

CHARITIES
SERVICES

Ngā Ratonga Kaupapa Atawhai



Annual Reporting to Charities Services

A guide for Tier 4 charities



Te Tari Taiwhenua
Internal Affairs

New Zealand Government

Are you a Tier 4 charity?

Charities have to use reporting standards which are organised into tiers. This guide has been prepared **specifically for Tier 4 charities**.

You can report using Tier 4 if:

- ▶ your charity's annual operating payments are under \$125,000, and
- ▶ your charity has no public accountability (i.e. your main activity isn't holding cash or assets for people. For example, your charity doesn't offer financial services, budgeting services, life insurance, credit union, superannuation, etc.), and
- ▶ your charity uses cash-based accounting (as opposed to accrual-based accounting).

If you're unsure on the above or require more explanation, please refer to page 7 of this guide for detailed information.

Note: If your annual operating payments are under \$125,000 but you use accrual accounting, you may choose to report under Tier 3.

Before you begin...

Please check that you have the following information for your charity. This will come in handy as you follow this guide.

Item/Action	Enter the details here
Your charity's full name	
Your charity's registration number (CC number) <i>You can find this number in your charity's listing on the Charities Register: bit.ly/searchregister</i>	CC
Login details for your charity's account (accessed from bit.ly/charitiesaccount) <i>You can use your charity's CC registration number for the username</i>	Username: Do you know the password?
Your charity's balance (end of year financial) date See page 6 for details.	
The due date to file your Annual Return See page 6 for details.	
Financial information from the previous year (e.g. financial statements, annual report, bank statements)	
Financial information for the year you're reporting for (e.g. spreadsheets, cashbook, bank statements, software reports)	
A copy of your charity's rules (e.g. your constitution, trust deed, governing documents, etc.) <i>Available in your charity's listing on the Charities Register: bit.ly/searchregister</i>	
Check if your charity's rules require the performance report to be audited or reviewed.	

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About Charities Services

Charities Services, Ngā Ratonga Kaupapa Atawhai, is part of the Department of Internal Affairs, Te Tari Taiwhenua, and administers the Charities Act 2005. We strive to be a modern, responsive, risk-based regulator focused on promoting public trust and confidence in the charitable sector and encouraging the effective use of charitable resources.

Our vision is that our work contributes to a well-governed, transparent and thriving charitable sector with strong public support. We do this by registering and monitoring charities and processing annual returns. We also encourage good governance and management practices by providing educational support, advice and materials.

Introduction

This guide helps **Tier 4 charities** understand the requirements of reporting each year to Charities Services.

Registered charities report to Charities Services every year and in April 2015, new reporting standards came into effect that change the way charities do this.

In this guide, we'll explain the process and how charities will report using the reporting requirements.



To help you prepare your charity's annual reporting, this how-to-guide has room for you to add your charity's information.

What are the reporting standards and why were they introduced?

The Charities Act 2005 **requires that all registered charities submit a report each year that complies with reporting standards** written by the External Reporting Board (XRB), the independent Crown Entity responsible for writing accounting standards. The standards have been developed:

- to **improve the quality and consistency** of the information provided by charities
- for charities to have a **clearer overview** of how they are doing year by year
- to make it **easier for readers** to get the information they need from charities

The reporting standards determine the information charities need to provide as part of their annual reporting. This is a legal requirement for all registered charities.

Your charity **needs to submit a performance report with the yearly annual return** to Charities Services.

The performance report includes financial and non-financial information about your charity. You'll need to collect and prepare the information for this report and compile it so that it meets the requirements of the reporting standards.

When does your charity need to report?

Charities file their annual return along with their performance report **within six months of their balance date**.



The balance date is the date that your charity's financial year ends.

	Your charity's balance date (financial year end)	Date 6 months after your balance date	Deadline to submit your charity's annual return with performance report (one day after the 6 months)
Example 1:	31 March 2021	30 September 2021	1 October 2021
Example 2:	30 June 2021	31 December 2021	1 January 2022
Your charity:			

How to report to Charities Services

Each step is explained in detail in this guide.

STEP 1 Confirm your charity's tier

Reporting to Charities Services uses a tiered system based on your charity's operating expenses/payments. Refer to page 7 to check what tier your charity needs to use. Note that this guide has been created for Tier 4 charities.



STEP 2 Prepare your charity's performance report

As part of the annual return process, your charity must submit a performance report. Refer to page 10 for detailed information on how to prepare your charity's performance report.



STEP 3 Prepare your charity's annual return

There is some additional information required in the annual return.



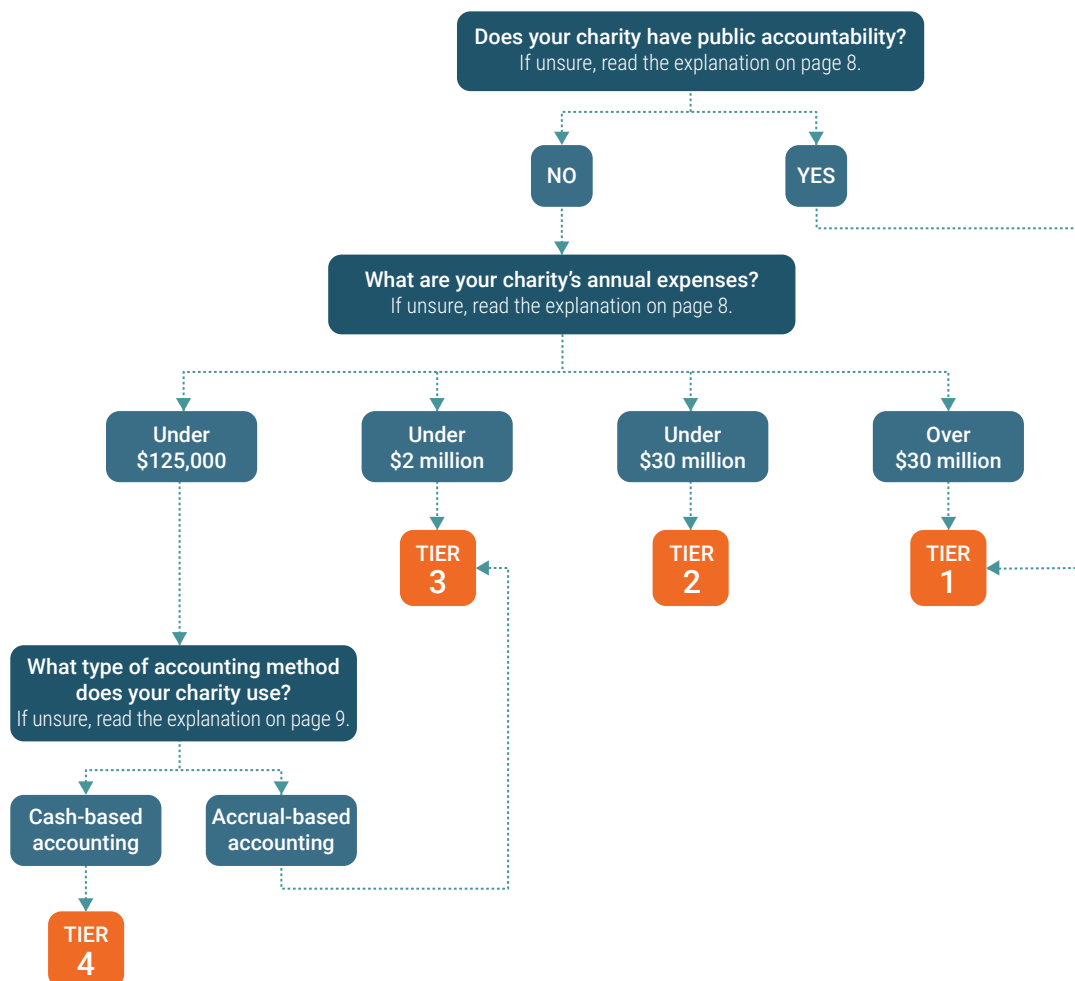
STEP 4 Finalise your charity's annual reporting

Complete your annual return form and attach your performance report.

STEP 1

Confirm your charity's tier

It's important to check which tier your charity can use as the reporting requirements vary depending on the tier.



Although your charity can report using a higher tier, we recommend you choose the tier that best fits your charity. The higher the tier, the greater the reporting requirements.



See more explanation on the following pages to make sure you have considered all factors before selecting a tier.

This guide has been prepared for Tier 4 charities. If your charity isn't Tier 4, refer to the Tier 3 guide, or the resources on our website bit.ly/Tier3info.

Public accountability

If your charity's main activity is holding cash or assets for people (e.g. you offer financial services, budgeting services, life insurance, credit union, superannuation, etc.), then your charity has public accountability and **must** report using Tier 1.

Annual expenses (day-to-day expenses for the year)

Your annual expenses (or operating payments as they are referred to in the Tier 4 Standard) will be your charity's day-to-day expenses for the year. A capital expense (or capital payment as they are referred to in Tier 4) is money spent on an asset, such as equipment and buildings, and these expenses **shouldn't be included when calculating your charity's tier**.

Below are examples of operating payments and capital payments:

Example of Operating Payments	Example of Capital Payments
Accounting fees	Buildings
Advertising	Computers
Audit fees	Furniture
Building maintenance and repairs	Land
Fundraising costs	Motor vehicles
Grants/donations made	Office equipment
Insurance	
Legal fees	
Motor vehicle repair	
Office supplies	
Petrol	
Power	
Printing	
Rent	
Salaries and wages	
Stationery	
Training for staff	
Travel expenses	



The annual total of these payments will be used to calculate which tier your charity can use. Refer to the diagram on page 7.



Do not include the total of these payments when calculating which tier your charity can use.

Some charities have levels of annual operating payments which fluctuate from one year to the next. **To determine your operating payments threshold, you must look back at your charity's operating payments for the previous two years.** Look at your charity's last two financial statements for this information. If in both of those years your charity had operating payments above \$125,000, then you must report using Tier 3. If, however, one of those years is above \$125,000 and one is below, then you may use Tier 4.

Example

An arts charity holds a festival every second year. In the first year, their annual operating payments were \$75,000. The following year when they held the festival, the annual operating payments increased to \$550,000. As their annual operating payments were not over the Tier 4 threshold of \$125,000 for two consecutive years, they can continue reporting in Tier 4. However, if they decide that the festival should be held yearly and their annual operating payments are likely to remain at \$550,000 annually, they would need to report in Tier 3.

Cash accounting and accrual accounting

The main difference between cash and accrual accounting is the timing of when receipts (money coming into your charity) and payments (money paid out by your charity) are recorded.

Cash accounting	Accrual accounting
Receipts (money coming in) are recorded on the date payment is received rather than the date it was invoiced.	Receipts (money coming in) are recorded on the date you issued the invoice rather than on the date it was received.
Payments (money going out) are recorded when the money leaves the bank. <i>e.g. Your charity records a payment it made for electricity on the date it was paid, and not on the date of the bill.</i>	Payments (money going out) are recorded when incurred. <i>e.g. Your charity records a payment it made for electricity on the date of the bill, and not on the date when it was actually paid.</i>
Often used by smaller charities	Often used by larger charities
Small number of transactions	Significant number of transactions
May use a cash book (paper-based or Excel spreadsheet)	Often uses accounting software such as MYOB or Xero
	Depreciation is recorded
	Records accounts receivable and accounts payable (debtors and creditors)

Tier 4 uses cash accounting. Under the Tier 4 standard, there is no depreciation recorded because no cash actually goes into, or comes out of the bank account.

If your charity's operating payments are less than \$125,000, choose the tier according to the accounting method your charity uses. Choose Tier 4 for cash-based accounting, and Tier 3 for accrual-based accounting. Refer to the diagram on page 7.

Does your charity control another or other organisations?

The reporting standards use the word 'control' to describe a relationship that a charity has with another organisation for financial reporting purposes. A charity controls another organisation when the charity is exposed, or has rights, to variable benefits from its involvement with the other organisation and has the ability to affect the nature or amount of those benefits through its power over the other organisation. In simple terms, a charity controls another organisation when it has:

- power over the other organisation,
- access to benefits from being involved with the other organisation, and
- the ability to influence the nature or amount of these benefits.

Tier 4 charities may need to include information about the organisations they control by providing a consolidated performance report. Where there is a control relationship the combined operating payments of the charity and the organisation/s they control could mean that the charity needs to report in a higher tier where consolidation is required. Combined expenditure does not include transactions between organisations within the reporting entity.

For example, a charity's annual operating payments are \$100,000 (thereby qualifying for Tier 4), the annual operating payments of a separate organisation they control are \$50,000, and they calculate payments between the two organisations were \$20,000. The combined operating payments would be \$130,000 and the charity would be required to report in Tier 3. Because Tier 3 requires consolidation the charity would need to prepare a consolidated performance report. If the combined operating payments total less than \$125,000 each entity may continue to report separately under Tier 4.

If your charity determines that it controls organisations and needs to report in Tier 3, you must follow the processes for consolidation in the Tier 2 Standard "PBE IPSAS 35: Consolidated Financial Statements", even if you are still eligible to prepare your performance report in accordance with the Tier 3 standard. You must disclose that you have applied this standard. Refer to the External Reporting Board's website (www.xrb.govt.nz) to download these standards. For guidance on Tier 3 performance reports refer to the Tier 3 guide, or the resources on our website (bit.ly/Tier3info).

STEP 2

Prepare your charity's performance report

What is a performance report?

A performance report is a **summary of your charity's past year and includes both financial and non-financial information**. Its objective is to "tell your charity's story" for the year. The performance report is a **requirement of the reporting standards** and Tier 4 charities need to prepare this report each year. It standardises the information required so that all charities are reporting in the same way and in a format that allows people to easily understand how your charity is doing year by year.

Your charity may continue to produce its own financial statements or other types of financial reports that are useful for its internal reporting. **These are not required by Charities Services**. An audit or review may be required by your charity's governing documents (constitution, rules, trust deed, etc.). Make sure it is the performance report that is audited or reviewed.

Using the performance report template

A template has been created to assist charities with the performance report. It's an optional template, but **we strongly recommend you use this template to create your report**, at least the first time you report under the standards. It will help you to understand what is being asked of your charity.

The template is available in Excel, Word and PDF formats. We've also provided a copy of the template on page 46 of this guide that you can detach or photocopy, and fill in to create a draft version of your charity's performance report while following the explanations in this guide. Once you've completed the draft version, you may then choose to transfer the information to the Word or Excel template.

This guide is based on the template and explains how to complete each part.



The Excel, Word and PDF versions of this template are available on our website bit.ly/T4template. If you decide to use the Excel template, we recommend watching the video tutorial first bit.ly/T4excel to understand how to use the template. The Excel template populates information and calculates totals where appropriate.



Remember, the template we use in this guide is optional. However, if you fill out the template correctly, you can be assured that you have met all the requirements for the Tier 4 standard. You may have a format that you prefer to use, or use software that can produce a performance report. You may find it useful to compare the optional template to your own format to ensure everything that is required has been included.

Example performance report

On page 36 of this guide, you will find an example performance report for a fictional charity that uses the optional template. You'll see in the example the five parts described below. Refer to this example report if you need more examples of the type of information required for your performance report.

Parts of the performance report

The information in the performance report contains **five main parts**. Each of these parts is explained in detail in this chapter.



An example performance report is included at the back of this guide.



The following sections are organised according to the template. It may be helpful to have a copy of the template (p. 46) open as you work through the sections.

Part 1 Entity Information

Who are we? Why do we exist?

The purpose of the Entity Information is to **provide a summary of your charity, what it does and how it's organised**. The level of detail you provide will depend on the size and complexity of your charity.

Below are the sections in the template (p. 46) with an explanation about the information required and examples.

The sections that must be completed are marked with an asterisk (*).



A copy of your charity's rules (constitution, trust deed, governing documents, etc.) can be found in your listing on the Charities Register. Go to bit.ly/searchregister and search for your charity.

Section	Explanation	Examples
Legal name of entity*	The name of your charity as it appears on the Charities Register.	–
Other name of entity (if any)	Any other name your charity is known by.	–
Type of entity and legal basis (if any) *	Your charity's entity type(s), e.g. trust, incorporated society, company, registered charity, etc.	<i>Registered charity and incorporated society</i>
Registration number	Your charity's registration number (CC number). You can find this by searching for your charity in the Charities Register bit.ly/searchregister . You can also include your incorporated society or charitable trust registration number if applicable (www.companiesoffice.govt.nz)	<i>CC12345</i>
Entity's purpose or mission*	Your charity's mission statement or the purpose it was set up for. This information may be found in your charity's rules (constitution, trust deed or other founding document). It's a broad statement about what your charity is seeking to achieve.	<ul style="list-style-type: none"> - <i>Reducing the incidence and impact of cancer in New Zealand.</i> - <i>Providing health services to the homeless in the greater Wellington area.</i>
Entity structure*	<p>Explanation of how your charity is structured.</p> <p>You can describe the governance structure of your charity and its relationship to any other organisation.</p> <p>You may choose to insert your charity's organisational chart here.</p>	<ul style="list-style-type: none"> - <i>Members elect a committee, which includes President, Treasurer and Secretary. It employs one full time coordinator.</i> - <i>There are six trustees on the Board, three paid staff and 10 volunteers.</i>

Section	Explanation	Examples
Main sources of the entity's cash and resources*	Your charity's main funding sources.	<ul style="list-style-type: none"> - Our charity's activities are funded by grants from our local community trust. Our administration costs are covered by membership fees. Money raised through fundraising is used to acquire new equipment. - Our main source of funding comes from a Lotteries grant from the Department of Internal Affairs.
Main methods used by the entity to raise funds*	Your charity's main methods to raise funds. You can include here whether your charity uses a third party for its fundraising, whether your charity holds a fundraiser every year, etc.	<ul style="list-style-type: none"> - The main fundraising activity is the book fair we hold every year. Money raised from this event is used to purchase new books for our library. - We hire out the local theatre twice a year and sell movie tickets to raise additional funds.
Entity's reliance on volunteers and donated goods or services*	If your charity relies on volunteers and donated goods or services, describe them here.	<ul style="list-style-type: none"> - Our charity relies on volunteers to run our charity. - Our governing body is made up of volunteers, and our activities are also run by volunteers. - We receive donated food and clothing from the public, which we then distribute to people in need. - We receive donated baked goods for our quarterly bake sale, which we then on-sell to other clubs to raise funds for our charity.
Additional information	Other information that you think would be useful for people to understand what your charity does.	<i>This is our first year of operation. We anticipate we will receive more funds in the following years.</i>
Contact details	Your charity's contact details. Consider entering information such as your charity's address, contact numbers, email, website and social media addresses. This will enable people to contact you or learn more about your charity.	—



Have a look at the Entity Information in the example performance report on page 37 of this guide.

Part 2 Statement of Service Performance

What did we do? When did we do it?

The purpose of the Statement of Service Performance is to **provide non-financial information to help readers understand what your charity did during the financial year**. It allows your charity to tell its story which helps readers to understand what your charity has been set up to do. Many charities find this statement very valuable as it tells a far richer story than reporting on the finances alone. Your charity can use pictures, tables, charts or graphs to represent its achievements and to enhance a reader's understanding of your charity's work.

The Statement of Service Performance is also a great way to show your members what you did, and as it's displayed on the public Charities Register, it can be read by potential funders and the public. It's worth taking some time to create this statement as it will showcase the great work your charity does.

Below are the sections in the template (p. 46) with an explanation about the information required and examples.

The sections that must be completed are marked with an asterisk (*).

Section	Explanation	Examples
Description of the entity's outcomes (optional)	Describe what your charity is seeking to achieve or influence through the delivery of goods or services. This is likely to be closely related to your charity's mission/purpose, although it should be more specific and focused on what your charity is seeking to achieve in the short to medium term. Note that this section is optional.	- If a charity's mission statement is: "Providing health services to the homeless in the greater Wellington area", then an example of an outcome is: "To improve the health and wellbeing of homeless people." - A tennis club's outcomes might be "To improve the health of the public by encouraging participation in playing tennis."
Description and quantification (to the extent practicable) of the entity's outputs* (required)	Describe and quantify (where practicable) the goods and services delivered by your charity in the past financial year. The measure is usually the number of services or goods delivered or number of people helped, and is not a dollar figure. Note that the "Budget" column in the template is optional.	See examples for this section in "Reporting outputs" on page 15 of this guide.
Additional output measures (optional)	Any other relevant information about your charity's outputs. For example, you could provide: <ul style="list-style-type: none"> quality measures of the goods or services delivered a measure of the timeliness of delivery of the goods or services the contribution of volunteers and/or paid staff in terms of hours Images, newspaper articles, videos, links to website or to other success stories 	Class feedback: "The course was excellent and I feel truly prepared to know what to do once my baby arrives."

Section	Explanation	Examples
Additional information (optional)	Any explanation of what your charity actually achieved against what it had planned to achieve (budget column). There may be factors that contributed to this result.	<ul style="list-style-type: none"> - Guide Dog puppies bred – the budget was exceeded due to the very generous donation of 5 puppies from Mr Frank. - New work placement – the budget was not achieved due to the economic conditions and more competition for grants.



Have a look at the Statement of Service Performance in the example performance report on page 38 of this guide.

Reporting outputs

The Statement of Service Performance requires your charity to describe its outputs over the past year. Outputs are simply what the charity did during the year. For example, goods or services your charity provided, or how many people you have assisted. The examples below show that reporting on outputs is brief and is designed to give an overview of the work you have been busy doing.

Output examples

These are examples for the section "Description and quantification (to the extent practicable) of the charity's outputs" on page 14.

Description*	Actual this year* (what you delivered this financial year)	Budget this year (what you planned to deliver this year)	Actual last year* (what you delivered last financial year)
Guide dogs – puppies bred	50	45	40
New work placements	1,652 jobs	3,500 jobs	3,200 jobs
Number of residents provided with food	5,000	4,500	0
Number of children provided with lessons	200	100	0
Number of grants given to organisations	110	100	90



Tips for writing a great Statement of Service Performance:

- Report only the outputs that are significant to your charity.
- Reporting outcomes is optional. However it's useful for your charity and for the public to understand the change in society you're seeking to influence.
- Know what purpose your charity was set up for. Use your rules document to check what your charitable purposes are as it will help you to write an outcomes statement if you choose to write one.
- Link your outputs and your outcomes with your strategic plan.

Part 3 Statement of Receipts and Payments

What did it cost? How was it funded?

The purpose of the Statement of Receipts and Payments is to **report all the money received (receipts) and paid out (payments) by your charity for all its activities during the financial year**. This statement also shows how much money your charity had at the beginning and the end of the financial year.



Receipts (money received) includes all cash or deposits into your charity's bank account during the financial year.

Payments (money paid out) include cash or electronic payments made by your charity during the financial year.

Your charity **must report this information using minimum (compulsory) categories**. See page 20 for more information on these categories.

Your charity needs to group financial information together to complete the information required for the minimum categories. A detailed list of all the transactions throughout the year is **not required**. It is designed as a **high level overview** that readers can easily follow. If your charity wishes to give more detailed information, you can do so by including details of items separately in "Part 5 Notes to the Performance Report" on page 24.



- A simple way to approach this part is to go through your bank statements or cash book for the year and decide where each transaction fits into the minimum categories which are displayed in the template. You may have a more sophisticated method in place already especially if you use accounting software.
 - In the first year of applying the Tier 4 standard, you do not need to provide numbers for last year.
 - The Budget column is optional.
-

On the next page are the sections in the template (p. 46) with an explanation of the information required and examples.

The minimum categories that must be completed are marked with an asterisk (*). If a category doesn't apply to your charity and there's nothing to report, simply enter "0".

Section	Explanation	Examples
Operating receipts		
Donations, fundraising and other similar receipts*	<p>Include here the total money received from grants and donations/koha that has not been received from providing goods or services. See the additional information on page 20.</p> <p>This section doesn't include donations made by members of your charity (if it has a membership base). This information is recorded in the next category.</p> <p>For fundraising receipts, include the total of any money raised through fundraising activities</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25).</p>	<p>- <i>Donations: Money donated to you by an external sponsor, etc.</i></p> <p>- <i>Fundraising receipts: Annual appeals, bingo/quiz nights, cake stalls, sausage sizzles, raffles, fundraising dinners, galas/fairs, car boot sales, sponsorship, sporting events, etc.</i></p>
Fees, subscriptions and other receipts from members*	<p>If your charity has a membership base, include here the total amount received from your members.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25).</p>	<p><i>Membership fees, subscription fees, donations/koha and fundraising received from members, or money received from your members for goods or services provided</i></p>
Receipts from providing goods or services*	<p>The total amount received from providing goods or services.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25).</p>	<p>- <i>Income from the hiring out of children's car seats</i></p> <p>- <i>Grants that are a contract for the delivery of goods or services</i></p>
Interest, dividends and other investment income receipts*	<p>Total money received from investments that your charity has.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25)</p>	<p><i>Money paid to the charity – i.e. interest from the bank or dividends from investments.</i></p>
Other operating receipts	<p>The total of other money received.</p> <p>If your charity is registered for GST and the information you're entering in this section is GST exclusive, you will need to record the net GST here. See more information about this on page 21.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25).</p>	<p><i>Insurance payout, royalties, GST (if registered for GST and recording information as GST exclusive)</i></p>
Total operating receipts	The total of all the operating receipts categories above.	—

Section	Explanation	Examples
Operating payments		
Payments related to public fundraising*	<p>Total payments made to cover costs for fundraising activities.</p> <p>You can provide a breakdown of these items in the “Notes” section (p. 25).</p>	<i>Venue hire, promotion and marketing, koha for equipment borrowed, cost of prizes, fees or commissions paid to third party fundraisers, cost of sausage sizzle supplies (sausages, sauces, bread, etc.)</i>
Volunteer and employee related payments*	<p>If your charity employs staff or has volunteers, enter the total of all related payments to them here.</p> <p>You can provide a breakdown of these items in the “Notes” section (p. 25).</p>	<i>Salaries and wages including temporary staff, contractors for general work, honoraria for board member duties, PAYE, KiwiSaver contributions, ACC levies, staff training and professional development, staff recruitment</i>
Payments related to providing goods or services*	<p>Total payments made that relate to providing goods or services by your charity.</p> <p>You can provide a breakdown of these items in the “Notes” section (p. 25).</p>	<i>Utilities (rent, rates, power, telephone), IT (computer) costs, insurances, repairs, maintenance, stationery, photocopying, printing, postage/courier costs, software costs, cleaning</i>
Grants and donations paid*	<p>If your charity distributes funds through paying grants or donations, enter the total of these here.</p> <p>You can provide a breakdown of these items in the “Notes” section (p. 25).</p>	<i>Grants paid, scholarships paid, donations made, contributions made, other philanthropic giving</i>
Other operating payments	<p>The total of any other payments you made that don’t fit into the categories above.</p> <p>You can provide a breakdown of these items in the “Notes” section (p. 26).</p>	<i>Interest payments, affiliation fees, audit fees, bank fees</i>
Total operating payments	The total of all the operating payments above.	–
Operating surplus or (deficit)		
Subtract the amount entered in “Total operating payments” from the amount entered in “Total operating receipts” and enter the amount here.		

Section	Explanation	Examples
Capital receipts		
Receipts from the sale of resources*	<p>Include the sale of physical assets that lasted more than 12 months from when you purchased or were given them.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25).</p>	<i>Sale of a computer, gym equipment, office furniture</i>
Receipts from borrowings*	<p>For loans taken out, the amount that was put into your bank account by the lender.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 25).</p>	<i>A bank loan</i>
Capital payments		
Purchase of resources*	<p>Include the purchase of physical assets that you expect to use for more than 12 months.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 26).</p>	<i>Purchase of office chairs, purchase of computer and printer</i>
Repayments of borrowings*	<p>Any amounts repaid to a lender.</p> <p>You can provide a breakdown of these items in the "Notes" section (p. 26).</p>	<i>Bank loan repayment</i>
Increase/(Decrease) in bank accounts and cash*		
<p>To the operating surplus amount (see "Operating Surplus or (Deficit)" amount above), add the total amount in "Capital receipts" and subtract the total amount in "Capital payments". Enter the amount here.</p>		
Bank accounts and cash at the beginning of the financial year*		
<p>The total of your charity's bank balances, and any cash on hand, for example petty cash or cash floats held. This figure needs to reflect the total cash the charity was holding at the start of the financial year. Remember to include any savings account balances as well as the cheque account balances.</p>		
Bank accounts and cash at the end of the financial year*		
<p>Calculate the amount for this field by adding the amounts in the fields "Bank accounts and cash at the beginning of the financial year" and "Increase/(Decrease) in bank account and cash"</p>		
Represented by*		
Cheque account(s) Savings account(s) Term deposit account(s) Cash floats Petty cash	<p>Where your charity's money is held. Include all your charity's cash and bank accounts. You can add other fields, such as "Cash on hand".</p>	
Total bank accounts and cash at the end of the financial year*	<p>The total of all your charity's bank accounts and cash. This total should be the same as the amount entered in "Bank accounts and cash at the end of the financial year". Note, if you use the optional Excel template, it will automatically compare these figures and tell you if they don't match.</p>	



Have a look at the Statement of Receipts and Payments in the example performance report on page 39 of this guide.

Minimum (compulsory) categories

The Tier 4 standard sets out minimum (compulsory) categories that must be used to report operating receipts and payments. These are:

Operating receipts categories

- Donations, fundraising and other similar receipts
- Fees, subscriptions and other receipts from members
- Receipts from providing goods or services
- Interest, dividends and other investment income receipts
- Other operating receipts

Operating payments categories

- Payments related to public fundraising
- Volunteer and employee related payments
- Payments related to providing goods or services
- Grants and donations paid
- Other operating payments

These minimum categories show what must be kept separate in the Statement of Receipts and Payments. They are designed to make it simple for readers of your charity's performance report to quickly and easily understand where money came from and where it was spent. Presenting the information in this way helps to tell your charity's story.

Can we change or delete the categories?

You can't change the type of information that must be reported within each category. However, you can split a category or rename it to make it more meaningful for your charity, or to help readers better understand the information. For example, a charity that provides classes and sells education books, might want to rename the category 'Receipts from providing goods or services' and change it to 'Class fees and book sales'.

A long list of items will make it difficult for readers to understand your overall story, so only make changes which are important and useful to your charity.

If a category doesn't apply to your charity and there is nothing to record, you can simply enter "0". For example, if your charity doesn't have members, the 'Fees, subscriptions and other receipts from members' category will not be relevant and can simply enter "0".

It is important that any changes you make to the categories are used consistently in the future so that the information can be compared over time.

Recording grant income

Under the standards, there is no separate category for grants. Instead, your charity must record the grant within the category/categories that best matches the purpose of that grant.

The category/categories you choose to record your grant under will depend on what the grant was given to your charity for. Grants for the general operation of the charity (including grants for capital items) will be recorded under "Fundraising, donations and other similar receipts". Grants for delivering a service, project or programme will be recorded under "Receipts from providing goods or services".

You'll also need to keep track of the spending of the grant so that you know how much remains unspent at the end of the financial year. Any unspent money must be recorded in the Statement of Resources and Commitments section. See page 16 for details.

Koha

Koha is a payment or receipt of money, similar to a donation. You will need to think about the purpose or reason for which it was given and record this amount in a category that reflects the type of koha it is. For example, a charity runs a community class and asks for koha to attend. This could be considered as payment for the class rather than a donation, and would therefore be recorded under "Receipts from providing goods or services."

Once your charity decides which category to record koha under, the category should be used consistently in future. You may want to record the reasons your charity has decided to record koha in a certain category so that it's clear in years to come, and for the readers of the performance report.

Refer to our website bit.ly/4koha for some examples on recording koha.

Recording GST

If your charity is registered for GST, you can choose to record amounts in this section as including GST or excluding GST. Once you decide how your charity will record GST, you'll need to be consistent throughout the performance report, and from each financial year to the next. If your charity isn't registered for GST, record all amounts with the GST included. **You may find it easier to record all amounts with the GST included even if you are registered for GST because these are the amounts that actually come in and out of your bank account.** This will make reconciling the receipts and payments to the bank balance a bit more straightforward.

You'll need to state in the Notes to the Performance Report (p. 24) whether you have recorded amounts in the performance report as including or excluding GST.

Receipts and payments must be reported separately

If you had a sausage sizzle, for instance, you would need to record the money received for sausages from the public under "Donations, fundraising and other similar receipts" and the payments for the sausages, bread and sauce, etc. under "Payments related to public fundraising". You cannot record the difference between these two amounts. If you want to show the profit of a particular activity, you can do this in the Notes to the Performance Report (p. 24).

Member and non-member receipts

In the Statement of Receipts and Payments, money received from members needs to be recorded separately from money received from non-members.

Where practical, all receipts from members should be recorded in the category "Fees, subscriptions and other receipts from members". This could include:

- membership fees and subscriptions
- donations, koha or offerings from members
- fundraising contributions from members, and
- receipts from members for goods or services.

Who are your charity's members?

For some charities, it will be clear if they have members. For example, societies are membership-based and will clearly have members.

There are a few factors that will help you identify if you have members:

- Members are a distinct group of people who are clearly separate from the general public.
- Members may have access to benefits, goods or services that are not available to the general public.
- Members can be involved in decision making. This will often happen at an Annual General Meeting.
- Membership commonly involves some form of contribution towards the charity – for example, membership fees, subscriptions, attendance expectation, or volunteering.

Example

A charity holds a quiz night. The event is mainly for the members, but they are encouraged to invite friends and family. The nature of the event makes it difficult to track non-members. Receipts from the quiz night are from gold coin entry and a raffle. On the night, the organisers make a note that about 25% of the attendees are non-members. The charity decides:

- *25% of receipts will be recorded in the category 'Donations, fundraising and other similar receipts'*
- *75% of receipts will be recorded in the category 'Fees, subscriptions and other receipts from members.'*
- *The charity will explain in the notes the judgement made about splitting the quiz night receipts: "Receipts from the quiz night were split as follows: 75% from members, 25% from non-members".*

Approval and issue of performance report

Your governing body must formally take responsibility for the approval and issue of the final performance report. The template has space for the representatives of the governing body to date and sign the performance report.

Part 4 Statement of Resources and Commitments

What do we own? What do we owe?

The purpose of the Statement of Resources and Commitments is to **provide a snapshot of your charity's resources and commitments at the end of your financial year.**

What are Resources and Commitments?

Resources are what your charity owns and what is owing to it.

Commitments are obligations to others and what the charity owes at the end of its financial year.

You only need to record resources and commitments that are significant. **Significant** is an accounting term that requires you to use some judgement. Ask yourself, could including or excluding the information change a reader's understanding of your charity and its performance report?

The Statement of Resources and Commitments also has minimum (compulsory) categories. You can't change the type of information that must be reported within each category, but you can split a category or rename it to make it more meaningful for your charity. Avoid recording a long list of items and only make changes that are important and useful to your charity and the readers of the statement.



Make sure that any changes you make to the categories are used consistently in the future so that the information can be compared over time. Note this down for the next person who will take over preparing any future performance reports.

Below are the sections in the template (p. 46) with an explanation about the information required and examples.

The minimum categories that must be completed are marked with an asterisk (*). If a category doesn't apply to your charity and there's nothing to report, simply enter "0".

Section	Explanation	Examples
Schedule of resources		
Bank accounts and cash*	Enter here the amount that you listed in "Bank accounts and cash at the end of the financial year" described on page 19. This is the total amount that your charity has at the end of the financial year.	—
Money held on behalf of others*	Details and amounts your charity may be holding for someone else at the end of the financial year.	<i>If you have partnered with another organisation to work on a joint project and you are holding the funds.</i>
Money owed to the entity*	Details and amounts owing to your charity at the end of the financial year.	<ul style="list-style-type: none">- Unpaid invoices- Interest due- Grants promised but not yet received- GST refunds

Section	Explanation	Examples
Other resources*	Details and amounts of significant resources that aren't cash and are owned by your charity at the end of the financial year, and available to use in the future. These can include tangible resources, investments and stock/inventory. Also include any donated resources of significant value. Remember to only include items that have significant monetary value to your charity. You may wish to use the rateable value, which you can find at www.qv.co.nz .	<ul style="list-style-type: none"> - Tangible resource examples: Land and buildings, motor vehicles, computers, software, furniture, office equipment - Investment examples: Shares, bonds, etc. - Stock/inventory examples: Food or clothing held for distribution, goods held in charity shops

Schedule of commitments

Money payable by the entity*	Details of any money that your charity owes at the end of the financial year.	<i>Invoices received that aren't yet paid (e.g. rent payable, rates payable, utility accounts); wages and salaries including bonuses and honoraria; payments owing to IRD (e.g. PAYE); KiwiSaver contributions; interest payable; grants payable by your charity that have been approved but not yet paid; loans payable</i>
Other commitments*	Any other significant amounts owed to other people or organisations and not yet paid.	<i>Lease or rental agreement, property, plant, equipment, etc. that you have committed to pay; commitment to provide loans or grants; cash received for a future event (e.g. your charity has sold tickets at \$100 for a charity dinner to be held in the next financial year)</i>
Guarantees*	Details and amounts of any guarantees given by your charity. Describe the nature of the guarantee, the reason why it was provided, and the maximum amount that could be paid under the guarantee.	<i>A charity acts as a guarantor for a loan.</i>

Schedule of other information

Grants or donations with conditions attached (where conditions are not fully met at balance date)*	If your charity has received grants or donations with conditions attached (e.g. must be used for a certain purchase or activity, etc.) and these conditions weren't met or the activity is still underway at the end of the financial year, record here details of the grant/donation, the total amount received and the amount that still hasn't been used.	<i>A charity received a grant to build a garden shed to store tools. At the end of the year, the project is 50% complete. The remaining 50% of the grant needs to be recorded here.</i>
Resources used as security for borrowings*	If your charity has used any of its resources as security for borrowings, enter details and amount of the borrowing that is secured.	<i>If you took out a loan with a bank and used a building you already owned to secure the loan.</i>



Have a look at the Statement of Resources and Commitments in the example performance report on page 40 of this guide.

Part 5 Notes to the Performance Report

What other information supports our performance report?

The purpose of the Notes to the Performance Report is to **expand on information included in the other parts of the performance report** when it is helpful to do so.

Here you can provide additional details on items of importance or relevance to your charity. You may wish to record individual items, activities or events to provide further information to your charity members or to other readers of the report. If your charity received grants, you can list the funders and details of the grant in this section. You may be building up a fund for a future project and want to explain this to potential funders, for example.



There are some compulsory notes. The wording of “Note 1” is pre-populated in the template should you wish to use it.

Below are the sections in the template (p. 46) with an explanation about the information required and examples.

The sections that must be completed are marked with an asterisk (*). However, if a section doesn't apply to your charity and there's nothing to report, you can delete that section.

Section	Explanation
Note 1: Accounting policies (How did we do our accounting?)	
Basis of preparation* (required)	The following standard statement is entered here: “[Your charity’s name] is permitted to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Report – Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.”
Goods and Services Tax (GST)* (required)	Enter here one of these three statements depending on whether your charity is registered for GST, and if your numbers are inclusive or exclusive of GST. Enter either: “[Your charity’s name] is registered for GST. Therefore amounts recorded in the performance report are exclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.” -OR- “[Your charity’s name] is registered for GST. The amounts recorded in the performance report are inclusive of GST (if any). GST owing or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.” -OR- “[Your charity’s name] is not registered for GST. Therefore amounts recorded in the performance report are inclusive of GST (if any).”



If any of the following sections aren't relevant to your charity, you may delete them even if they have an asterisk.

Section	Explanation	Examples
Note 2: Analysis of receipts (How was it funded)		
Fundraising receipts	A breakdown of the items recorded in the section "Donations, fundraising and other similar receipts" on page 17. This section is optional.	- Sausage sizzle - Quiz night - Movie night
Grants and donations	A breakdown of the items recorded in the section "Donations, fundraising and other similar receipts" on page 17. This section is optional.	- Grants for operating costs - Donations/koha from the public
Fees, subscriptions and other receipts from members	A breakdown of the items recorded in the section "Fees, subscriptions and other receipts from members" on page 17. This section is optional.	Fees and subscriptions from members; donations, koha or offerings from members; receipts from sales to members
Receipts from providing goods or services	A breakdown of the items recorded in the section "Receipts from providing goods or services" on page 17. This section is optional.	Money received from grants or contracts for service, money from sales to the public, commercial activities, lease or rentals, commission received
Interest, dividends and other investment income receipts	A breakdown of the items recorded in the section "Interest, dividends and other investment income receipts" on page 17. This section is optional.	Interest, dividends
Other receipts	A breakdown of the items recorded in the section "Other operating receipts" on page 17. This section is optional.	Insurance payouts, royalties received, net GST
Capital receipts	A breakdown of the items recorded in the section "Capital receipts" on page 19. This section is optional.	Sale of land, buildings, motor vehicles, investments; receipt of loan proceeds
Note 3: Analysis of payments (What did it cost?)		
Payments related to public fundraising	A breakdown of the items recorded in the section "Payments related to public fundraising" on page 18. This section is optional.	- Sausage sizzle - Quiz night - Movie night
Volunteer and employee related payments	A breakdown of the items recorded in the section "Volunteer and employee related payments" on page 18. This section is optional.	Salaries and wages, superannuation contributions, ACC payments
Payments related to providing goods or services	A breakdown of the items recorded in the section "Payments related to providing goods or services" on page 18. This section is optional.	Administration and overhead costs, direct costs relating to service delivery, other service delivery costs
Grants and donations paid	A breakdown of the items recorded in the section "Grants and donations paid" on page 18. This section is optional.	List of recipients of grants/donations

Section	Explanation	Examples
Other operating payments	A breakdown of the items recorded in the section "Other operating payments" on page 18. This section is optional.	<i>Interest payments, affiliation fees, audit fees</i>
Capital payments	A breakdown of the items recorded in the section "Capital payments" on page 19. This section is optional.	<i>Purchase of land, buildings, motor vehicles, investments; repayments of loans</i>

Note 4: Correction of errors*

If your charity corrects a significant error made in a previous year's performance report, enter details of the correction made to the opening cash balance. No adjustment to the past performance report is required.

Note 5: Related party transactions*

If there were no transactions with related parties during the financial year, simply state this here instead of completing the sections below. Refer to page 27 for more information on related parties.

Description of the related party relationship*	A description of who the related party is. Refer to page 27 for more information on related parties.	<i>Hemi Tamihau is a member of the governing body and also owns ABC Training Ltd.</i>
Description of the transaction (whether in cash or amount in kind)*	A description of the transaction(s) with the related party and amounts paid, including donated resources.	<i>ABC Training Limited was involved with the oversight of a new training programme for the charity. The total value of all transactions for the financial year was \$2,000.</i>
Value of transactions*	The value and outstanding amounts for the transaction for this year and last year.	\$2,000
Amount outstanding*		\$ NIL

Note 6: Events after the balance date

You must record here any significant events, both good and bad, that occurred between the balance date (financial year end) and the date when the performance report was finalised for approval.

If there were no events that occurred after the balance date that would have a significant impact on the performance report, simply state this here instead of completing the sections below.

Nature of the event*	Description of the event.	<ul style="list-style-type: none"> - <i>The week after the end of our financial year, a fire destroyed one of the store rooms where our charity holds stocks of donated products.</i> - <i>Two weeks before the performance report was approved, a water pipe burst and flooded the charity's office area.</i>
Estimated amount*	Estimate of associated receipts, payments, resources or commitments.	<i>\$5,000 worth of product was destroyed.</i>

Section	Explanation	Examples
How, if at all, the event is likely to affect the continuing viability of the charity*	Details of how the event is likely to affect the continuing viability of your charity.	<i>Our charity estimates clean-up of the office will take a month, during which time there will be disruptions to normal services.</i>

Note 7: Additional notes

Additional information that your charity considers necessary to understand the overall performance of your charity.



Have a look at the Notes to the Performance Report in the example performance report on pages 41 and 42 of this guide.

Related party transactions

The Tier 4 standard requires charities to report related party transactions. A related party transaction is a transfer of money, goods or services between a charity and those who are closely associated and have the ability to influence the charity.

Charities typically rely on volunteers and donated goods or services, especially from related parties such as officeholders and members of the governing group. Therefore, reporting related party transactions is an important requirement to ensure accountability and transparency of transactions between the charity and any related parties. It will also show the level of contribution and support the charity receives from related parties through donated and discounted goods or services.

Who are related parties?

Related parties can be people or organisations, including:

- people who have significant influence over the strategic and financial decisions of the charity (e.g. officeholders, committee members, managers), and close members of their families (e.g. parent, partner, sibling, or child)
- other organisations that have significant influence over the charity (for example, an organisation that appoints one of the members of the governing group of the charity).

Note: People are not considered to have significant influence if they are involved only in the day-to-day running of the charity and have no involvement in its strategic or financial decisions.

What are related party transactions?

A related party transaction is a transfer of money, goods or services between a charity and a related party. You must report transactions with a related party that are:

- significant to your charity (in nature or financial value), or
- not on normal terms and conditions (for example, discounted or donated goods, or discounted or volunteered professional services).

What is considered 'significant' will mean different things for different charities. What is considered significant for a small charity may not be significant for a larger charity. Use your best judgement to decide what is significant. Ask yourself, could including or excluding the information change a reader's understanding of your charity and its performance report?

Example 1: Judy – a treasurer who is an accountant

Judy West, an accountant, is a trustee and the treasurer for a small charity. Judy uses her expertise to manage the charity's finances and prepares financial reports, free of charge.

1. Judy is a related party because she is a member of the governing group.
2. Providing this work for free would be considered not normal terms and conditions, as Judy normally charges for accounting work. Therefore, this transaction should be reported.

3. The services that she provides are typical of services provided by trustees as part of their normal day-to-day role. Therefore, the following general statement could be used to provide information about this and similar transactions:

Description of Related Party Relationship	Description of the transaction (whether in cash or amount in-kind)	This Year	Last Year	This Year	Last Year
		Value of Transactions	Value of Transactions	Amount Outstanding	Amount Outstanding
Trustees	Regularly provided their time and skills to the oversight and operation of the Trust at no charge.				

Example 2: Paul – a board member's partner who is employed by the charity

Kerry O'Brien is a board member of the Little Bay Arts Centre, a small Tier 4 charity. Kerry's husband, Paul O'Brien, is employed by the Little Bay Arts Centre as a full-time administrator to look after the day-to-day running of the centre. Paul is the only employee and a large portion of the charity's operating payments are used to pay his salary, which was \$44,500 this year and \$42,500 the year before.

1. Paul is a related party as his wife is a board member.
2. He is paid a salary which is financially significant to the charity. Therefore, this transaction should be reported.
3. It should be separately reported as it is significant to the charity. For example:

Description of Related Party Relationship	Description of the transaction (whether in cash or amount in-kind)	This Year	Last Year	This Year	Last Year
		Value of Transactions	Value of Transactions	Amount Outstanding	Amount Outstanding
A close family member of a board member	Employed full-time and paid a salary.	\$44,500	\$42,500	0	0

Example 3: Maraea – a chief executive

Maraea Paki is employed as the chief executive of Central Community Centre. Maraea is not on the Board, however she does have significant influence over the charity because she's involved in the strategic management of the charity.

1. Maraea is a related party because she has significant influence over the charity.
2. Maraea's salary and any other transactions with her need to be disclosed.

Description of Related Party Relationship	Description of the transaction (whether in cash or amount in-kind)	This Year	Last Year	This Year	Last Year
		Value of Transactions	Value of Transactions	Amount Outstanding	Amount Outstanding
The Chief Executive is a related party to the Community Centre	Employed full-time and paid a salary. Holiday pay is included in the amount payable.	\$70,000	\$68,000	\$2,500	\$2,400

Audit or review of your performance report

Once your performance report is complete, your charity may need to get it reviewed or audited. Check to see if this is a requirement of your rules document.

Many small charities go to the expense of an audit or a review, but it may not always be necessary. Have a chat to your funders to see if they require audited or reviewed accounts. Consult also with your governing group about what they see as the purpose of audits/reviews. You may then decide to change your rules to no longer require an audit or review. Note that you must notify Charities Services of any changes to your rules. More information on making these changes can be found on our website bit.ly/updatecharity.



Remember, it's the performance report that needs to be audited/reviewed, and not any other financial reports that your charity might use for internal purposes. Provide the audit/review report to Charities Services when you provide your annual return.

Finalising your performance report

Have your performance report approved either through your charity's governing body (board, committee, etc.) or through its Annual General Meeting.

The performance report will help you complete the annual return and must also be provided to Charities Services.



You'll need to attach a copy of your performance report as part of the annual return process (see page 30). Make sure you have an electronic or scanned version of your performance report to do this.

STEP 3

Complete your charity's annual return

Annual reporting to Charities Services requires submitting:

- a performance report; **and**
- an annual return form.

The annual return form helps to ensure that we have accurate information about your charity on the Charities Register. **Some of the information you've provided in your charity's performance report will also need to be entered as part of the annual return form process.** This information is used to provide valuable information about the charitable sector in New Zealand.

In the annual return form, you're asked to check and update your charity's details and answer a few new questions. Some of these questions relate to the reporting standards.

We will also ask for **information about the officers** of your charity, including their full name, date of birth and home address. This information is used to help us carry out functions under the Charities Act 2005.

We will protect your privacy and assure you that the **date of birth and home address information of officers will not be available to the public.**



If you are providing personal information on behalf of officers of your charity, you must tell them why it's being collected and obtain their consent before you provide the information to Charities Services.

Withholding information from public view

All registered charities appear on the Charities Register which can be viewed from our website bit.ly/searchregister. The register summarises each charity's purposes, activities, sector and includes their annual return.

In exceptional circumstances, applications can be made for certain information to be withheld from the public register. However, the Charities Act 2005 emphasises transparency and the availability of information about registered charities to "**promote public trust and confidence in the charitable sector**". The Act requires information on the Charities Register to be available to the public, but it also allows Charities Services to prevent the public from seeing information or documents if it is in the "public interest" to do so. **This is a high threshold.** Please refer to "Restricting information" on our website bit.ly/restrictinfo1 for guidance. Any information or documents will still be subject to requests under the Official Information Act 1982.

Questions in the annual return form

The following information is required to complete the annual return form. A lot of this information is **available on the Charities Register or in your performance report**. Check that you have this information ready beforehand.

Required information	✓
Charity details	
Your charity's legal and other name (including any trading name)	
The regions or countries where your charity operates	
Your charity's registration number (CC number)	
Your charity's postal and street address	
Your charity's phone number and email address	
Your charity's fax number, website and social media addresses (optional)	
Details of the primary contact at your charity: name, phone number and email address	
Details of an alternative contact at your charity (optional): name, phone number and email address	
End of financial year/balance date	
IRD number	
NZBN number (optional)	
Details for each officer	
Officer's full name	
Officer's date of birth	
Officer's position (e.g. treasurer, secretary, president, etc.)	
Officer's residential address	
If an officer is being removed, the reasons for the removal	
Charity's purpose and structure	
Your charity's purpose or mission	
A description of the structure of your charity, including any trading operations (if applicable)	
Your charity's main activity, sector and beneficiary (collected for statistical purposes)	
Charity relationships	
The name (and charity's registration number, if applicable) of any entity that controls your charity, for financial reporting purposes	
Charity rules	
If there have been any changes to your charity's rules document	
Your people	
The number of paid full-time and paid part-time employees that work for your charity in an average week, and the approximate number of hours they work	
The approximate number of volunteers that work for you in an average week, month or year, and the average number of hours they work	

Required information	✓
Financial Information You'll need a copy of your performance report to complete the financial information section of the annual return form.	
The tier your charity is reporting under (note that it's important you select Tier 4 here as this affects the financial information questions you'll be asked)	
Indicate whether your charity's performance report has been audited or reviewed	
Indicate if your charity's performance report discloses any related party transactions	
In its ordinary course of business, if your charity lends money to or on behalf of others, or manages money or funds on behalf of others (this is to establish whether your charity has any obligations under the Anti-Money laundering legislation)	
Indicate whether your charity provided goods or services overseas in the last financial year	
Indicate whether your charity has used any business income (e.g. from the sale of goods or services) for charitable purposes overseas in the last financial year	
Indicate whether your charity has received donations and used any of its funds for charitable purposes overseas in the last financial year. (Inland Revenue uses this to establish whether your charity qualifies for donee status.)	

Complete your charity's annual return form online

We encourage you to complete your charity's annual return form online, which you can do by logging into your charity's online account bit.ly/charitiesaccount.

If you don't feel confident completing the annual return form online, watch our video bit.ly/ARwalkthrough that shows you how to log in to your charity's dashboard and navigate your way through the annual return form.

Filing your annual return form online costs less than filing on paper. In addition, it's already partly completed for you using your details from the Charities Register, and you can complete it in stages as the information entered is saved each time.

We can provide you with a paper form if you're unable to complete the form online. However, this option may be more expensive. Please contact us on 0508 CHARITIES (0508 242 748) to obtain a copy.



- Remember, you'll need to attach a copy of your performance report as part of the annual return process. Make sure you have an electronic or scanned version of your performance report to do this.
- If you start your online annual return but want to complete it at a later stage, simply click the Save button (📁) and all the information you have entered up to that point will be saved.



In the annual return form, please be sure to select Tier 4 when asked what tier you are reporting to. This is important as the questions you will be asked will vary depending on your tier.

STEP 4

Finalise your charity's annual reporting

Annual reporting to Charities Services is complete when the annual return has been completed, the performance report has been provided and any fees have been paid.

Annual return

Check that all information provided in the annual return is correct and has been submitted.

Performance report

There are three options for providing your charity's performance report to Charities Services:

- Upload and attach a copy to the online annual return; **OR**
- email a copy to info@charities.govt.nz; **OR**
- post to Charities Services, P.O. Box 12138, Thorndon, Wellington Central, 6011.



It's cheaper to submit your annual return online and upload your performance report than it is to send it by email or post (if a fee applies to your charity). See below for details.

Fees

Your charity may need to pay a fee to file its annual return. The amount your charity needs to pay will depend on your charity's gross income for the financial year you're reporting on, and whether you're filing the annual return online or on paper. Your annual return will only be complete when the correct fee is received (if applicable). The table below outlines the fees.

Item	Cost
Annual return if total gross income is under \$10,000	\$00.00
Annual return completed online and supporting documents (including performance report) uploaded during the online process	\$51.11
Annual return completed online but supporting documents (including performance report) sent to us by post or email	\$76.67
Annual return completed on paper and sent to us by post or email with supporting documents (including performance report)	\$76.67

How to pay

Please make payment by internet banking.



Please note that we don't issue invoices for this fee.

To pay your charity's annual return fee via online banking, follow these steps:

1 Log on to your online banking

2 Add payee

Enter the payee name DIA CHARITIES SERVICES. When you start typing, this should "auto select". This makes sure that the payment goes to the right place.

Payee name:

Start typing
'DIA Charities...'
and this will auto select

If you can't add a payee, enter the bank account number: 03-0049-0002007-06

3 Enter the payment amount

Check the fees table on the previous page for the amount your charity needs to pay.

4 Statement details

It's important that you enter the following information so that Charities Services can identify your charity's payment. In the Details on THEIR statement section, in the:

- **Particulars** field, enter your charity's registration number (e.g. CC12345)
- **Code** field, enter your charity's name
- **Reference** field, enter your charity's user name (e.g. AGH12345). This field is optional.

Details on your statement

Particulars: Code: Reference:

Details on THEIR statement

Particulars: Code: Reference:

Your charity's
REGISTRATION
number
(Always starts with
"CC" and is followed
by 5 numbers)

Your charity's
NAME

Your charity's
USER NAME
(Optional)

5 Confirm and pay

Check that all the details have been entered correctly, then submit your payment.

A GST receipt will be sent to your charity's primary contact once your payment is processed.



Remember, your annual return won't be completed until we receive the appropriate fee (if applicable).

Preparing for next year's annual reporting

Congratulations on completing your charity's performance report and submitting the annual return!

Now that you've gone through the process and understand the information that's required of your charity, it's a good idea to start preparing the information that your charity will need for next year's performance report. Keeping good records of your charity's activities will make this easier. Below are some suggestions on how you can prepare.

Financial information

In the performance report, your charity is required to report its financial information using minimum (compulsory) categories. Now that you understand how these categories work and how you've grouped your financial information into these categories, it may be a good time for your charity to review how it records its financial information, and decide if any changes are required to your chart of accounts and general ledger. You may need to make changes to items or coding to make it easier to report at the end of the year in the format required by the performance report. For example, you may decide to separate income from members and non-members, or separate donations from the public and from members. You may need to consult an accountant or financial specialist to help you with this task.

Tracking grants

To keep track of how much of your grant money your charity has spent and how much is remaining at the end of the financial year, it's useful to keep a record of the amounts spent from the grant during the financial year. You can set up a simple spreadsheet or table to record these as in the example below.

Date	Item	Amount	Balance Remaining
1 March 2017	Grant Received from XYZ for garden shed	\$5,000	\$5,000
20 March 2017	- Timber	(\$1,000)	\$4,000
31 March 2017	- Labour	(\$2,500)	\$1,500

Outputs log

Keep a log of your outputs that you can add to as your charity completes activities or achieves milestones. This can also be set up as a simple spreadsheet or table as in the example below.

Date	Description	Amount
October 2016	Focus group meetings	3 meetings
Oct 2016 - Feb 2017	Workshops held throughout Wellington	12 workshops
March 2017	Positive workshop feedback received	30 responses

Resources log

Keep a log of any resources your charity has acquired, whether they have been purchased or donated. This will help you collect the information for the Statement of Resources and Commitments in the performance report.

Date	Item	Amount
November 2016	Computer	\$1,500
December 2016	Office desk	\$500
February 2017	Promotional banner	\$200

Related party transactions

Keep a record of any related party transactions. This will include who the person is, their relationship to your charity, and any services or goods that were provided. Include as much detail as possible.

Name and description of related party	Description	Value
Joanne Black - Close family member of a committee member	Provided accounting assistance to prepare our accounts.	\$3,000
Mary Brown - Daughter of our club president	Employed part-time as an assistant tutor	\$21,500
Committee members	Provided time and skills to run our charity (accounts, administration, etc) at no charge.	\$0

Example performance report

On the following pages, you'll find an example performance report for a fictional Tier 4 charity to help you prepare your own.



Sections marked with a red asterisk (*) must be completed. However, if a section isn't relevant to your charity, you can choose to delete it even if it has an asterisk.

Parent Network Aotearoa Inc. (EXAMPLE)

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2016

Legal Name of Entity:*	Parent Network Aotearoa Inc.
Other Name of Entity (if any):	Parent Network
Type of Entity and Legal Basis (if any):*	Incorporated Society and Registered Charity
Registration Number:	CC12345

Entity's Purpose or Mission: *

Parent Network empowers parents to make informed choices throughout pregnancy and birth and to parent with confidence.

Entity Structure: *

Members of Parent Network elect a management committee which includes Chair, Treasurer, Secretary, Health Practitioner Liaison, Newsletter Editor, Fundraising Co-ordinator and up to four other members. Parent Network management committee employs one part-time co-ordinator for 10 hours per week.

Main Sources of the Entity's Cash and Resources:*

Parent Network relies on grants from government and philanthropic trusts to cover the co-ordinator role and other incidental costs. Course fees and membership fees help cover other operating costs. The proceeds of fundraising are used to purchase new assets.

Main Methods Used by the Entity to Raise Funds:*

The main fundraising activity is the annual fair. Money raised from the event is used to purchase assets, such as office equipment and new books for the library. Funds are also raised at two quiz nights each year and through selling wheat bags.

Entity's Reliance on Volunteers and Donated Goods or Services: *

Parent Network relies to a great extent on volunteers for their activities. The committee members volunteer their time to set strategy, attend meetings, produce a newsletter, and find guest speakers. Guest speakers are volunteers and members volunteer to run the annual fair. Members make and donate wheat bags which are sold to raise money.

Contact details

Physical Address:	123 City Road
Postal Address:	PO Box 1234
Phone:	123 4567
Email:	info@pna.org.nz
Website:	www.pna.org.nz
	: www.facebook.com/parentnetworkaotearoa

Parent Network Aotearoa Inc. (EXAMPLE)

Statement of Service Performance

"What did we do?"

For the year ended
31 March 2016

Description of the Entity's Outcomes:

Information and advice is available to help parents make informed choices for birth and parenting. Families receive postnatal support and opportunities to network with other parents.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Antenatal courses - Number of classes delivered - Average number of parents at each class	10 classes 12 parents		
Great Start parent courses - Number of classes - Average number of parents at each class	4 classes 22 parents		
Quarterly Newsletters	165 subscribers		
Monthly coffee mornings - Number held - Average number of parents at each coffee morning	10 sessions 9 parents		
Co-ordination of Seaside Midwifery Collective client review - Number of focus group meetings	5 meetings		

Additional Output Measures:

During the year we developed our website which was a significant piece of work and has contributed to the successful running of the organisation.

Additional Information:

Class feedback:

"I really appreciated the attention spent on partners and the input from the alternative health care professionals. I will be recommending this course to other expectant parents."

"I can't praise the course enough, it was truly excellent! I haven't had my baby yet, but I feel much better prepared and well informed."

This performance report has been approved by the: _____

for and on behalf of _____

Date _____ Date _____

Signature _____ Signature _____

Name _____ Name _____

Position _____ Position _____

Parent Network Aotearoa Inc. (EXAMPLE)

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

31 March 2016

	Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Operating Receipts				
Donations, fundraising and other similar receipts*	2	13,197		
Fees, subscriptions and other receipts from members*	2	2,889		
Receipts from providing goods or services*	2	2,820		
Interest, dividends and other investment income receipts*	2	194		
Other operating receipts		130		
Total Operating Receipts		19,230	-	-
Operating Payments				
Payments related to public fundraising*	3	713		
Volunteer and employee related payments*	3	14,563		
Payments related to providing goods or services*	3	1,663		
Grants and donations paid*		-		
Other operating payments	3	795		
Total Operating Payments		17,734	-	-
Operating Surplus or (Deficit)		1,496	-	-
Capital Receipts				
Receipts from the sale of resources*	2	240		
Receipts from borrowings*		-		
Capital Payments				
Purchase of resources*	3	1,005		
Repayments of borrowings*		-		
Increase/(Decrease) in Bank Accounts and Cash*		731	-	-
Bank accounts and cash at the beginning of the financial year*		8,423		
Bank Accounts and Cash at the End of the Financial Year*		9,154	-	-
Represented by:*				
Cheque account(s)		2,345		
Savings account(s)		1,432		
Term Deposit account(s)		5,194		
Cash Floats		127		
Petty Cash		56		
Total Bank Accounts and Cash at the End of the Financial Year*		9,154	-	-

Parent Network Aotearoa Inc. (EXAMPLE)

Statement of Resources and Commitments

"what the entity owns?" and "what the entity owes?"

As at

31 March 2016

SCHEDULE OF RESOURCES	This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)*	9,154	-
Money Held on Behalf of Others*		
Description*	Amount*	Amount*
Donations received for joint project with local midwife collective	300	
Other Resources*		
Description and Source of Value* (cost or current value required if practicable to obtain)	Cost or Current Value*	Cost or Current Value*
Office Equipment at current value	237	
Computer at cost	885	
Promotional signage at cost	120	
135 library books	-	
SCHEDULE OF COMMITMENTS	This Year \$	Last Year \$
Money Payable by the Entity*		
Description*	Amount*	Amount*
Unpaid invoices	450	
PAYE, KiwiSaver and ACC Levies	147	
Other Commitments*		
Description*	Amount*	Amount*
Cash received relating to activities to be undertaken in a future period	340	
Guarantees*		
Description*	Amount*	Amount*
We act as guarantor for our members for the rental of birthing pools	5,000	
The maximum we would pay if the pool was damaged in \$5,000.		
SCHEDULE OF OTHER INFORMATION	This Year \$	Last Year \$
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*	Amount*	Amount*
Lotteries Community Grant of \$5,000 for administrator salary. \$3,000 has been paid for the 24 weeks worked of the 40 weeks which the grant covers.	2,000	

Parent Network Aotearoa Inc. (EXAMPLE)

Notes to the Performance Report

For the year ended
31 March 2016

Note 1: Accounting Policies "How did we do our accounting?"

Basis of Preparation*

Parent Network is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

Parent Network is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Annual Fair	1,832	
	Wheat bags fundraiser receipts from non-members	420	
	Total	2,252	-
Grants and donations	Grants	5,000	
	Donations	5,945	
	Total	10,945	-
Fees, subscriptions and other receipts from members	Membership fees	1,191	
	Class fees from members	215	
	Quiz night fundraiser	673	
	Wheat bags fundraiser receipts from members	220	
	Other	590	
	Total	2,889	-
Receipts from providing goods or services	Class fees from non-members	820	
	Contract to provide a review service	2,000	
	Total	2,820	-
Interest, dividends and other investment income receipts	Bank interest	194	
	Total	194	-
Capital receipts	Sale of old computer	240	
	Total	240	-

Parent Network Aotearoa Inc. (EXAMPLE)

Notes to the Performance Report

For the year ended
31 March 2016

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year	Last Year	
Payments related to public fundraising	Annual Fair	423		
	Frozen meal fundraiser	225		
	Other	65		
	Total	713	-	
Volunteer and employee related payments	Wages	13,531		
	Volunteer training	1,032		
	Total	14,563	-	
	Payments related to providing goods or services	Venue hire	995	
Class and meeting costs		668		
Total		1,663	-	
Other operating payments		Membership fees to Natural Parenting International	795	
	Total	795	-	
	Capital payments	Computer	885	
		Promotional signage	120	
Total		1,005	-	

Note 4: Related Parties

Note 4: Related Party Transactions*		This Year	Last Year	This Year	Last Year
Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*
Sally Smith, Web designer at Web Designs Limited, Parent Network committee member	Developed the Parent Network website in kind	-	-	-	-
Dave Lee, Print Quick Limited, father of Parent Network committee member Ann Lee	Printed Parent Network banners	120	-	-	-

Note 5: Events after the Balance Date

Note 5: Events After the Balance Date*		
Nature of the Event*	Estimated Amount*	How, if at all, the event is likely to affect the continuing viability of the entity*
There was a recent flood at the community centre where we hold our classes	1,000	We will need to replace most of our library books

Note 6: Additional Notes

Note 6: Additional Notes
Next year we will be working with the local midwife collective on a project to educate the community on pre-pregnancy healthcare. We are the fundholders for the project.

Glossary

accountability	Being responsible for all aspects of your organisation. This includes financial and operational accountability, and keeping interested parties clearly informed about what your organisation does.
accounts	A record or statement of financial expenditure and receipts relating to a particular period or purpose.
accounting method	The basic rules and guidelines under which entities keep their financial records and prepare their financial reports. See <i>accrual accounting</i> and <i>cash accounting</i> .
Act	Refers to the Charities Act 2005, unless specified otherwise.
accrual accounting / accrual-based accounting	An accounting method that records income (money coming in) and costs (money going out) on the date they were incurred, rather than on the date the money was exchanged.
annual expenses	The expenses (costs) your charity incurred during its financial year.
annual return	A form that all registered charities must complete each year and give to Charities Services, with their performance report.
asset	Something that a charity has acquired or purchased, and that has money value.
audit	An official inspection of an organisation's accounts, typically by an auditor or independent body.
auditor	An individual who carries out an audit.
balance date	The date that is set as the end of the financial year for your organisation.
body corporate / corporate body	Another term for "incorporated body". See <i>Incorporated/Incorporation</i>
break down	To itemise or divide into parts.
budget	An estimate of costs, income and resources over a specified period of time.
capital expenses	An amount spent to acquire or improve a long-term asset.
capital payments	Outgoing money (payments) for the purchase of fixed assets, shares, bonds or loans.
capital receipts	Incoming money (receipts) from the sale of fixed assets, shares, bonds or loans.
cash accounting / cash-based accounting	An accounting method that records income (money coming in) and costs (money going out) on the date the money was exchanged (rather than on the date they were incurred).
category	An item in financial reporting under which money is grouped.
CC registration number	All registered charities have a CC registration number. You can find this number in the email sent to your charity when it was registered. Call us on 0508 CHARITIES (0508 242 748) if you need help, or search the Charities Register bit.ly/searchregister .
Charities Services	Charities Services, Ngā Ratonga Kaupapa Atawhai is part of the Department of Internal Affairs, and is legislated by the Charities Act 2005. Our role is to promote public trust and confidence in the charitable sector and to encourage the effective use of charitable resources. We do this by registering and monitoring charities and processing annual returns. We also encourage good governance and management practices by providing educational support, advice and materials.
charity online account	All registered charities will have an online account where they can update details, file annual returns and view their information (unless it has been withheld).
commitment	Obligations to others and what the charity owes at the end of its financial year.
committee	A group of people appointed by a larger group and typically consisting of members of that group for the purposes of providing governance over the charity.
constitution	See <i>rules</i>
day-to-day expenses	See <i>expenses</i>
deficit	Excess of expenses (money going out) over income (money coming in).
depreciation	The reduction in the value of an asset over time, due in particular to wear and tear.
dividend	A sum of money paid regularly by a company to its shareholders out of its profits or reserves.
donation	Something that is given to a charity, which could be money or goods or services.

due date	The date when your annual return must be filed with Charities Services.
employee	A person employed for wages or salary.
entity	An organisation that has a legal identity. In the context of the Charities Act, entity means the trustees of an unincorporated trust, an incorporated society or trust, a company, an institution or any other group of people who act together. An entity needs to have some rules that govern what it does in order to be registered.
expenses	Money spent or cost incurred by your charity.
External Reporting Board (XRB)	An independent Crown Entity responsible for writing accounting and auditing standards.
financial statements	A formal record of the financial activities and position of your charity.
financial year end	See <i>balance date</i>
fixed asset	Physical resources used in the operation of an organisation. Normally expected to last for more than 12 months when first purchased or acquired. Also called "property, plant and equipment".
fundraising	The process of gathering contributions of money or other resources by requesting donations from individuals, businesses, charitable foundations or governmental agencies, or by carrying out activities designed to generate money.
goods	Physical items which are bought or sold.
Goods and Services Tax (GST)	A tax on most goods and services in New Zealand. The current tax rate is 15%.
governing body	The group of people who draw up the rules that govern the actions and conduct of a charity, and who ensure that these rules are followed.
governing documents	See <i>rules</i>
grant	Funds disbursed by an organisation (e.g. foundation, trust, government department, council) to a charity.
GST	See <i>Goods and Services Tax</i>
guarantee	A formal agreement to take responsibility for something, such as a payment of someone else's debt.
honoraria	A small amount of money paid to someone for a service for which no official charge is made.
Incorporated / Incorporation	A group that is "incorporated" has its own legal identity, separate from its individual members, which means that the group can, for example, enter into contracts and own property in its own name. "Incorporation" means the process of becoming incorporated.
Incorporated society	A group of people who have registered and incorporated as a group under the Incorporated Societies Act 1908 so that the group now has a separate legal identity. See incorporated above. Note that a group can incorporate under other Acts, such as the Companies Act 1993 or Charitable Trusts Act 1957.
interest	A fee paid for the use of another party's money.
koha	A Māori custom which can be translated as gift, present, offering, donation or contribution.
legal name	Formal name of your organisation.
login details	The username and password for your charity to access its online account.
mission statement	A written statement of your charity's core purpose and focus that normally remains unchanged over time.
non-financial information	Information that describes a charity's purpose, structure and activities.
officer	Officer is defined in section 4 of the Act. It means: <ul style="list-style-type: none"> • in relation to a trust - the trustees; and • in relation to a society or company - a member of the board or governing body of an organisation, and a person in a position to exercise significant influence over the management or administration of the organisation.
online	Operating from a computer that is connected to the internet.
operating payments	Money paid out (payments) made by your charity that includes cash or electronic payments made by your charity during the financial year.
operating receipts	Money received (receipts) by your charity that includes all cash or deposits made into your charity's bank account during the financial year.
outcomes	What your charity is seeking to achieve or influence as a result of the delivery of goods or services.
outputs	What your charity did or delivered throughout the financial year.
payment	An amount paid or payable.

performance report	A report produced at the end of a charity's financial year containing financial and non-financial information.
property, plant and equipment	See <i>fixed assets</i>
public accountability	An charity that holds cash or assets for people (e.g. you offer financial services, budgeting services, life insurance, credit union, superannuation, etc.).
purpose	An objective of a charity.
receipt	A written acknowledgement of having received a specified amount of money, goods, etc.
registration number	See <i>CC registration number</i>
related party	A person who has significant influence over the strategic and financial decisions of your charity (e.g. officeholders, committee members, managers), and close members of their families (e.g. parent, partner, sibling, or child). It can also be an organisation that has significant influence over your charity (for example, an organisation that appoints one of the members of the governing group of the charity).
reporting standards	Financial Reporting Standards written by the External Reporting Board (XRB) that prescribe the way a charity must report their finances.
resource	What your charity owns.
revenue	The amount of money your charity actually receives during the financial year. It is the "gross income" from which costs are subtracted to determine net income.
review	An official inspection of an organisation's accounts that provides less assurance than a full audit.
reviewer	An individual who carries out a review.
rules / rules document	Rules establish an organisation, setting out its purposes and how it will be run. The rules may be a trust deed, constitution, a list of rules or other type of formal document.
services	An action, deed or effort performed to satisfy a need or to fulfill a demand.
significant	An accounting term that requires you to use some judgement. Ask yourself if including or excluding the information changes a reader's understanding of your charity and its performance report.
society	A number of people who voluntarily group together for a common purpose. A society may be incorporated under the Incorporated Societies Act 1908 or Charitable Trusts Act 1957, in which case it becomes a separate 'legal' person or body (see Incorporated).
Statement of Service Performance	A section in the performance report where your charity provides non-financial information to help readers understand what your charity did during the financial year.
surplus	Excess of income (money coming in) over costs (money going out).
template	A blank document with a preset format that a charity can use to complete the performance report.
tier	In the reporting standards, charities are divided into four tiers according to certain criteria.
Tier 1 charity	A charity that has annual expenses over \$30 million and/or has public accountability.
Tier 2 charity	A charity that has annual expenses under \$30 million and has no public accountability.
Tier 3 charity	A charity that has annual expenses under \$2 million and has no public accountability.
Tier 4 charity	A charity that has annual expenses under \$125,000, has no public accountability, and uses cash-based accounting.
transaction	Transfer of cash or property that occurs between a buyer and a seller, and establishes a legal obligation.
trust	A legally recognised arrangement where the legal title (ownership) to property is held by one or more people (the "trustees") for the benefit of certain people or classes of people (the "beneficiaries") or for a particular charitable purpose.
trust deed	The central document in a trust arrangement, which establishes the trust. The trust deed specifies the trust property, the people who are the trustees, and the people or the purposes that are to benefit from the trust property.
trustee	A person appointed to hold and manage property under a trust deed for the benefit of others (the "beneficiaries") or for a charitable purpose.
volunteer	People who provide their time and services to a charity free of charge.

Additional resources

The following is a list of additional resources for Tier 4 charities that are available on our website www.charities.govt.nz.

Topic	Website Link
Information on the reporting standards	bit.ly/aboutNRS
Selecting your reporting tier	bit.ly/whichtier
Get started videos for Tier 4 charities	bit.ly/T4videos
Tier 4 standard, guidance notes and templates	bit.ly/T4template
How to use the Tier 4 Excel template	bit.ly/T4excel
Tier 4 example performance reports	bit.ly/EGT4PR
Resources for commonly asked questions	bit.ly/NRSFAQs
Annual return checklist	bit.ly/ARchecklist1
How to complete your performance report and annual return	bit.ly/ARandPR

Performance report template

The template on the following pages can be detached from this guide or photocopied, and used to prepare your charity's draft performance report as you work your way through this guide. Once you've completed the draft version, you may then choose to transfer the information to the Word or Excel template available on the Charities Services website bit.ly/T4template.

Alternatively, you can download the Word or Excel template and complete your first draft directly on the electronic template.



The Excel, Word and PDF versions of this template are available on our website bit.ly/T4template. If you decide to use the Excel template, we recommend watching the video tutorial first bit.ly/T4excel to understand how to use the template. The Excel template populates information and calculates totals where appropriate. Remember to save your document as you work your way through it.

[Name]

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
[Financial Year End]

Legal Name of Entity:*	
------------------------	--

Other Name of Entity (if any):	
--------------------------------	--

Type of Entity and Legal Basis (if any):*	
---	--

Registration Number:	
----------------------	--

Entity's Purpose or Mission: *	
--------------------------------	--

Entity Structure: *	
---------------------	--

Main Sources of the Entity's Cash and Resources:*	
---	--

Main Methods Used by the Entity to Raise Funds:*	
--	--

Entity's Reliance on Volunteers and Donated Goods or Services: *	
--	--

Additional Information*	
-------------------------	--

Contact details

Physical Address:	
-------------------	--

Postal Address:	
-----------------	--

Phone/Fax:	
------------	--

Email/Website:	
----------------	--

	
---	--

	
---	--



[Name]
Statement of Service Performance
 "What did we do?"
 For the year ended
 [Financial Year End]

Description of the Entity's Outcomes:

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year

Additional output measures

Additional information

This performance report has been approved by the: _____
 for and on behalf of _____
 Date _____ Date _____
 Signature _____ Signature _____
 Name _____ Name _____
 Position _____ Position _____



[Name]

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

[Financial Year End]

	Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Operating Receipts				
Donations, fundraising and other similar receipts*				
Fees, subscriptions and other receipts from members*				
Receipts from providing goods or services*				
Interest, dividends and other investment income receipts*				
Other operating receipts				
Total Operating Receipts		-	-	-
Operating Payments				
Payments related to public fundraising*				
Volunteer and employee related payments*				
Payments related to providing goods or services*				
Grants and donations paid*				
Other operating payments				
Total Operating Payments		-	-	-
Operating Surplus or (Deficit)		-	-	-
Capital Receipts				
Receipts from the sale of resources*				
Receipts from borrowings*				
Capital Payments				
Purchase of resources*				
Repayments of borrowings*				
Increase/(Decrease) in Bank Accounts and Cash*		-	-	-
Bank accounts and cash at the beginning of the financial year*		-	-	-
Bank Accounts and Cash at the End of the Financial Year*		-	-	-
Represented by:*				
Cheque account(s)				
Savings account(s)				
Term Deposit account(s)				
Cash Floats				
Petty Cash				
Total Bank Accounts and Cash at the End of the Financial Year*		-	-	-



[Name]
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"
 As at
 [Financial Year End]

SCHEDULE OF RESOURCES

	This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)*	-	-
Money Held on Behalf of Others*		
Description*	Amount*	Amount*
Money Owed to the Entity*		
Description*	Amount*	Amount*
Other Resources*		
Description and Source of Value* (cost or current value required if practicable to obtain)	Cost or Current Value*	Cost or Current Value*

SCHEDULE OF COMMITMENTS

	This Year \$	Last Year \$
Money Payable by the Entity*		
Description*	Amount*	Amount*
Other Commitments*		
Description*	Amount*	Amount*
Guarantees*		
Description*	Amount*	Amount*

SCHEDULE OF OTHER INFORMATION

	This Year \$	Last Year \$
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*	Amount*	Amount*
Resources Used as Security for Borrowings*		



[Name]

Notes to the Performance Report

For the year ended
[Financial Year End]

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation*

[Name] is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

[Name] is registered for GST. Therefore amounts recorded in the Performance Report are exclusive of GST (if any). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

OR (Delete one not applicable to the entity)

Goods and Services Tax (GST)*

[Name] is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).



[Name]
Notes to the Performance Report
 For the year ended
 [Financial Year End]

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Other receipts			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Capital receipts			
	Total	-	-



[Name]
Notes to the Performance Report
For the year ended
[Financial Year End]

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to public fundraising			
Total		-	-

Payment Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related payments			
Total		-	-

Payment Item	Analysis	This Year \$	Last Year \$
Payments related to providing goods or services			
Total		-	-

Payment Item	Analysis	This Year \$	Last Year \$
Grants and donations paid			
Total		-	-

Payment Item	Analysis	This Year \$	Last Year \$
Other operating payments			
Total		-	-

Payment Item	Analysis	This Year \$	Last Year \$
Capital payments			
Total		-	-



[Name]
Notes to the Performance Report
For the year ended
[Financial Year End]

Notes 4-7

Note 4: Correction of Errors*

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Note 5: Related Party Transactions*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*

OR (Delete one not applicable to the entity)

Note 5: Related Party Transactions

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 6: Events After the Balance Date*

Nature of the Event*	Estimated Amount*	How, if at all, the event is likely to affect the continuing viability of the entity*

OR (Delete one not applicable to the entity)

Note 6: Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

Note 7: Additional Notes

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