Omeath District Development Company

Compliance Statement



Adoption by Board: ____/ ____/ ____/

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)			
Register of Members up-to-date			
Register of Directors and Company Secretary up-to-date			
Register of Interests up-to-date			
Company conversion to CLG submitted to CRO (Form N3)			
All statutory forms and company changes submitted to CRO			
Annual General Meeting held on time			
Financial Statements (and audited accounts) available on time			
Minutes taken for Board and Sub-Committee Meetings			

Directors and Company Secretaries appointed post

01/06/15 understand their duties re: The Companies Act 2014 $\hfill \Box$ $\hfill \Box$

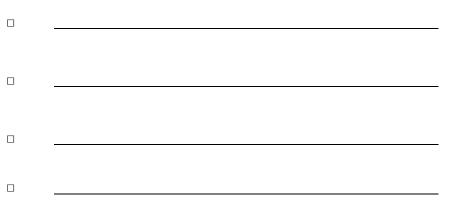
Charities Regulation Compliance Requirements	Yes	No
Annual Return submitted online to the Charities Regulatory Authority within 10 months of Financial year-end		
Details of trustees and organisation profile up-to-date on the Charity Regulator's website		
Organisation registered with the Charity Regulatory 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		

No Evidence/Comments

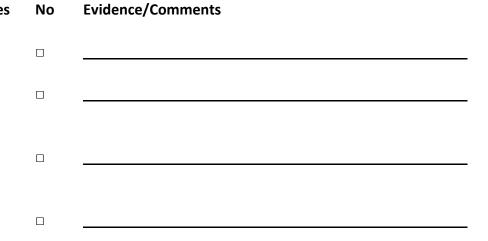
Standard Operating Compliance Requirements Evidence/Comments Yes No Organisation complies with obligations under the Public Health (Tobacco) Act 2002 and Smoking (Prohibition) Regulations 2003. The workplace is smoke-free Organisation (with paid employees) complies with its obligations under the Safety, 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 Evidence/Comments** No Yes Organisation complies with obligations under the The Data Protection Acts 1988 and 2003 **Employment Law Compliance Requirements Evidence/Comments** No Yes 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
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	Νο	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 bas or on a quarterly basis (option available from 2016 onwards)	is □	
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: _____ Date: _____

(Name)

(Position)