



Department of Justice and Community Safety

Consumer Affairs Victoria

Regulatory Transaction Services
GPO Box 4567
Melbourne Victoria 3000
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consumer.vic.gov.au

2 September 2020

Conrad Trent Parsons
The Order of St Philip Incorporated
conrad@orderofstphilip.org

Dear Conrad Trent Parsons

NOTIFICATION OF INTENTION TO CONDUCT A FUNDRAISING APPEAL UNDER THE *FUNDRAISING ACT 1998* (the Act)

I refer to your notification as a registered charity of the intention to conduct a fundraising appeal in Victoria and confirm that the fundraiser is now deemed to be registered under the Act. Please find below the registration details for your records:

Fundraiser name: The Order of St Philip Incorporated
Registration number: FR0015771
Effective date: 2/09/2020

The deemed fundraiser registration will continue without the requirement for renewal or annual reporting unless:

- the charity's registration is revoked by the Australian Charities and Not-for-profits Commission (ACNC), or
- the fundraiser is deregistered by the Director, Consumer Affairs Victoria (the Director), or
- the fundraiser ceases its fundraising activities in Victoria.

The nominated Fundraiser Responsible Person is responsible for ensuring that the fundraiser complies with all relevant legislation. The responsible person must notify Consumer Affairs Victoria via myCAV if the fundraiser:

- retains a commercial fundraiser to administer all or part of a fundraising appeal, or
- becomes insolvent or externally administered, or
- is found guilty of a disqualifying offence.

The fundraiser must keep accurate financial records

Although the fundraiser is not required to renew its registration or report annually, it is still required to keep accurate financial accounts. Our inspectors can request access to these records at any time. In addition, the Director can direct a fundraiser to submit an auditor's report on the accounts and records kept in relation to an appeal.

The financial records must include full details of:

- all funds and assets received as a result of the appeal
- what happened to all those funds and assets
- the amount applied to the purposes or objects of the appeal and how it was distributed
- any expenditure on assets
- any expenditure on wages, salaries, commissions and other remuneration in relation to the appeal
- any other administrative expenses related to the appeal
- any other expenditure related to the appeal.

The fundraiser must conduct appeals that comply with the Victorian *Fundraising Act 1998*

The *Fundraising Act 1998* contains a detailed description of how to conduct a compliant fundraising appeal. This includes how people should represent the appeal and identify themselves. The penalties for failing to comply with these requirements are listed in consumer.vic.gov.au/fundraisers.

Public Register

The fundraiser will appear on our public register of fundraisers. You can search the register at registers.consumer.vic.gov.au/frsearch.

Privacy

View our privacy policy at consumer.vic.gov.au/privacy-statement.

Yours sincerely,

Operations Manager
Regulatory Transaction Services
Consumer Affairs Victoria