

Lunchtime CHARITIES SERVICES
WEBINAR SERIES

TOUR OF THE PERFORMANCE REPORT FOR TIER 4 CHARITIES


CHARITIES SERVICES
Nga Rātonga Kaupapa Atawhai

INTERNAL AFFAIRS
Te Kaitiaki Take Kōwhiri


CHARITIES SERVICES
Nga Rātonga Kaupapa Atawhai

INTRODUCTION

Francesca Ephraim and Jamie Cattell will present the webinar on the **Tier 4 Performance Report** today.






Francesca is a Regional Advisor in the Capability team at Charities Services. She also worked for the Charities Commission as an Analyst, has a Bachelor of Laws and has extensive experience in the not-for-profit sector.



Jamie is a Chartered Accountant with previous experience in financial audit as well as controls and other assurances services at PwC. As the Capability Accountant at Charities Services, Jamie provides guidance to the not-for-profit sector with respect financial reporting standards and their requirements.

LOGISTICS

Can you hear us?

- Make sure your computer's sound is un-muted. **Ignore** the  icon.
- Echoing or distortion? Try using headphones
- Sound cutting out intermittently? Check your internet connection and wait and see if it comes back
- Webinar is being recorded – you will receive a link to the recording **tomorrow**
- Listen-only webinar. Click  icon to type questions. If your question doesn't get answered during the webinar, email us at NRS.charities@dia.govt.nz
- Download the handout (click on  icon on right panel of screen)

OVERVIEW

- Talk through the components of Performance Report
- Show you where you put that information in a template that has been designed to help you report
- Discuss what you need to do or collect to make your reporting easier
- Show you where to find help



TIER 4 CHARITIES

Under \$125,000 operating payments

- Includes day to day expenses
- Excludes capital payments e.g. physical assets or investments

Cash-based accounting

- Cash is recorded as it comes in to your charity
- Cash is recorded when the money leaves the bank
- Excludes depreciation

ANNUAL REPORTING – TWO COMPONENTS



PERFORMANCE REPORT

- Summary of your charity's past year – includes financial and non-financial information
- Replaces any other type of financial information, including financial statements
- Optional template available for the Performance Report

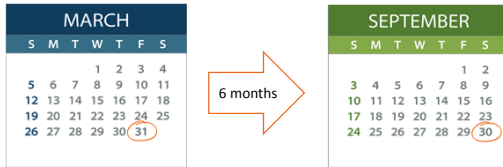


ONLINE ANNUAL RETURN FORM

- Update your charity's details
- Questions about your charity
- Upload Performance Report

WHEN TO REPORT

- Find out your charity's **financial year end (balance date)**
- Ask your charity's treasurer or person in charge of finances, or check the Charities Register



WHAT ARE REPORTING STANDARDS

New reporting standards came into effect on April 2015

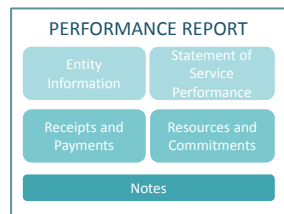
- Set by the External Reporting Board (also known as XRB)
- Currently apply to registered charities
- 4 different reporting tiers

PERFORMANCE REPORT

2 **non-financial** statements →

2 **financial** statements →

Supporting information →



THE TEMPLATE

Updated 23 July 2016

OPTIONAL TEMPLATES FOR APPLYING PUBLIC BENEFIT ENTITY SIMPLE FINANCIAL REPORTING – CASE (NOT FOR FINANCY)

NEW! NEW! NEW! FINANCIAL

Please complete the following information for your entity. Also, visit this link: [How to Prepare the Financial Report](#).

Full name of entity:	Awhina After School Care Trust
For the year ended:	31 March 2016

Worksheet protection and password
This Excel workbook contains a series of worksheets, shown in the table to the right. These worksheets contain a number of formulas and other features designed to help you complete them easily. However, to avoid inadvertent overwriting of their functionality, each worksheet has been password protected. The single password is noted below. We recommend you take particular care if you do change anything, as you may be required to re-enter this password for each worksheet you want to change individually. This cannot be entered if the whole workbook is open.

To unprotect a single worksheet:

- Right-click on the worksheet tab (at the base of your screen)
- Select 'Unprotect Sheet' from the list that displays
- Enter the password if any (check the password is case sensitive)
- Click OK

This then enables the particular sheet. Make any changes you require.

Once you have completed your changes, repeat the above process to protect or lock the worksheet again.

Page numbering
To change a page number you need to select 'Page Layout' from the ribbon at the top of your screen. Then go to 'Page Setup' where you can change the 'first page number' of the worksheet.

AWHINA AFTER SCHOOL CARE TRUST

- The entity we are going to use is called Awhina After School Care Trust
- Established April 2014
- Exists to provide after school care for local primary schools
- Also sells calendars prepared by the children as extra fund raising
- Applying standards for the first time

ENTITY INFORMATION

Non – financial information

Entity Information

Statement of Service Performance

ENTITY INFORMATION

Awhina Afterschool Care Trust
Entity Information
"Who are we?" "Why do we exist?"
For the year ended
31 March 2016

Legal Name of Entity: [*]	Awhina Afterschool Care Trust
Other Name of Entity (if any):	Awhina Trust
Type of Entity and Legal Basis (if any): [*]	Charitable Trust and Registered Charity
Registration Number:	CC54321

ENTITY INFORMATION

Awhina Afterschool Care Trust
Entity Information
"Who are we?" "Why do we exist?"
For the year ended
31 March 2016

Legal Name of Entity: [*]	Awhina Afterschool Care Trust
Other Name of Entity (if any):	Awhina Trust
Type of Entity and Legal Basis (if any): [*]	Charitable Trust and Registered Charity
Registration Number:	CC54321

Entity's Purpose or Mission:^{*}
To provide a free after school care programme to children in our community and provide support to students of local primary schools

ENTITY INFORMATION

Entity Structure:^{*}
Trust Structure - Our Trust deed states that we must have four - seven trustees. We currently have four trustees, which includes a Chairperson, Treasurer, and a Secretary.
Operational Structure - We have one part time paid employee and a team of fifteen volunteers who support the paid employee.

Main Sources of the Entity's Cash and Resources:^{*}
We rely on grants from the government and donations from the public and do a number of fundraising activities.

Main Methods Used by the Entity to Raise Funds:^{*}
The trust conducts sausage sizzles on a regular basis. We also raise funds from the sale of calendars containing

Entity's Reliance on Volunteers and Donated Goods or Services:^{*}
We rely on our team of volunteers to help staff the after school programme. Volunteers are also used to assist in sausage sizzle activity.

Contact Details	
Physical Address	349 Tawa Street, Glenora, 5150
Postal Address	PO Box 456
Phone/Fax	987 65 43
Email/Website	info@awhina.co.nz www.awhina.co.nz
Facebook	www.facebook.com/awhinaafterschoolcaretrust

WHAT YOU NEED TO KNOW

- Your constitution or rules document is a good source for the Entity Information
- Complete this section early in the year
- This information will not change much from year to year
- Brief descriptions are asked for, not quantities

STATEMENT OF SERVICE PERFORMANCE

- What did you do during the year?
- Describe and record your outputs
- An outcome statement is optional
- Provide quantities if applicable
- It's optional to provide additional output measures and information

STATEMENT OF SERVICE PERFORMANCE

Awhina After School Care Trust Statement of Service Performance "What did we do?" For the year ended 31 March 2016			
Description of the Entity's Outcomes: To ensure children whose parents work full time have a safe supervised space after school.	Actual	Budget	Actual
	This Year	This Year	Last Year
Description and Quantification (to the extent practicable) of the Entity's Outputs:			
Number of after school care days during the period	150		
Average number of attendees at after school care	24 Students		
Calendar 2016	100		

Additional Output Measures:
During the year we also updated our website and improved the design.

Additional Information:
"The Awhina Trust provides quality care and supervision for my children after school. As a parent on a low income I really appreciate the availability of this service and the community commitment to keeping all children safe and cared for. I would not be able to work the hours that I do without the support of this charity". Parent of 2 children that attend the programme.

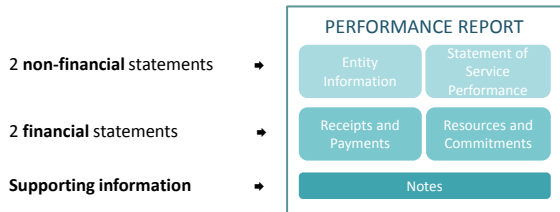
WHAT YOU NEED TO DO

- Make a plan at the start of the year about which activities you will undertake
- Decide what data is sensible to collect throughout the year
- Develop simple record-keeping to support your reporting
- Have a meeting with your auditor

RECAP – NON-FINANCIAL INFORMATION

- Discussed the Entity Information
- Discussed the Statement of Service Performance
- Outputs are compulsory
- An outcome statement is optional
- Planning will help you to report on time

STATEMENT OF RECEIPTS AND PAYMENTS



Statement of Receipts and Payments

Increase/(Decrease) in Bank Accounts and Cash*	430	-	-
Bank accounts and cash at the beginning of the financial year*	5,000		5,000
Bank Accounts and Cash at the End of the Financial Year*	5,430	-	5,000
Represented by:*			
Cheque account(s)	5,430		5,000
Savings account(s)			
Term Deposit account(s)			
Cash Floats			
Petty Cash			
Total Bank Accounts and Cash at the End of the Financial Year	5,000	-	5,000
	5,430		
	FALSE		

- ### MAKING IT EASY
- Develop simple systems to track receipts and payments
 - Consider what category you are going to put them into
 - Do this throughout the year rather than at the end

- ### STATEMENT OF RESOURCES AND COMMITMENTS
- **Resources** - what your charity owns, as well as what is owing to it, or has been promised to it.
 - **Commitments** - the obligations your charity has to others and what it owes

Schedule of other Information

The screenshot shows a financial statement form for 'Archives After School Care Trust'. It includes sections for 'SCHEDULE OF RESOURCES' and 'SCHEDULE OF COMMITMENTS'. The 'SCHEDULE OF RESOURCES' section includes 'Back Accounts and Cash (Open Statement of Receipts and Payments)', 'Money Held on Behalf of Others', 'Money Owed to the Entity', and 'Other Resources'. The 'SCHEDULE OF COMMITMENTS' section includes 'Money Payable by the Entity' and 'Other Commitments'. A 'SCHEDULE OF OTHER INFORMATION' section is highlighted with a red box, containing details about grants and donations.

MAKING IT EASY

- Set up a simple system to record the spending of your grants
- Make a list of your resources – the significant things your charity owns. If you know their value include this
- Keep track of the bills you are yet to pay

NOTES

2 **non-financial** statements →

2 **financial** statements →

Supporting information →

The diagram shows a 'PERFORMANCE REPORT' box containing five items: 'Entity Information', 'Statement of Service Performance', 'Receipts and Payments', 'Resources and Commitments', and 'Notes'. Arrows point from the text on the left to the corresponding items in the diagram.

NOTES

- Information that helps to further understand your charity
- Accounting policies
- Correction of Errors
- Related party transactions
- Events after balance date
- Optional Notes

Note 1: Accounting Policies

Awhina After School Care Trust
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
Awhina After School Care Trust is permitted by law to apply FBE 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)
Awhina After School Care Trust 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)
Awhina After School Care Trust is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Note 2: Analysis of Receipts

Awhina After School Care Trust Notes to the Performance Report For the year ended 31 March 2016				
Note 2: Analysis of Receipts "How was it funded"				
Receipt Item	Analysis	This Year	Last Year	
Receipt Item	Analysis	\$	\$	
	Underwriting receipts	1,000	-	
	Total	1,000	-	
Receipt Item	Analysis	\$	\$	
	Donations, gifts from the public	500	-	
	Total	500	-	
Receipt Item	Analysis	\$	\$	
	Corporate Membership Fee	1,000	-	
	Total	1,000	-	
Receipt Item	Analysis	\$	\$	
	Receipts from providing goods or services	250	-	
	Calendar Sales	10,000	-	
	Contributions for Programme	200	-	
Total	10,500	-		
Receipt Item	Analysis	\$	\$	
	Interest, dividends and other	10	-	
	Total	10	-	
Receipt Item	Analysis	\$	\$	
	Other receipts	N/A	-	
	Total	N/A	-	
Receipt Item	Analysis	\$	\$	
	Capital receipts	10	-	
	Total	10	-	

WHERE TO FIND HELP?

- Visit our website – www.charities.govt.nz and search for “New Reporting Standards”
- Look for the Videos, Guide Books, Information sheets, Templates, Guidance Notes and Tutorials
- Sign up for our Blogs and Newsletters

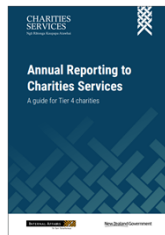
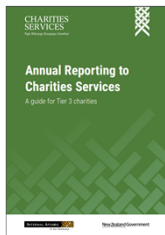
People can help you too!

- Email us on nrs.charities@dia.govt.nz
- Phone 0508 charities (0508 242 748)
- Talk to DIA Community Operations Advisors or your Accountant



ANNUAL REPORTING GUIDES

- Annual Reporting to Charities Services
- Download a specific guide for Tier 3 and Tier 4



RECAP

- Registered charities must report according to new standards
- Tier 4 - below \$125,000, cash-based accounting
- Annual Reporting = completing a Performance Report and an Annual Return
- Collect your data throughout the year
- Templates, guidance notes, webinars and further resources to assist you

THANK YOU