

# Te ‘akaoti‘anga i ta‘au annual return (te au charity i raro ake i te Taka‘i‘anga 3, e te Taka‘i‘anga 4)

E ripōti ana te au charity tei rētita‘ia ki te Charities Services, i te au mata‘iti tātakita‘i na roto i te ‘akaoti‘anga i teta‘i annual return form, e te tāpiri‘anga atu i teta‘i signed performance report. Kia ‘akaoti‘ia ta‘au au ripōti, na roto i te tā‘anga‘anga‘anga i te [reporting standards](#) e tei iākoe teta‘i 6 marama mei te ‘openga o ta‘au mata‘iti tero, i te ‘akaoti i te reira.

Kua vāvā‘i teia arataki‘anga i ta‘au annual reporting, ki roto i teta‘i au taka‘i‘anga māmā e 8, ma te ‘ōronga atu i te au ‘ātui‘anga, ki te au ‘akakitekite‘anga pu‘apinga, i te tauturu i ta‘au ripōti.

## Te au taka‘i‘anga no te ‘akaoti‘anga i ta‘au annual return

1. Kimikimi‘ia te taka‘i‘anga o ta‘au [charity](#).

2. Kiriti‘ia te annual reporting guide book ei tauturu iākoe: [Tier 3 guide book](#) me kore ra [Tier 4 guide book](#).

3. ‘Ākara i te au rāvenga tauturu te vai nei no to‘ou taka‘i‘anga.

Tei roto i teia au rāvenga tauturu, te au ‘akapapa‘anga, te au ‘āpi‘ipi‘i‘anga, te au ‘ākara‘anga no te au performance reports, e ta matou arataki‘anga no runga i te [te ‘akaoti‘anga i ta‘au performance report](#), e ta‘au annual return. ‘Ākara‘ia te [te au rāvenga tauturu no te Taka‘i‘anga 3](#) me kore ra [te au rāvenga tauturu no te Taka‘i‘anga 4](#).

4. Kiriti‘ia teta‘i performance report template no te ‘akamata atu.

[Te au ‘akapapa‘anga no te Taka‘i‘anga 3](#) me kore ra [Te au ‘akapapa‘anga no te Taka‘i‘anga 4](#). Kare e, mei te mea e, kia tā‘anga‘anga koe i ta matou au ‘akapapa‘anga, māri ra, ka māmā ake me tā‘anga‘anga koe. Me te anoano tauturu ra koe no te tā‘anga‘anga‘anga i ta matou au ‘akapapa‘anga Excel, ‘ākara‘ia ta matou au ‘āpi‘ipi‘i‘anga: [Te ‘āpi‘ipi‘i‘anga no te Taka‘i‘anga 3](#) me kore ra [Te ‘āpi‘ipi‘i‘anga no te Taka‘i‘anga 4](#).

5. ‘Akaoti‘ia ta‘au performance report, e nga ‘akakitekite‘anga financial, e te non-financial.

‘Akamatakite‘anga: kia ‘akakī pouroa ia te au pī‘a e asterisk muramura\* to ratou. ‘Akamā‘ara‘ia te au ‘ōpita o ta‘au charity [kia tāina, e kia tātā i te rā i oti ei te performance report](#).

6. Te anoano nei koe kia ‘ōtiti‘ia, me kore ra, kia ‘ākara matatio ia?

Ka anoano koe i teta‘i [‘ōtiti, me kore ra, ‘ākara‘anga matatio](#) me te karanga ra ta‘au au papa-ture (constitution, me kore ra, trust deed) i te reira, ME KORE RA, tei runga ua i ta‘au operating expenditure no nga mata‘iti tātakita‘i o mua atu.

Kua tere atu i te \$550,000 – ka anoano koe kia ‘ōtiti‘ia, me kore ra, kia ‘ākara matatio ia e teta‘i tangata ‘ōtiti, e pēpa tōna. Kua tere atu i te \$1,100,000 – ka anoano koe kia ‘ōtiti‘ia e teta‘i tangata ‘ōtiti, e pēpa tōna.

Me kare i pāpu iākoe i te au mea e ‘inangaro‘ia nei, ‘ākara meitaki i ta‘au au papa-ture i runga i te [Charities Register](#) me kore ra [tomo atu ki roto i te puka o ta‘au charity](#), i runga i te [‘ātuitui roro uira](#).

## 7. Tomo atu ki roto i te puka o ta'au charity, i runga i te 'ātuitui roro uira, ma te tuku atu i ta'au annual return.

Tei roto i teia, te pa'u'anga i te au uiui'anga no runga i te annual return, e te tuku'anga atu i ta'au performance report. No te tauturu, 'ākara'ia ta matou vitiō [Online Annual Return Walk-through](#).

**Tutaki'ia te annual return fee (me e \$10,000, me kore ra, kua tere atu, ta'au charity).**

Āru'ia teia au taka'i'anga no te [tutaki i ta'au annual return na roto i te online banking](#).

## Te au 'ātui'anga viviki ki te au rāvenga tauturu pu'apinga

- ▶ [Te 'akako'uko'u'anga i te annual reporting webinar](#)
- ▶ [Te puka no runga i te 'akaoti'anga i ta'au performance report, e ta'au annual return](#)
- ▶ [Te ripōti'anga tātuātau'ia](#)
- ▶ [Te annual return checklist](#) no te au charities rikiriki
- ▶ [Te arataki'anga no te automated cash book](#) no te charities i raro ake i te Taka'i'anga 4
- ▶ [Te 'akakitekite'anga no runga te aronga tauturu \(kare e tutaki\)](#)



### Te anoano'ia ra rāi te tauturu?

Tātuātau'ia teta'i [one-on-one clinic](#) e ka rauka iākoe i te komakoma mai kia matou na runga i te terepōni me kore ra i te vitiō (Zoom).



### 'Ārāvei mai ia matou

Terepōni: 0508 CHARITIES (0508 242 748)

Mēre uira: [info@charities.govt.nz](mailto:info@charities.govt.nz)