



**REGISTER OF ENVIRONMENTAL ORGANISATIONS
2018 STATISTICAL RETURN FORM**

Please Note: The completion of this form is mandatory for all organisations listed on the Register, you will not satisfy this reporting requirement by reporting only to the [Australian Charities and Not-for-profit Commission](#).

When to use this form

Organisations listed on the Register are required to submit statistical information to the Department of the Environment and Energy on an annual basis. This requires your organisation to submit this form for the 2017-18 financial year.

Failure to provide information requested by the Department in this form may result in the commencement of compliance action which could lead to your 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* (Cth).

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

Completing this form

This form must be completed by a person authorised by your organisation to act on its behalf.

To complete this form:

- download a copy of the form to your computer and check that you can save information in the form.
- complete ALL boxes either by placing an X in applicable boxes or typing directly into the form. An X may be placed in the applicable box by double clicking on the box and selecting 'checked'.

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 or by emailing 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)/)

Privacy

The information requested in this form is required under the *Income Tax Assessment Act 1997* (Cth) 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.

Section 1 - Organisation Details

Name of Organisation	
Name of Public Fund	
ABN	Telephone Number
Email Address	
Website	
Contact Officer Name	
Address	

Is your organisation registered with the Australian Charities and Not-for-profit Commission?

Yes No (double click the box to make a selection)

Is your organisation a trust? Yes No

If you answered 'Yes', you can skip the next question about membership

How many members did your organisation have at the end of your last financial year?

Members are regarded as financial members, that are entitled to vote at a general meeting

Number of members that are natural persons:

Number of body corporate members:

Total:

Which financial year are you providing information for?

1 July 2017 to 30 June 2018 (standard) Other Financial Year (please specify)

to

Your Statistical Return is due within four months of the end of your reporting period every year.

Section 2 - Donations

Please provide the following information on donations to your Public Fund during the financial year. This does not include grants received by your organisation.

Type of Donation	Number of Donations	Value (\$)
Money	<input type="text"/>	\$ <input type="text"/>
Property	<input type="text"/>	\$ <input type="text"/>
Total	<input type="text"/>	\$ <input type="text"/>

Section 3 – Balance

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

Section 4 – Expenditure

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

Expenditure used in Australia	\$	
Expenditure used outside Australia	\$	
Total Expenditure from Public Fund	\$	

Please provide a percentage breakdown of the amount expended from your Public Fund during the financial year:

Expenditure from the Public Fund	Value (%)
On-Ground Environmental Remediation <i>(excluding activities conducted overseas but including funding provided to other environmental Deductible Gift Recipient organisations to undertake remediation work within Australia)</i>	%
Research	%
Education/Information provision	%
Campaign/Advocacy	%
Legal	%
Overseas (all activities conducted overseas including remediation)	%
Administration (e.g. stationery, electricity, telephone, rent etc.)	%
Staff (salaries etc.)	%
Other (please specify)	%
Total	100%

Section 5 - Environmental Outcomes

Your organisation must have a principal purpose of:

- The protection and enhancement of the natural environment or of a significant aspect of the natural environment; or
- The provision of information or education, or the carrying on of research, about the natural environment or a significant aspect of the natural environment.

The natural environment and concern for it would include, for example, significant natural areas such as rainforests; wildlife and their habitats, issues affecting the environment such as air and water quality, waste minimisation, soil conservation and biodiversity, and promotion of ecologically sustainable development principles.

Did your organisation conduct any activities in the 2018 reporting period towards your principal purpose? Yes No

Provide a statement on:

- how money (and/or property) donated to your organisation's Public Fund was used during the financial year; and

- how your organisation's activities and environmental outcomes helped your organisation achieve its principal purpose.

(You may want to provide additional information such as your organisation's most recent annual report and/or recent newsletter(s) or other publications).

If no activities were undertaken during the financial year, please provide reasons why.

Section 6 - Declaration

Before you sign this form, check that the information you have provided is accurate and that you have completed ALL questions.

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 and Energy.
- 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

X

Name

Position in your Organisation

Date

Submitting your statistical return

This form is to be completed and returned (with supporting documentation where applicable) to:

Electronically (preferred):

reo@environment.gov.au

Hard copy:

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

Other changes that you should report

Please remember that you should update the Department about certain changes to your organisation and your organisation's use of its public fund. You may inform the Department of these changes at any time, including when you submit this form.

Your organisation must inform the Department as soon as possible if it makes any of the following changes:

- Changes to the contact details of your organisation.
- Change to organisation name (please provide certification of the change of name—i.e. certificate of incorporation).
- Change to Public Fund name (please provide your amended founding documentation—i.e. constitution, rules of association or trust deed).
- Change to membership of the Public Fund management committee* and/or responsible persons' details (please provide 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 provide the revised document and evidence of its ratification)
- If there has been a departure from the model rules for Public Funds (please provide an explanatory statement)

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