

Omeath District Development Company

Compliance Statement



Compliance Statement

Date: dd/mm/yy

Compliance Requirements – Companies Limited by Guarantee	Yes	No	Evidence/Comments
Annual Return submitted on/before the Annual Return Date (Form B1)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register of Members up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register of Directors and Company Secretary up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Register of Interests up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	_____
Company conversion to CLG submitted to CRO (Form N3)	<input type="checkbox"/>	<input type="checkbox"/>	_____
All statutory forms and company changes submitted to CRO	<input type="checkbox"/>	<input type="checkbox"/>	_____
Annual General Meeting held on time	<input type="checkbox"/>	<input type="checkbox"/>	_____
Financial Statements (and audited accounts) available on time	<input type="checkbox"/>	<input type="checkbox"/>	_____
Minutes taken for Board and Sub-Committee Meetings	<input type="checkbox"/>	<input type="checkbox"/>	_____

Directors and Company Secretaries appointed post 01/06/15 understand their duties re: The Companies Act 2014

Charities Regulation Compliance Requirements

Yes

No

Evidence/Comments

Annual Return submitted online to the Charities Regulatory Authority within 10 months of Financial year-end

Details of trustees and organisation profile up-to-date on the Charity Regulator's website

Organisation registered with the Charity Regulatory Authority

The organisation is compliant with the tax code requirements applicable to it as a charity with a CHY number from the Revenue Commissioners

The activities/objectives of the organisation reflect the purpose specified in the Constitution/Memorandum and Articles of Assoc./Rules

Financial Statements are up-to-date and audited if annual income exceeds €100,000

Standard Operating Compliance Requirements

Yes No

Evidence/Comments

Organisation complies with obligations under the Public Health (Tobacco) Act 2002 and Smoking (Prohibition) Regulations 2003. The workplace is smoke-free

Organisation (with paid employees) complies with its obligations under the Safety, Health and Welfare at Work Act 2005.

- Annual risk assessment carried out
- Safety Statement up-to-date
- Safety Statement accessible to employees
- Workplace safe from hazards, violence, bullying
- Safety Officer appointed
- Protective clothing/equipment available (if required)
- Employees have received Manual Handling training

Organisation complies with obligations under
The Employment Equality Acts 1998-2008 to prevent
harassment in the workplace

Standard Operating Compliance Requirements

Yes

No

Evidence/Comments

Organisation complies with obligations under the
The Data Protection Acts 1988 and 2003

Employment Law Compliance Requirements

Yes

No

Evidence/Comments

Each employee has written terms of employment

Each employee receives a pay slip which shows the gross wage
and details of all deductions

Records are kept for each employee detailing hours worked and leave taken

Each employee receives rest periods and breaks in accordance with obligations under the Organisation of Working Time Act 1997

The organisation complies with requirements under the Unfair Dismissals Act

The organisation complies with requirements under the Protection of Young Persons (Employment) Act

Employment Law Compliance Requirements

Yes

No

Evidence/Comments

Disciplinary Procedures are provided to each employee

Grievance Procedures are provided to each employee

Employees are entitled to Parental Leave in accordance with legal requirements

Employees are entitled to Carer's Leave in accordance with legal requirements

Employees are entitled to Maternity Leave in accordance with legal requirements

Employees are entitled to Adoptive Leave in accordance With legal requirements

The organisation complies with requirements under The National Minimum Wage Act 2000

The organisation complies with requirements under the Protection of Employment (Part-time Work) Act 2001

The organisation complies with requirements under the Protection of Employment (Fixed Term Work) Act 2003

Finance Compliance Requirements – Typical Requirements Applicable to Co-operatives Employing Staff

Compliance Requirements

Yes **No**

Evidence/Comments

Tax Clearance Certificate up-to-date

Annual Accounts comply with Financial Reporting Standards

Annual Accounts are audited (where applicable)

Annual Return made to Revenue Commissioners on time

P60s issued to all employees annually

P30 returns are made in respect of employees on a monthly basis
or on a quarterly basis (option available from 2016 onwards)

P35 returned to Revenue Commissioners on-time

Employee PAYE/PRSI/USC deductions from wages paid to
The Revenue Commissioners on time

P45s issued to all employees upon termination of employment



Declaration:

Our organisation is in compliance with the regulatory and legal requirements set out in this Compliance Statement.

Signed: _____ **Date:** _____

(Name)

(Position)