

SOCIAL TRADERS

CERTIFICATION CHECKLIST

Use this tool to:

1. Understand the ST certification criteria
2. Understand what documentation you need to prepare for your ST certification application



SOCIAL TRADERS CERTIFICATION CHECKLIST

Preparing for your ST certification application

Self-assessment against criteria

Category	Check	Things to consider
<input type="checkbox"/> Purpose	Your organisation has a clear social purpose.	Your organisation's primary purpose is a social, cultural and/or environmental mission that provides a public or community benefit.
<input type="checkbox"/> Trade	Your organisation receives a substantial portion of its income from trade.	Trade refers to selling your goods or services as opposed to receiving grants or fundraising. This criteria is flexible, if you are in start-up phase or don't quite meet the threshold of 50% revenue from trade then we can accept forward planning with financial projections. If your circumstances have changed due to Covid-19 discuss this with us.
<input type="checkbox"/> Reinvestment into purpose	You can articulate the direct costs associated with achieving your primary purpose.	Social enterprises usually fall into one of three impact models: <ol style="list-style-type: none">1. Providing employment or training to people experiencing disadvantage2. Providing a product or service in response to a community need3. Generating profits to distribute to a charitable purpose Direct costs associated you're your primary purpose are assessed against prior yet net profits after tax, such that public/community benefit outweighs private benefit.

Documents/evidence to prepare

Category	Check	Things to consider
<input type="checkbox"/> Legal documents	You will need to provide the legal documents for your organisation - most commonly a constitution and/or shareholders agreement.	These documents should generally embed your organisation's commitment to operating as a social enterprise, including clearly stating your social cultural or environmental objectives. We have developed template legal terms for social enterprises with gaps in these documents. Contact us for more information and the best approach to update your documents.

Category	Check	Things to consider
<p>☐ Financial statements</p>	<p>You will need to provide the two most recent years of financial statements for your social enterprise.</p>	<p>If your social enterprise is a business unit of a parent organisation, you need to provide the profit & loss statement for the social enterprise, not the parent organisation.</p> <p>If you have been trading for less than 2 years you can provide your financial history to date, along with planning documents, and financial projections.</p>
<p>☐ Evidence of impact being achieved</p>	<p>This is based on the impact model of your organisation:</p> <ul style="list-style-type: none"> • If you're an employment/training focused social enterprise we will ask for the direct wages and support costs to your beneficiaries & hours of employment/training provided in the last financial year • If you offer an innovative product/service in response to a community need we will ask for the direct costs associated with developing and delivering that product or service in the last financial year • If your model is to donate funds for charitable purpose we will ask for the value of profit donated in the last financial year and any additional costs associated with managing recipient relationships 	<p>Some social enterprises can fall into more than one impact model. In the certification application you can provide the data points for up to 2 impact models.</p>



Get started with your ST certification application:

Start your ST certification application
via the ST website:

socialtraders.com.au/social-enterprise

If you have any questions or want to
have a chat about ST certification for
your organisation please contact:

certification@socialtraders.com.au

