**DOCUMENTATION CHECKLIST**

Please use the checklist below to ensure you have all documentation relevant to your Club/ Branch easily accessible.

These should be saved in a folder in SharePoint and shared with the relevant personnel as well as a hard copy located in the club.

A checklist has been provided with this circular for you to use each year to ensure your club/branch has the relevant documents easily accessible.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | |  | | |
| **Position** | |  | | |
| **Year of check** | |  | | |
| **Document Name** | | | **Have the document?** | **Link to document** |
| 1 | Club Constitution | |  |  |
| 2 | Club Regulations (By-laws) | |  |  |
| 3 | Yearly Annual Report | |  |  |
| 4 | Australian Business Number (ABN) | |  |  |
| 5 | ASIC Registration Documents (if applicable) | |  |  |
| 6 | Yearly Annual Return | |  |  |
| 7 | Yearly Audit Financials | |  |  |
| 8 | Yearly AGM Minutes | |  |  |
| 9 | Incorporations Certificate | |  |  |
| 10 | Statement of Commitment | |  |  |
| 11 | Deductible Gift Receipt Number | |  |  |
| 12 | Insurances | |  |  |
| 13 | ACNC Information | |  |  |
| 14 | Club/Branch Leases | |  |  |
| 15 | Club/ Branch Subleases | |  |  |
| 16 | Supporter Clubs contracts/ MOUS | |  |  |
| 17 | Equipment contracts (if applicable) | |  |  |
| 18 | Asset Registers | |  |  |
| 19 | Routine Fire Equipment Checks Register | |  |  |
| 20 | Delegation of Authority | |  |  |
| 21 | ACNC Information Statement (copy of last years for reference) | |  |  |
| 22 | Club Directors & Officers contact information | |  |  |
| 23 | Approve Club Policies | |  |  |

If you are missing any documents, please source them and saved them down for the next annual review.

If you have any issues, please reach out to your Branch staff.