

WHAT TO DO AFTER YOUR AGM

Office Holder Positions:

- Give all your position holders a copy of their position holders' job description and office holder portfolio if available
- Ask previous office holders to complete a hand over
- Update Position Holder contact information form and send to Regional Office (see form attached)
- Ask key office holder (usually signatories at the Centre) to complete the Charities Commission Change of Officer process

Send copies of the following to your Regional Office:

- Centre AGM minutes. This should include all Office Holder Reports (President and Treasurer, including Annual Financial Report and Auditors Report if applicable)
- Approved Annual Plan
- Approval Annual Budget
- Position Holder contact information
- Completed Charities Commission Office Holders form (see below)

Change of Officers for the Charities Commission:

What is the Charities Commission

Charities Services, Ngā Rātonga Kaupapa Atawhai is part of the Department of Internal Affairs, and administers the Charities Act 2005. Their role is to promote public trust and confidence in the charitable sector and to encourage the effective use of charitable resources. They do this by registering and monitoring charities, listing officers and processing Annual Returns.

One of the reasons why it is essential to ensure that your charitable entity information is up-to-date is because this information is made available on the Charities Register to potential funder reviewing your grant applications. As such, all of this information must be true and correct.

What does this mean for your centre?

The information that relates to your centre needs be kept up to date. It is your centres responsibility to do this. It is critical that these updates are completed within the required timeframes – if these are not done this could put at risk your Charitable status and could affect applications your centre submits for grants. Prior to updating on line – we have provided the form for officers to provide their details and advise they are not disqualified from being an officer – these are useful to confirm information and should be filed with your AGM nomination forms at centre.

To keep this information up to date, the Charities service offers a website where updates can be made <https://www.charities.govt.nz/im-a-registered-charity/update-charity-details/>

How to get access

- log into <https://www.register.charities.govt.nz/Account/LogOn>
- the username is your Centre Charities Commission number **CC xxxx**
- enter 'Forgotten my password' & you will receive an email with a temporary password
- please update the password as directed. This can include a new primary contact for your centre (if you are changing roles).

It may pay to have your centre email address listed as one of the contacts

Before you log in, make sure you have your centres charity number available.

Required Updates

- Your centre has to have a **primary contact based at your centre to oversee & administer your centre information for the Charities Commission.**
- Ideally the primary contact needs to have a generic centre email & be a current President, Secretary or Treasurer. This will ensure communication with the Charities Commission is maintained, future office holder details are updated as necessary & your centres charity status is correct enabling future grant applications. This is a centre responsibility.
- Once you have been loaded into the Charities system – you can request the log-in password using your Charities Commission Number (e.g. CC xxxxx) so you can update information on your centres records. It is important to note that your Centres email is listed as one contact, if you list both contacts as members personal emails and both contacts leave, you will be locked out of the system.
- Following your centre AGM's the primary contact will need to update the new centre officers.
- Your centre officers Presidents (Co or Vice), Secretaries and Treasurers are listed as officers on the website. Any updates to your officers must be done within 3 months of the change of officer.
- If your Centre is part of the Playcentre Aotearoa group on the Charities Commission (CC55368) an annual return including audited consolidated accounts will be submitted by NZPF. If you are not a member of the group information will be coming out about joining the group in an upcoming Centre Chat. If your centre wants to upload your centre audited financial statements you can do so but will need to pay the fee for doing so.

Frequently Asked Questions

Why do we do this?

To maintain your centres status as a charitable trust

What if I want to log in but I have forgotten my password?

You can use your charities commission registration number as your username, and then click the 'forgotten Password' button. An email will be sent to your listed email address

Who needs to be listed?

President, Treasurer, Secretary- Essentially anyone who has the authority to apply for the grant/signatory and will be seen as then responsible for meeting the accountability requirements of funding agencies on how any grant money is applied i.e. it is used for the purposes it is granted for

Is there a cost?

Updating your centre office holders is free

If you are uploading your annual return it will incur a cost. Loading directly online is a cheaper option; mailing it in is more expensive. Either way you will provide the information and be sent an invoice.

Once payment for this invoice has been received, it will be listed as complete. The current list of fees can be found on the website. <https://www.charities.govt.nz/im-a-registered-charity/fee-summary/>

What if someone in those roles doesn't want to be listed?

If you have someone in the roles that isn't willing to go on the register, you would need to be clear on why they don't want to be on the register - if they have any of the factors that would disqualify them as being an officer, it may not be appropriate for them to be in the role.

I have uploaded my centres annual return, but it's not showing?

The Charities Commission site will not show these as submitted until the fee for the Annual Return has been paid.