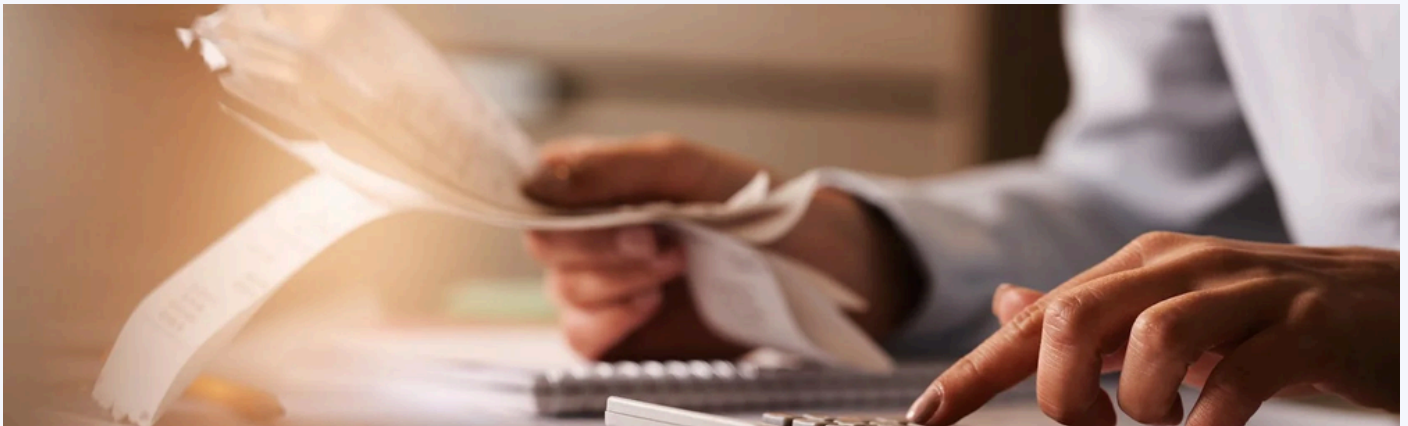


NOT FOR PROFIT SELF-REVIEW RETURN

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Not for profit (NFP) organisations have always operated under the requirements of the legislation and should have reviewed, at least annually, that they met their obligations and operate according to their governing documents. From 1 July 2024 NFP organisations will be required to annually lodge a self review by 31 October. Below is how to get ready for your first self-review return and what the report entails.



Make sure the associates and authorised contacts are setup with the ATO.

The first step is to make sure your organisation details are up to date with the ATO is showing the correct associates and authorised contacts.

In most NFP organisations the committees change regularly, and the associates and authorised contacts may not have been updated since they were originally registered with the ATO. If you find this is the case for your organisation, you can complete the ATO form NAT 2943 attaching your most recent AGM minutes showing the office bearers and if you would like to nominate an authorised contact, attach minutes to state who you would like the authorised contacts to be.

Set up myGovID and Relationship Authorisation Manager (RAM)

Download the myGovID app onto your phone and complete the ID information required (drivers licence details or similar). Once complete, this app is used to provide security code allowing you to access your Authorisation Manager page.

Once you are associated with the organisation with the ATO the next steps are:

1. Go to authorisationmanager.gov.au
2. Login in using your myGovID
3. Select Link your business
4. Add postal address help by the ATO and click continue
5. Select the organisation you wish to link from the list and click continue
6. Enter an email address (doesn't have to be the same as your MyGovID)

Once this is complete you are ready to prepare and lodge your NFP organisation's self review return from 1 July.



What does the self review return involve?

The report will be available from 1 July 2024 which have the following questions:

Estimated annual gross revenue category for the organisation?

Small: \$0 – \$150,000

Medium: Over \$150,000 – \$3,000,000

Large: Over \$3,000,000

Category that best reflects the main purpose of the organisation?

- Community service
- Cultural
- Educational
- Health
- Employment
- Resource development
- Scientific
- Sporting

Does the organisation have and follow clauses in its governing documents that prohibit the distribution of income or assets to members while it is operating and winding up?

- You'll need to review the constitution or rules or article of association to ensure such a clause is included.

If the organisation is in one of the following categories does it exist, operate and incur expenditure in Australia?

- Community service
- Cultural
- Educational
- Health
- Scientific
- Sporting

Does the organisation have any charitable purposes?

- If the organisation operates as a charity it must register as a charity and it then has separate reporting requirements.

To be prepared, please ensure you have updated the information held with the ATO and link your organisation to your RAM as early as possible and review your constitution or governing documents so you are prepared to lodge the self-review by 31 October.