

**OUR NOT FOR PROFIT INFORMATION & ACTION PLAN:**

Date:

1	What date is the end of financial year for our organisation?			
2	Do you have a copy of the constitution?	Yes	No	Need to find out
3	When was your constitution last updated?			
4	Is a copy of the constitution available at Board meetings and at the AGM?	Yes	No	Need to find out
5	What financial reporting requirements do we have to present under our constitution?	Tier 1	Tier 2	Tier 3
6	Are your books required to be audited?	Yes	No	Need to find out
7	Are we registered under the ACNC?	Yes	No	Need to find out
8	What financial reporting requirements do we have to present under ACNC?			
9	Are there employees in the organisation?	Yes	No	
10	Is our organisation registered for GST?	Yes	No	Need to find out
11	Do you have an Induction meeting for the new board as the first meeting after the AGM?	Yes	No	Need to find out
12	Do you have a standard agenda for meetings?	Yes	No	Need to find out
13	Do you receive board papers in advance to pre-read?	Yes	No	Need to find out
14	Do you receive a Balance Sheet and Profit and Loss reports regularly?	Yes	No	Need to find out
15	Does your organisation report on budgets vs actuals?	Yes	No	Need to find out
16	Do you understand the financial reports given to you at meetings?	Yes	No	Sometimes
17	Are there any questions you need to ask regarding the financial reports?	Yes	No	
18	Is your not for profit solvent?	Yes	No	Need to find out
19	Is your not for profit required to lodge a tax return?	Yes	No	Need to find out