



## **REGISTER OF ENVIRONMENTAL ORGANISATIONS 2016 STATISTICAL RETURN**

### **When to use this form**

Organisations listed on the Register of Environmental Organisations (the Register) are required to submit statistical information to the Department of the Environment on an annual basis. This requires the submission of the 2016 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 the 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 could lead to an organisation being removed from the Register. Any action taken by the Department in this regard will be 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
- complete ALL boxes either by placing an X in applicable boxes or typing directly into the form.

### **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/reo](http://www.environment.gov.au/reo) or by emailing [reo@environment.gov.au](mailto:reo@environment.gov.au)

Further information about deductible gift recipient status is available from the Australian Taxation Office: [https://www.ato.gov.au/non-profit/gifts-and-fundraising/tax-deductible-gifts/deductible-gift-recipients-\(dgr\)/](https://www.ato.gov.au/non-profit/gifts-and-fundraising/tax-deductible-gifts/deductible-gift-recipients-(dgr)/)

### Organisation Details

Full Name of Organisation	
Name of Public Fund	
Australian Business Number	
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 your organisation have at <u>30 June 2016</u> ?  <i>Please write the number of members in the brackets [.....]</i>	<p style="text-align: right;">Number of members that are natural persons [     ]          Number of body corporate members [     ]          Total: [     ]</p>
Has your organisation registered with the Australian Charities and Not-for-profit Commission?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Primary Contact Officer Details

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

## Secondary Contact Officer Details

Contact name for enquiries	
Position with organisation	
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 2015 to 30 June 2016. 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 2015 to 30 June 2016 (standard).
	or <input type="checkbox"/> This organisation has a different financial year and the information provided on this form is for the period:  to

## Public Fund

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

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

\*Please note that organisations may be removed from the Register for not collecting tax-deductible donations from the public.

Please specify the total amount expended from your Public Fund during the financial year:

<i>Total expenditure from Public Fund</i>	<i>Value</i>
	\$

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

<i>Balance of Public Fund as at the end of the financial year</i>	<i>Balance</i>
	\$

## 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.

*(Additional items you may want to provide are your organisation's most recent annual report and/or recent publication).*

## Requirement to inform the Department

As per the current 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
- there is any change to the membership of the management committee of the Public Fund; or
- 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—i.e. certificate of incorporation)
- 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.

## 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 process 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/we 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 with organisation	
Date	
Business hours phone number (8.30am to 5.30pm weekdays)	

Time taken to complete this form

Estimate how long ( <b>in minutes</b> ) 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 and any attachments to:

*Electronically (preferred):*

Email: [reo@environment.gov.au](mailto:reo@environment.gov.au)

*In hard copy:*

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

## Privacy

The information requested in this form is required under the *Income Tax Assessment Act 1997* and the ministerial rules 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 may 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.