**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.

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| --- | --- |
| **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.