

Getting a New Treasurer onto the ACNC so their Congregation Xero can be linked to the ATO to Lodge BAS Returns

STEP 1

Governance at Synod requires the below information to get the New Treasurer onto the ACNC:

Church Council Minute electing them as Treasurer

Date of Appointment:

Name:

Mobile:

Email:

Date of Birth:

Residential Address:

Please email this information to directory@ucaqlld.com.au

Once Governance has this information it can be processed.

If you would like to access the ACNC to View your Congregation, please cut and paste the below link into your browser and follow the steps:

<https://www.acnc.gov.au/charity>

Type in the Charity Name and then click Search

Go to the bottom of the page, and click on the church, and then choose the "People" tab along the top of the screen to see who is currently registered with the ACNC as their Responsible People.

If you have people on there that you would like removed, please also forward this information to Governance to make the necessary changes.

Once we have you on the ACNC we will then get to the process of Linking your Xero to the ATO so you can Lodge the BAS.

STEP 2

To link your Xero to the ATO to Lodge your BAS electronically you will need a Church Council Minute electing you as Treasurer and giving you access to the Congregations Xero.

Once the Bookkeeping team member receives this minute, they will then send out an invite via email to the Treasurer to accept to become an Advisor on Xero, once they are given this access, they can access the Activity Statement Page.

STEP 3

To connect Xero to the ATO – In Xero follow the below steps:

Click 'Accounting'

Click 'Activity Statement'

Click 'Lodge reports directly from Xero' and the screen below will appear.

- Step 1. Call the ATO Number 1300 852 232
- Step 2. Provide ATO with your own ID check, including TFN, address etc (if you are on the ACNC you will have all this information to check against) - then provide the ATO with the ABN and Software provider Number that you can see on the screen

ABN:

SSID:

Connect Xero to the ATO

To lodge activity statements from Xero you need to authorise Xero with the ATO.

Step 1: Authorise Xero as your software provider

Login to [Access Manager](#), go to **My hosted SBR software services**, select **Notify the ATO of your hosted service**, and authorise Xero. For more detailed instructions, please refer to the [ATO website](#).

Alternatively, if you are unable to use Access Manager, you can call the ATO on 1300 852 232.

Step 2: Provide proof of ownership (e.g. TFN, address)

During this call you will need to provide proof of ownership and information to establish the connection to authorise Xero.

[Learn more about preparing for the ATO proof of identity check](#)

You may need to supply the following details:

Australian Business Number ██████████	Software Provider Xero Australia Pty Ltd. 89 124 215 247
Software ID (SSID) ██████████	

Step 3: Check your connection is authorised with the ATO

[Check connection and get activity statements](#)

Connecting to the ATO can take up to a minute.

I don't want to lodge activity statements with Xero, [back to manual activity statements](#)

- Step 3. Once the above is done - click 'Check connection and get activity statements'

Once you are connected, you should be able to lodge your BAS online through Xero.