

Hi John Smith,

This is a long email as we will endeavour to provide you with as much information on the situation and how it will affect Nicolas Cage Appreciation Society.

Before you read on, please take a moment to review the following details.

### **Your Club's Information**

Club Name: **Nicolas Cage Appreciation Society**

Australian Business Number: **12 346 789 123**

**If any of the above details are incorrect, you must inform Arc Clubs immediately.**

### **Background**

On 11 May 2021, the Australian Government announced changes to the administration of Not-For-Profit entities that self-assess as income tax exempt. This was announced as part of the 2021–22 Federal Budget.

This means that from the 2023-24 income year, non-charitable not-for-profits (NFP) with an active ABN need to lodge an annual return.

### **What this Means for Nicolas Cage Appreciation Society**

Nicolas Cage Appreciation Society has been identified as **HOLDING** an Australian Business Number.

Nicolas Cage Appreciation Society has been identified as **NOT REGISTERED** with the **AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION (ACNC)**.

This means that Nicolas Cage Appreciation Society must complete a **Self-Assessment** to meet the Income Tax Exemption criteria and make **minor adjustments to your Constitution**.

### **The Australian Taxation Office's Income Tax Exemption Self-Assessment**

**Every year** from 2023-2024, Nicolas Cage Appreciation Society must complete a **Self-Assessment form** and lodge it with the **ATO** to claim the **Income Tax Exemption**.

The [NFP self-review return](#) for the 2023–24 income year MUST be lodged using [Online services](#) for business.

The NFP self-review return **doesn't include questions that are financial in nature**. However, one question asks for an estimate of gross revenue range as small, medium or large, to indicate the size of your Club.

In the Self-Assessment form, Arc believes you best fit under the **tax-exempt category of Community Service / Cultural Organisation / Sporting**. However, we recommend that you read the ATO website and/or get in contact with the ATO to confirm the exemption criteria that best fits your Club.

Once the NFP self-review return is lodged, you will receive a notice on screen confirming the submission and the **outcome of their self-assessment**.

**Each year after the first** NFP self-review lodgement, NFPs will need to **confirm or update** information on a pre-populated return.

**Penalties may apply under the ATO's penalty framework if an NFP self-review return is not lodged each year.**

### **Updating Your Details on the Australian Business Register**

The ATO requires that the above Self-Assessment is submitted ONLINE through the ATO's [Online services](#) for business.

If your **Club has not updated your Executives to be registered to your ABN**, and the prior Executives who are registered are **unknown** or **uncontactable**, you can **only** notify the ATO of your appointment by completing the downloadable *Change of registration details* (NAT 2943) [paper form](#).

The ATO states they “try to process applications in 28 days, allow up to 12 weeks for [them] to confirm that [they] have updated your details.”

**As such it is crucial that you submit this form before the end of Term 3.**

Arc Clubs will have printed copies of this form in the Arc Clubs Space so that you can conveniently complete and send via the Post Office on campus.

**Additionally, you will need to take the following actions during your Clubs upcoming AGM:**

- You will need to make the following **addition to your Club's Constitution**

**ADD New Section Titled Not-For-Profit Status, in-between Definitions & Membership:**

*2.1 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation*

*\*Please note that this will not be the only change to Arc Club Constitutions in 2024. Details about further changes will be sent to Clubs before the end of Term 2 2024.*

- **Write in your handover** notes to future executive teams that:

Nicolas Cage Appreciation Society is registered for an Australian Business Number under ABN: 12 346 789 123, Nicolas Cage Appreciation Society's Executive **must** complete the ATO's Income Tax Exemption Self-Assessment **EVERY YEAR** after 1 July but before your AGM.

We recommend you **read Arc Clubs' website** for further information on how to complete this form and what requirements your Club must meet.

## **Summary of Actions**

To ensure compliance with the changes made by the Australian Government, Nicolas Cage Appreciation Society must:

- Complete and lodge an **Income Tax Exemption Self-Assessment**.
  - You may need to **update your details** with the **Australian Business Register** to do so.
- **Add a Not-For-Profit Status** clause to your constitution.
- **Pass a motion** at your Annual General Meeting confirming your Australian Business Number.
- **Write in your Handover Notes** the process of applying for an Income Tax Exemption and ensuring that a new contact from the incoming Executive is assigned on the **Australian Business Register**.

**Failure to action the above may result in your Club losing its affiliation to Arc.**

As the 2025 Reaffiliation Season draws closer, Arc Clubs is expected to experience a high volume of questions and concerns from our Clubs Community. We ask that during this time you are patient with us as we seek to ensure you receive the most accurate and up to date information.

We may not have the answers right away, but **we will support you every step of the way.**

The Arc Clubs Department is not tax professionals nor accountants. This email is our understanding of the advice provided by our accountants and should not be understood as a tax/financial advice. We ask that you seek the advice of Arc Legal or professional accounting services where necessary.

Arc Clubs will be making a suite of additional changes to our Policy in 2024 and look forward to announcing those changes before the end of Term 2 2024.

**If you have any questions or concerns, please contact us at [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)**

All the best,



Arc Clubs Team  
[clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)  
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Arc @ UNSW is proud to acknowledge the Bedegal, Gadigal and Ngunnawal people as the Traditional Custodians of the lands where we operate and we pay our respects to Elders past and present.