

COMPLIANCE CHECK FOR MI STANDARDS

Name of the Organisation:	
Contact Person's Name:	
Email:	
Phone Number:	
Date:	

I confirm that I am authorised to provide organisational documents and declarations on behalf of the Board / Committee / Governing Body.

Please provide the following evidence:

You may submit the suggested documents for each question or provide other relevant evidence when applicable. (**Attention: For security reasons, when submitting not publicly available documents (risk assessment, record-keeping, MOU, etc.), please black out all the sensitive information (countries, names) or provide a sample of the paper that does not include this information.*)

1. Standard A1.

- Minutes extract of the last review of your Mission Statement
- OR Mission statement
 - The Mission Statement INCLUDES the date of the previous review (not older than five years).

2. Standard A2.

- Statement of faith approved by the governing body
- OR Minutes extract or written affirmation approved by the governing body that the constituent's theological basis is not in conflict with the AEA Statement of Faith.
- Not available. Please specify why.

3. Standard A3.

- Constitution or another written governing instrument.

4. Standard A4.

Please explain the process governing body uses to oversee organisational compliance with its own governing documents and all applicable laws and regulations:

5. Standard A5.

(a) Evidence **SHOULD INCLUDE** but not be limited to:

- Board Policy;
- Board Charter;
- Compliance' Review Date (Minutes' extract);
- Declaration of the current Board members form.
- Other. Please specify:

If **ANY** of the above is unavailable, please specify the reason:

(b) Evidence **SHOULD INCLUDE** but not be limited to:

- Record keeping system extract;
- Risk Register for overseas projects;
- Whistleblower Policy (if applicable, compulsory only for public companies, large proprietary companies, and corporate trustees of APRA-regulated superannuation);
- Protection of Vulnerable Individuals Policy;
- MOU with third parties overseas.
- Other. Please specify:

If **ANY** of the above is unavailable, please specify the reason:

6. Standard A6.

- Copy of your Annual Information Statement to the ACNC.

7. Standard A7

(a) for Charities only.

Written evidence of governing body's review of TCC status within last twelve months (could be an extract from Minutes).

(b) for NFP only.

Written evidence of governing body's review of tax exempt status within last twelve months (could be an extract from Minutes).

If it cannot be provided, please specify why:

8. Standard A8. Applicable to Members only. Provide **ALL** of the

following: Risk Management Plan;

Risk Policy;

Extract from Minutes showing the latest review of the Risk Management Register and Plan.

Other. Please specify.

If **ANY** of the above is unavailable, please specify the reason:

9. Standard A9.

Conflict of interest Risk Register;

Conflict of interest Policy for governing body, staff and volunteers.

Other. Please specify.

If **ANY** of the above is unavailable, please specify the reason:

10. Standard A10. List of dates of governing body meetings for the last twelve months:

11. Standard A11.

(a) List of directors (name, occupation and special responsibilities on the Board or governing body) or responsible person:

(b) We declare that majority of the Directors are at arm's length to each other, to the most senior staff person and/or other management staff.

12. Standard A12.

(a) Risk register/Plan extract showing a plan in place to manage the risk of an overseas arm or parent body failing to comply with Standards that would normally apply in Australia.

Other. Please specify.

If **ANY** of the above is unavailable, please specify the reason:

(b) Please provide the name of your international parent or affiliates and information demonstrating their good standing:

13. Standard B1.

Most recent annual financial report and auditor's/reviewer's report.

If it cannot be provided, please specify why:

14. Standard B2.

Financial policies and procedures (addressing prompt banking of all funds received, proper budget planning, regular reviews of controls and procedures, and compliance with statutory and legal obligations; use of designated funds according to designated purposes; implementation of safeguards which prevent involvement in, or the appearance of cooperating in, schemes involving evasion of taxes) OR

Declaration by the Treasure all of the above.

15. Standard B3.

(a) Extracts from Minutes showing the annual budget's approval date.

(b) Please explain the process governing body uses to monitor performance in relation to the annual budget:

16. Standard B4. Please provide **ALL** of the following:

Risk Assessment Tool for overseas projects and transfers;

Fraud Prevention (you may submit Risk Management Policy that has Fraud Prevention Cause)

Complaints handling Policy.

Other. Please specify.

If **ANY** of the above is unavailable, please specify the reason:

17. Standard C1, C2, C3, C4, C5.

(a) Personnel Policy (or policies) and Procedures, **addressing ALL** of the following:

Personnel Recruitment;

Duty of Care for all its personnel, in the fulfilment of the personnel's responsibilities;

Personnel Development;

Consideration to the guidance of the Holy Spirit, the counsel of the sending church, the motivation and giftedness of the worker, the availability of adequate supervision and care, and where applicable, the counsel of the receiving body in assigning personnel.

(b) Personnel Declaration Form addressing personnel awareness of policies and management systems relevant to their responsibilities, including job description, lines of authority, and financial and prayer support responsibilities OR

Induction Register.

If **ANY** of the above is unavailable, please specify the reason:

18. Standard C6.

- Pastoral and Member Care Policies or equivalent
- Available in the Personnel Policy uploaded above.

19. Standard C7.

- Sexual Harassment & Bullying Policy and Procedure for Training Personnel or equivalent
- Available in the Personnel Policy uploaded above.

20. Standard C8.

- Safe Workplace Policy and Procedure for training personnel and procedure for training personnel or equivalent
- Available in the Personnel Policy uploaded above.

21. Standard D1.

- I declare that our organisation avoids making any presentation which may misrepresent or adversely reflect upon another constituent.

22. Standard D2.

- I declare that that it seeks to resolve any conflict between itself and other constituents and organisations in ways that accord with Biblical principles.

23. Standard D3, D4.

- Evidence for compliance was provided in A5 and B4.
- OR you may choose to upload Dispute Resolution Policy and Procedures.

23. Standard E1.

- Current Financial information Statement
- If it cannot be provided, please specify why:

25. Standard E2.

- We declare that our communications and marketing designed to raise funds and generate revenue avoid creating a false impression and be truthful as to fact, description and time frame.

26. Standard E3.

- Declaration by Treasurer that all funds committed to costs associated with fund raising and administration must be reasonable and clearly reflected in financial reports made available to its members and supporters.
- If it cannot be provided, please specify why:

27. Standard F1.

Child and vulnerable person protection policy and procedures, if not submitted in A5.

28. Standard F2, F3.

Record keeping constituent uses to assess and work with partners (e.g. Record keeping system extract; Risk Register for overseas projects), if not submitted in A5

Other notes: