Rules of the Society still need to be registered with the Incorporated Societies Register.

This policy sets out what is required to meet the requirements of both Registrars.

This policy supersedes all previous policies and resolutions.

Legal Requirements for Registration

1.	<p>The requirements of the registrar are that:</p> <ol style="list-style-type: none"> 1) All Charities are required under the Charities Act 2005 to file an Annual Return with the Charities Commission every year. The Financial Statement must include the income and expenditure, assets and liabilities and all mortgages and loans of any description affecting any property of the society and must include a copy of the Auditors Report if the accounts were audited. 2) Any change of officer must be registered with both the Charities Commission and the Incorporated Societies Register. . Registered officers must at a minimum comprise of the Chairman, the Secretary and one other Officer. There is no limit on the number of officers that can be registered. 3) A copy of any rule changes must be signed by three members of the society and accompanied by a certificate signed by a member/solicitor that the changes have been made in accordance with the existing rules/constitution. The new rules will not take effect until the changes have been registered. 4) Full guidelines are available at http://www.charities.govt.nz/compliance/annual-return/ and http://www.societies.govt.nz/cms/incorporated-societies/running-a-society/what-documents-must-you-file-with-the-registrar
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Policy

1.	To enable the Executive Officer, NZGSO to attend to the filing of the annual accounts the Board must provide the following to NZGSO no later than 30/4 of every year
2.	<ol style="list-style-type: none"> 1) An electronic copy of the signed accounts and supporting documentation that may be uploaded to the Charities Commission/Incorporated Society Registrar 2) A copy of the minutes to the Executive Officer, NZGSO no later than 30/4 of every year clearly recording: <ol style="list-style-type: none"> a. The resolution that Adopts the Annual Accounts b. Any change of officer 3) A copy of the rule changes signed by three members of the society and accompanied by a certificate signed by a member/solicitor that the changes

	have been made in accordance with the existing rules/constitution.
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Policy Review	
April 2009	
Feb 2012	Changed to reflect change with Charities Commission. Next review Feb 2013
Mar 14	Approved unchanged with annual review.
Mar 15	Approved unchanged with annual review.