



Form 4 Annual Return for a charitable entity

Section 41, Charities Act 2005

Before you begin to fill out this form, please take a few moments to read the information below.

To complete your Annual Return you will need to:

- fill out an *Annual Return form*, online or on paper
- attach a copy of the financial statements for your last financial year (they don't have to be audited)
- refer to the information about your charity currently on the Register at www.charities.govt.nz in case anything has changed and needs to be updated.

If anything has changed, you may also need:

- an *Officer certification form – Form 2* – for any new officers
- a *Disqualified officer form – Form 8* – for any officer who has become disqualified
- a copy of any recent changes to your rules and a copy of the record of the rule change – for example, meeting minutes showing the decision and the effective date of the change
- the effective date of any other changes.

All our forms are available at www.charities.govt.nz

We encourage you to file your Annual Return online

File your Return online by logging into your account at www.charities.govt.nz

- Filing online costs less than filing on paper. (If a fee is payable).
- It's already partly completed using your details from the Charities Register.
- You can complete it in stages by logging in and out.

Annual Return fees

On paper - \$76.67

Online - \$51.11

If your charity's gross annual income is less than \$10,000 you don't have to pay a fee but you still have to file a Return.

Fees can be paid by **cheque** or **internet banking**.

Send this form to:
Charities Commission
Processing Centre
PO Box 30112
Lower Hutt 5040

Frequently asked questions

How will the information be used?

Information you provide is held and used by the Charities Commission to determine your ongoing eligibility for registration and to carry out its functions under the *Charities Act 2005*.

The *Charities Act 2005* authorises the supply of information or documents held on the Register to Inland Revenue.

The *Statistics Act 1975* allows for the information to be used for statistical purposes by Statistics New Zealand.

When should you send an Annual Return?

Send your Return no later than six months after your balance date (the end of your financial year).

Tip – When we confirmed registration, we told you when your first Annual Return was due. Your Annual Return due date is also shown on your charity's summary page on the Charities Register.

You can also use your *Annual Return form* to notify any changes to your charity's details. For example, if an officer has resigned. If notifying changes send the Return back **within three months** of the effective date of the changes or of you becoming aware of them.

See our information sheet *What to do when something about your charity changes* for more details.

What if you make a change that means your charity is no longer eligible for registration?

If we have concerns about a change, we will write to you and give you the opportunity to have your say about it.

If we are still unable to accept the change, we may decide to deregister your charity. We will send you a formal notice explaining our decision and the reasons for it.

Who should sign your Annual Return form?

The person authorised to complete the Annual Return must sign to certify that they are authorised, the information is correct and they have given the effective dates of any changes.

What information will the public be able to see?

Your Annual Return information and financial statements will be publicly available on the Register.

The information you provide in this form gives the public a useful summary of your financial details. However, if they need more detail they can refer to the financial statements you provide.

In this form you may need to present your figures differently to the way they are shown in your financial statements. That's fine.

Can information be restricted from the public?

Yes, section 25 of the Charities Act allows the Commission to restrict information from the public if it believes it is in the public interest to do so. See page 10 for more details.

For more information about the Charities Register or registration under the Charities Act, please browse www.charities.govt.nz

You can also call our free information line – **0508 242 748** or email info@charities.govt.nz

Contact details

Please use a blue or black pen to complete this form.

Have your contact details for administrative purposes changed?

It's important to tell us if your contact details have changed. If they haven't, leave this blank.

New contact details – these details will not be published on the Charities Register

First name	<input type="text"/>
Last name	<input type="text"/>
Daytime phone	<input type="text" value="(0)"/>
Email	<input type="text"/>

You may prefer to give us your charity's email address and phone number, as staff contact details often change.

Annual Return fee

If your charity's total gross income – see question 25, Part 1 – was less than \$10,000, you don't have to pay a fee

Otherwise, the Annual Return fee can be paid by cheque or internet banking.

Please indicate as appropriate:

- no fee is payable as our total gross income was less than \$10,000
- a cheque for \$76.67 payable to the Charities Commission is enclosed
- a payment of \$76.67 has been made by internet banking to:

Account Name:	Charities Commission
Bank:	Westpac
Branch:	North End (140 Lambton Quay, Wellington)
Account number:	030539-0241537-26
Your reference:	Your Charities Commission registration number (see question 2), which will appear on our bank statement.

Guidelines for questions 1–4

Charity's details

1

Tell us your charity's current legal or most formal name. If it hasn't changed it will be the name on the Charities Register.

If you are advising us of a new legal name in question 1, write the date (day, month and year) that your new legal name came into effect.

Otherwise, please leave this space blank.

2

Your Charities Commission registration number is on your Charities Commission registration certificate and on your charity's summary page on the Charities Register at www.charities.govt.nz

3

Only answer this question if you have given us a new legal name in answer to question 1. Otherwise, please leave this space blank.

4

Tell us any new "other name" that your charity is known by, apart from its full legal (or most formal) name.

If you are advising us of a new "other name" in question 4, please write the date (day, month and year) that your new "other name" came into effect here.

Otherwise, please leave this space blank.

Guidelines for questions 5–6

5

The Charities Commission will send formal correspondence to this address.

If you are advising us of a new street address, please write the date (day, month and year) that your new street address came into effect here.

Otherwise, please leave this space blank.

If you have a new postal address that is different from your street address please enter it here.

If you are advising us of a new postal address, please write the date (day, month and year) that your new postal address came into effect here.

Otherwise, please leave this space blank.

6

The person who does your accounts will know your balance date. It may also be set out in your rules. Write the day and month here.

If you are advising us of a new balance date, please write the date (day, month and year) that it comes into effect here.

Otherwise, please leave this space blank.

5

Address for service of the charitable entity

Street address:

Address line 1

Address line 2

Suburb

Town/City

Country Postcode

If your charity's address for service has changed, complete the effective date of change box below.

Effective date of change
 / /
 Day Month Year

File this form within three months of this date or of you becoming aware of it, whichever is the later.

Postal address: (If different to your street address.)

Address line 1

Address line 2

Suburb

Town/City

Country Postcode

If your charity's postal address has changed, complete the effective date of change box below.

Effective date of change
 / /
 Day Month Year

File this form within three months of this date or of you becoming aware of it, whichever is the later.

6

End of financial year / balance date for the charity.

/
 Day Month

If your balance date has changed, complete the effective date of change box below.

Effective date of change
 / /
 Day Month Year

- If you wish to change your balance date and —*
- the period between the old and new balance dates will be more than 15 months or*
 - you will not have a balance date in each calendar year,*
- the Commission must approve the proposed change before it is made.*

File this form within three months of this date or of you becoming aware of it, whichever is the later.

Guidelines for questions 7–9

7

You don't have to give us these optional contact details but you may wish to show them on the Charities Register for the public to see.

Statistical information

Sectors

8

If you have changed or added any sectors of operation, please tick **all** the options that you currently operate in, **including** any that have not changed.

If you have ticked the "other" option please name the other sector.

If you are advising us of changes to your sectors of operation in question 8, please write the date (day, month and year) of the earliest change here.

Otherwise, please leave this space blank.

9

From the options you have selected in question 8, pick the one you think is your **main** sector of operation.

If your main sector of operation has changed and is different from the main sector of operation currently shown on the Charities Register, please write the date (day, month and year) that you think most accurately shows when your main sector changed.

Guidelines for questions 10–11

Activities

10

If you have changed or added any activities, please select **all** the options that you currently operate in, including any that have not changed.

If you have selected the “other” option, please name the other activity.

If you are advising us of changes to your activities in question 10, please write the date (day, month and year) of the most recent change here.

Otherwise, please leave this space blank.

11

From the options you have ticked in question 10, pick the one you think is your main activity.

If your main activity has changed and is now different from the **main** activity currently shown on the Charities Register, please write the date (day, month and year) that you think most accurately shows when your main activity changed here.

Guidelines for questions 12–13

Beneficiaries

12

If you have changed or added any beneficiaries, please select **all** the current beneficiaries **including** any that have not changed.

If you have selected the “other” option, please name the other beneficiary.

If you are advising us of changes to your beneficiaries in question 12, please write the date (day, month and year) of the earliest change here.

Otherwise, please leave this space blank.

13

From the options you have ticked in question 12, pick the one that you think is your **main** beneficiary.

If your main beneficiary has changed and is now different to the one currently shown on the Charities Register, please write the date (day, month and year) that you think most accurately shows when your main beneficiary changed.

Guidelines for questions 14–16

Areas of operation

14

If you operate in all regions of New Zealand, tick 'nationwide'.
Otherwise, tick only the regions you operate in.
If you operate overseas, tick the regions that you operate in.
Note that "Oceania" includes Australia and the Pacific Islands.

15

Specify the percentage of New Zealand sourced funds spent overseas in the last financial year.
This means money spent carrying out your charitable purpose. For example, delivering aid, development, or disaster relief overseas.
Don't include money spent attending conferences overseas or on goods and services bought overseas but used in New Zealand.

Change to Officers

16

If you have answered "yes" to question 16, each new officer or someone on their behalf must complete and sign an *Officer certification form – Form 2*.
See our information sheet – *Officer certification* for more information about officers.
If your officers have not changed, go to question 18.

Areas of operation

14

Please indicate where the charity operates by selecting the **current** areas of operation below. Please select as many options as needed.

New Zealand

Nationwide

Or less than nationwide

Northland

Wellington–Wairarapa

Auckland

Nelson–Marlborough–Tasman

Waikato

West Coast

Bay of Plenty

Canterbury

Gisborne

Otago

Hawke's Bay

Southland

Taranaki

Chatham Islands

Manawatu–Wanganui

Overseas

Oceania

Antarctica

Asia

South America

Africa

North America

Europe

15

Specify the percentage of New Zealand sourced funds that were spent overseas in the last financial year.

If not applicable write N/A.

Read the help notes on the left hand page for an explanation.

%

Change to Officers

16

Do you need to add any new officers of the charity to the Register?

Yes (*go to question 17*)

No (*go to question 18*)

Guidelines for questions 17–18

Officer details

17

Please list the names of each new officer of your charity. We will match up your *Officer certification forms* with the names on the list.

You must send us an *Officer certification form – Form 2* for each new officer.

If you list four new officers you must send four *Officer certification forms*.

The *Officer certification form* explains how to identify who your officers are and whether they qualify as officers under the Charities Act.

If you have more than ten new officers please either use a separate sheet or take a photocopy of question 17 before you begin.

18

If any of your previously certified officers are no longer officers of your charity, please let us know by writing their full names here.

If you are removing an officer because they no longer qualify as an officer, you must complete a *Notification of change for a disqualified officer form - Form 8* and send it with this Return.

Our information sheet *Disqualified officers* has more details.

If you need to list more than five officers here, please either use a separate sheet or take a photocopy of question 18 before you begin.

You don't need to advise us if an officer has changed roles. For example, if an officer changed role from secretary to chairperson.

Officer details

17 Please provide details for each new officer of the charity.

This is to ensure that the Charities Commission can match up your *Officer certification forms* with the officers you advise us of in this form. Please note that each officer or someone on the officer's behalf must complete and sign an *Officer certification form*.

1) <input type="text"/>	6) <input type="text"/>
<input type="text"/>	<input type="text"/>
2) <input type="text"/>	7) <input type="text"/>
<input type="text"/>	<input type="text"/>
3) <input type="text"/>	8) <input type="text"/>
<input type="text"/>	<input type="text"/>
4) <input type="text"/>	9) <input type="text"/>
<input type="text"/>	<input type="text"/>
5) <input type="text"/>	10) <input type="text"/>
<input type="text"/>	<input type="text"/>

File this form within three months of the date of appointment of the new officers.

18 Please provide details for each officer that needs to be removed from the Register.

If you are removing an officer because they no longer qualify as an officer, you must complete a *Notification of change for a disqualified officer form - Form 8* and send it with this Return.

Full name of officer	Last date as an officer
1) <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="text"/>	Day Month Year
2) <input type="text"/>	Last date as an officer
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Day Month Year
3) <input type="text"/>	Last date as an officer
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Day Month Year
4) <input type="text"/>	Last date as an officer
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Day Month Year
5) <input type="text"/>	Last date as an officer
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Day Month Year

File this form within three months of this change or of you becoming aware of it, whichever is the later.

Guidelines for questions 19–24

Rules

19

If you have ticked “yes” in answer to question 19, please send us:

- a copy of the amendment to your rules
- a copy of the record of the change showing the decision and the effective date of the change to the rules – for example, minutes of the meeting.

Your people

20

If you pay people to work for your charity, please tell us approximately how many hours of work you pay for in an average week. Count all paid hours including your own if you are a paid employee.

21

If you pay people to work for your charity, please tell us approximately how many people you pay to work for you in an average week on a **full time** basis (30 hours or more a week) or on a **part time** basis (less than 30 hours a week).

22

If people work for your charity as volunteers (without pay), please tell us approximately how many volunteer hours are worked in an average week. Count all volunteer hours including your own if you are a volunteer.

23

If people work for your charity as volunteers (without pay), please tell us approximately how many people volunteer for you in an average week.

Financial information

24

Cash – records transactions when money changes hands, either when it is received or paid out.

Accrual – records transactions in the period to which they relate, either when income is earned or expenses are incurred. For example, a grant received in July 2012 covering a two year period until June 2014, is recorded as income – half in 2012-13 and half in 2013-14.

Goods ordered and received in one period but not paid for until the next period are recorded as an expense in the period that they were received.

Rules

19

Have the charitable entity's rules changed since you last notified the Charities Commission?
Please tick one:

- Yes
 No

If the rules have changed, file this form within three months of the effective date of this change and please supply:

- a copy of the amendment to the charitable entity's rules; and
- a copy of the minute of the meeting or other record specifying the decision and the effective date of the change.

If you are required to send changes to your rules to the Companies Office, please do so first, before you send a copy of the amended rules to us.

Your people *Please provide approximate numbers if you do not know the exact numbers.*

20

Paid employees – in an average week, how many people does the charity employ?

Paid full time Paid part time

21

Paid employees – in an average week, how many paid hours are worked in total by all employees?

22

Volunteers – in an average week, how many people work as volunteers for the charity?

23

Volunteers – in an average week, how many volunteer hours are worked in total by all volunteers?

Financial information

24

What accounting method does your charity use?

- Cash Accrual *Read the help notes on the left hand page for an explanation.*

Please attach a copy of your charity's financial statements. They don't have to be audited. If you have audited financial statements available, attach those. If not, please attach what you do have.

Guidelines for question 25

25

You have been asked for this information, in addition to providing your financial statements, for statistical purposes.

Before you begin, check that you have a copy of your financial statements to work from for the correct period. You must also send a copy of your financial statements with this Annual Return.

Enter your amounts in **whole dollars** by dropping off any cents.

- For example, write \$295,000.32 like this:
- or write \$1,370.43 like this:

Don't enter dollar signs, commas or decimal points.

Do include the zeros to indicate thousands.

Please make sure you enter a number in every box. Enter '0' if applicable rather than leaving a box empty.

Our information sheet *Help notes for completing the financial information in our Annual Return* has more details about how to complete question 25.

Net surplus/deficit for the year (*Total gross income less total expenditure*)

Helpful tip – this figure should be the same as the surplus or deficit (profit or loss) in the financial statements you send with this Annual Return.

Helpful tip – *Total assets* must equal *Total liabilities plus total equity*.

25

Complete the financial information below entering '0' if applicable. *Note: enter your amounts in whole dollars by dropping off any cents. Read the guidelines on the left-hand page for more details.*

Part 1: Statement of financial performance
for the year ended ----->

/ /
Day Month Year

Gross income

Government grants / contracts	<input type="text"/> .00
All other grants and sponsorship	<input type="text"/> .00
Income from service provision / trading operations	<input type="text"/> .00
Membership fees	<input type="text"/> .00
Donations / koha	<input type="text"/> .00
Bequests	<input type="text"/> .00
New Zealand dividends	<input type="text"/> .00
Other investment income	<input type="text"/> .00
All other income	<input type="text"/> .00
Total gross income	<input type="text"/> .00

Expenditure

Grants / donations paid—within New Zealand	<input type="text"/> .00
Grants / donations paid—outside New Zealand	<input type="text"/> .00
Salaries and wages	<input type="text"/> .00
Depreciation	<input type="text"/> .00
Interest paid	<input type="text"/> .00
Cost of service provision (excluding salaries and wages)	<input type="text"/> .00
Cost of trading operations (excluding salaries and wages)	<input type="text"/> .00
All other expenditure	<input type="text"/> .00
Total expenditure	<input type="text"/> .00
Net surplus / deficit for the year (Total gross income less total expenditure)	<input type="text"/> .00

Part 2: Statement of financial position as at ----->

/ /
Day Month Year

Current assets

Cash and bank balances	<input type="text"/> .00
Inventory	<input type="text"/> .00
All other short-term assets	<input type="text"/> .00
All current assets	<input type="text"/> .00

Non-current assets

Land	<input type="text"/> .00
Buildings	<input type="text"/> .00
Computers and office equipment	<input type="text"/> .00
All other fixed assets	<input type="text"/> .00
Investments	<input type="text"/> .00
All non-current assets	<input type="text"/> .00
Total assets (Total of all current and non-current assets)	<input type="text"/> .00

Liabilities

All current liabilities	<input type="text"/> .00
All non-current liabilities	<input type="text"/> .00
Total liabilities	<input type="text"/> .00

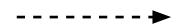
Equity

Endowment funds	<input type="text"/> .00
Restricted purpose funds	<input type="text"/> .00
General accumulated funds	<input type="text"/> .00
Total equity	<input type="text"/> .00
Total liabilities plus total equity	<input type="text"/> .00

Certification

The person who has been authorised by your charity to fill out this form must sign the form to certify that:

- they are authorised
- the information is correct
- they have given us the effective dates where required.



Certification

I certify that the information in this Annual Return is correct and that I am authorised to complete this Return. Where applicable I have completed the effective date of change sections of the form.

Signature of person completing this Annual Return

Full name of person completing this Annual Return

Date

 / /
 Day Month Year

Checklist

You must include:

- one *Officer certification form* for each new officer – see question 17
I have included *Officer certification forms*.
- one *Notice of change for a disqualified officer form* for each disqualified officer – see question 18
I have included *Disqualified officer forms*.
- a copy of any changes to your rules – see question 19
- a copy of the record of the change – for example, minutes of the meeting, showing the decision and the effective date of the change to the rules – see question 19
- a copy of your financial statements – see question 24
- a tick on the Contact Details page of this Form to indicate how (if applicable) you intend to pay the Annual Return fee.

You may also attach a letter asking the Commission to restrict information from public access

We may, under section 25 of the Charities Act, restrict public access to information on the Charities Register if we believe it is in the public interest to do so. See our information sheet *Restricting public access to your information on the Charities Register* for more details.

If you would like to request that any of the information in this form to be restricted from public access, please attach a letter that includes:

- details about the information you would like restricted
- why it is in the public interest to have it restricted
- evidence to support your request.

The Commission will consider your request and let you know its decision.

Please note: your request will be considered by the Charities Commission on a case-by-case basis, and even if restricted, this information will still be subject to requests under the *Official Information Act 1982*.

Please read the important information on the following page 

Privacy and information use

The information that you have provided in this form is held and used by the Charities Commission to determine your ongoing eligibility for registration and to carry out its functions under the *Charities Act 2005*.

The Charities Act 2005 authorises the supply of information or documents held on the Register to the Inland Revenue Department to assist in the carrying out of powers and functions under any of the Inland Revenue Acts.

The Statistics Act 1975 allows for the information, once collected, to be used for statistical purposes by Statistics New Zealand. Information supplied to Statistics New Zealand is used for statistical purposes only and is arranged to prevent particulars published about any person from being identifiable (except by the person who supplied the information), unless the person has agreed or publication identifying the person is unavoidable.

The Privacy Act 1993 provides that you may access or correct personal information about you held by the Charities Commission.

If you wish to access or correct your personal information, please contact the Charities Commission, PO Box 8072, Wellington 6143.