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COMPASSION AUSTRALIA MONTHLY COMPLIANCE REPORT – July FY18

The following primary operational compliance activities will be reviewed over the coming year on a monthly basis. Matters requiring compliance in a particular month are indicated by shading each compliance activity under the relevant month.

Compliance matters reviewed and operating consistently with organisational policy are indicated with a ✓.

	Compliance Activity Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
A.	**Board/Management: Governance, Company Secretarial and Legal**												
1.	ACNC change of directors notification												
2.	Board minutes completed and ratified												
3.	AGM held												
4.	Board sign off audit and financial statements												
5.	Strategic goals set												
B.	**Program and Organisational compliances**												
6.	ACNC AIS Submitted												
7.	Tax Endorsements Review	✓											
C.	**Licensing**												
8.	NSW Fundraising license current (Ex 13/08/18)		2018										
9.	VIC Fundraising license current (Ex 19/11/18)					2018							
10.	QLD Fundraising license current (ongoing)												
11.	SA Fundraising license current (Ex 31/12/17)						2017						
12.	TAS Fundraising license current (ongoing)												
13.	WA Fundraising license current (Ex 18/09/18)			2018									
14.	NT Fundraising license current (no license required)												
15.	ACT Fundraising license current (Ex 03/11/21)				2021								
D.	**Financial Accounting Compliances**												
16.	Final Audit												
17.	Interim Audit												
18.	Complete quarterly BAS	✓											
19.	Produce monthly accounts	✓											
20.	Complete annual financial statements												
21.	Budget approved by Board												
22.	Budget quarter review												
E.	**Financial Operations: Payroll**												
23.	Payroll records (SL, LSL, AL) up-to-date	✓											
24.	Complete group certificates	✓											
25.	Super payments up-to-date	✓											
26.	PAYG withholding up-to-date	✓											
27.	Complete annual PAYG reconciliations	✓											
28.	Complete and lodge FBT return												
29.	Workers compensation return and audit												
30.	Quarterly FBT vehicle report	✓											
31.	Staff Life Insurances up-to-date												
32.	Public liability & Management/Directors insurance premiems paid												

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33. Payroll Masterfile report reviewed												
34. Supplier Masterfile report reviewed*	-											
F. Financial Operations: Other												
35. Annual reports finalized												
G. Policy Compliance												
36. Nil Privacy complaints	✓											
37. Privacy policy review	✓											
38. Nil Copyright complaints	✓											
39. Nil discrimination, harassment and bullying cases	✓											
40. Nil child protection cases	✓											
41. WGEA Report Submitted												
42. Board WHS policy												
H. Risk Management												
43. Nil legal action pending	✓											
44. WHS management system review												
45. Qvalent PCI compliance review												
46. AMEX PCI compliance review												
47. Website certificate	✓											
48. Current business continuity plan*	✗											
49. Current Crisis Communication Plan												
50. Cloud lock dashboard check												

Note 1 (item 34): Item has not yet been completed.
Note 5 (item 48): Disaster recovery plan requires updating to reflect technology changes.

Certified by: Executive Director: Ministry Services: