



When to use this form

Complete this form if your organisation is listed on the Register of Environmental Organisations (the Register) and needs to submit statistical information for the financial year ending 30 June 2015 (or the relevant financial year for your organisation) to the Department of the Environment.

About this form

Organisations listed on the Register are required to submit statistical information to the Department of the Environment on an annual basis. This requires the submission of the 2015 Statistical Return form.

Organisations that are Registered Charities are required to report to both the Department and the Australian Charities and Not-for-profit Commission.

To avoid delays in reporting, organisations are not required to submit a copy of its audited financial statement with the statistical return. However, the Department may request supplementary information, including an audited financial statement, as part of its assurance process.

Failure to provide information requested by the Department in this form may result in the commencement of compliance action which may result in removal from the Register. Any action taken by the Department in this regard will be done in

accordance with the Register's Guidelines and relevant legislation, including the *Income Tax Assessment Act 1997*.

Completing this form

This form must be completed by a person authorised by the organisation to act on its behalf. To complete this application:

- download a copy of the application to your computer and check that you can save information in the application
- place X in ALL applicable boxes
- type directly into the form
- you must answer all questions unless we tell you otherwise

Further information

Further information about the Register of Environmental Organisations, including the public fund committee member nomination form, is available from: www.environment.gov.au/about/tax/reo

Further information about deductible gift recipient status is available from the Australian Taxation Office: <http://www.ato.gov.au/Non-profit/Guides/In-detail/Guides---booklets/Gifts---fundraising/GiftPack/>

Organisation Details

Full Name of Organisation	
Name of Public Fund	
Australian Business Number ⁱ	
Telephone Number	
Postal Address	
Suburb	
State	
Postcode	
Email Address	
Website	
Is your organisation a trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you answer yes to this question, do <u>not</u> answer the membership question below.</i>
How many members did the organisation have at <u>30 June 2015</u> ? ⁱⁱ <i>Please write the number of members in the brackets [.....]</i>	Number of members that are natural persons [] Number of body corporate members [] Total: []
Has your organisation registered with the Australian Charities and Not-for-profit Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Officer Details

Contact name for enquiries	
Position	
Business hours phone number (8.30am to 5.30pm weekdays)	
Mobile phone number	
Email address	

Financial Year

Information requested on this form is for the financial year 1 July 2014 to 30 June 2015. If your organisation operates with a different financial year, please provide the information requested for your most recent complete financial year.

Which financial year are you providing information for?	<input type="checkbox"/> 1 July 2014 to 30 June 2015 (standard). <i>or</i> <input type="checkbox"/> This organisation has a different financial year and the information provided on this form is for the period: <p style="text-align: center;">to</p>
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Public Fund

Please provide the following information on donations to your Public Fund during the financial year:

Type of donation	Number of Donations ⁱⁱⁱ	Value
Money		\$
Property		\$
TOTAL		\$

Please specify the total amount expended from your public fund during the financial year:

Total expenditure from public fund	Value
	\$

Please specify the balance of the public fund account as at the end of your organisation's financial year:

Balance of public fund as at the end of the financial year	Balance
	\$

Environmental Outcomes (compulsory to complete)

Provide a brief statement on environmental outcomes for the financial year. This statement must contain information on how money (and/or property) donated to the public fund was used, and how this contributes to your organisation's principal purpose.

Please do not restate your organisations objects/purposes or your organisation's vision/mission statement.

Requirement to inform the department

As per Ministerial Rule 2, an organisation listed on the Register of Environmental Organisations must inform the department as soon as possible:

- if it changes its name or the name of its public fund; or
- if there is any change to the membership of the management committee of the public fund; or
- if there has been any departure from the model rules of the public fund.

If your organisation has made any of these changes and not already informed the department, you will need to provide the appropriate documents with this statistical return.

Please select the option on the following page which best reflects your circumstances.

Requirement to inform the department (continued)

Please select one of the following options:

The organisation has not made any of the relevant changes.

or

The organisation has made some changes and has previously informed the department.

or

The organisation hereby notifies the department of the following:

- change to organisation name (please attach certification of the change of name)
- change to public fund name (please attach your amended founding documentation—i.e. constitution, rules of association or trust deed)
- change to membership of the public fund management committee* (please attach a list of current members and a nomination form for each new member)
- change to founding documents—i.e. constitution, rules of association or trust deed (please attach the revised document and evidence of its ratification)
- there has been a departure from the model rules for public funds (please attach an explanatory statement)

* Please note that the public fund management committee is a different body to your organisation's board/committee of management.

'In Australia'

Has your organisation conducted activities outside of Australia in the financial year ending 30 June 2015? Yes No

- If **no**, please complete the Declaration on the next page.
- If **yes**, please complete the following:

What percentage of your organisation's expenditure supports activities completed outside of Australia?

Please select one of the following options:

- Less than 10 per cent
- 10 to 50 per cent
- 51 to 75 per cent
- More than 75 per cent

Please provide a brief overview of the types of activities you conduct overseas:

Empty text box for providing a brief overview of overseas activities.

Declaration

(Before you sign this form, check that the information you have provided is accurate and complete.)

In submitting this form, I/we confirm:

- I/we are authorised to make this declaration on behalf of the organisation listed on the Register of Environmental Organisations, and that all relevant persons have made a full disclosure of information.
- The information provided in this form is complete and correct. I/we understand that giving false or misleading information in connection with this form is a serious offence.
- The Department is authorised to take the necessary steps to check the information provided in this form by obtaining information from databases or agencies.
- I/we declare that the public fund assets have been used solely in the supporting the organisation's environmental purposes.
- I/we acknowledge that the organisation may be subject to a random audit as part of the assurance programme for the Register of Environmental Organisations which is conducted by the Department of the Environment.
- I/we understand that I/we may be requested to provide further clarification or documentation to verify the information supplied in this form, which may include an audited financial statement.
- I understand that failure to provide information requested by the Department may result in compliance action being undertaken and possible removal from the Register of Environmental Organisations.

Signature:	
Name:	
Position:	
Date:	
Business hours phone number (8.30am to 5.30pm weekdays)	
Mobile phone number	

Time taken to complete this form

Estimate how long (in minutes) it took you to complete this form.	
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Lodging your statistical return

- Print the completed form
- Complete and sign the declaration
- Send your completed form to:

In hard copy:

The Administrator
Register of Environmental Organisations
Department of the Environment
GPO Box 787
CANBERRA ACT 2601

Electronically (preferred):

Email: reo@environment.gov.au

Privacy

The information requested in this form is required under the *Income Tax Assessment Act 1997* and Ministerial Rule 1 made under the provisions of the Act.

Where authorised by law to do so, we may give this information to other government agencies. Some information will be used to update your details on the Australian Business Register (ABR), and may be passed to a wide range of government agencies, including Commonwealth, state and local government agencies.

ⁱ Under sub-section 30-125(1)(a) of the *Income Tax Assessment Act 1997*, a Deductible Gift Recipient must have a valid Australian Business Number (ABN). Please notify the Department if you have cancelled your ABN.

ⁱⁱ Under section 30-275 of the *Income Tax Assessment Act 1997*, a body corporate (except a statutory authority) or a co-operative society is an environmental organisation only if:

(a) its membership consists principally of bodies corporate; or
(b) it has at least 50 members who are individuals that are:

(i) regarded as financial members; and

(ii) entitled to vote at a general meeting of it; or

(c) the Minister for Environment has determined that, because of special circumstances, it does not have to meet either of the requirements in paragraph (a) or (b).

ⁱⁱⁱ Organisations may be removed from the Register for not collecting tax-deductible donations from the public.