Annual reporting for your marae

Supporting marae to meet their reporting obligations and share their mahi

Marae play an important role in bringing whānau, hapū and iwi together, upholding tikanga and passing on mātauranga to future generations.

Annual reporting is an opportunity to share this mahi, recognise the contributions of whānau and volunteers, and show how your marae supports its kaupapa, while meeting its legal obligations as a registered charity.

He aha tēnei? I What is annual reporting?

All registered charities must submit an annual return to Charities Services within six months of their balance date (the end of their financial year).

Your annual reporting provides information about the activities and finances of your marae over the past year.

Ngā tuhinga me tuku atu I What you must submit

1 **Prepare a report that meets your reporting tier:**

- **Tier 1 and 2:** Financial report.
- **Tier 3 and 4:** Performance report, covering both your activities and finances.

2 **Complete your annual return** online through your charity's account and attach your report.

If your marae is in Tier 4, you may be able to use the combined annual return, which includes your performance report.

Other requirements, such as an audit, review or filing fee, may also apply.

Not sure which tier applies to your marae? Check the guidance on the Charities Services website before preparing your report.

Te whakaatu i ā koutou mahi I Sharing the mahi of your marae

Your performance report is an opportunity to show how your marae supports its kaupapa and the people it serves.

This might include:

- **Manaakitanga:** Hosting manuhiri, hui, tangihanga and other gatherings.
- **Whanaungatanga:** Strengthening connections between whānau, hapū and iwi.
- **Kaitiakitanga:** Looking after marae buildings, facilities, whenua and taonga.
- **Tikanga and mātauranga:** Sharing knowledge and cultural practices with future generations.
- **Mahi aroha:** Recognising the time and skills contributed by whānau and volunteers.

Every marae is different. Focus on the activities that reflect your own kaupapa and the reporting requirements that apply to you.

Ngā pātai hei whakaaro I Questions to consider

As you prepare your report, consider:

- What mahi has our marae carried out this year?
- What difference has this mahi made for our whānau, hapū, iwi and mokopuna?
- How have our whānau and volunteers contributed to our marae?
- What story does our report tell about our marae, our kaupapa and what we have achieved?
- What have we learned, and what could we improve for the future?

Tīmata moata! I Start early!

Keeping records throughout the year makes reporting easier. This includes tracking income and spending (including koha), key activities, maintenance work and volunteer contributions.

Rapua he kōrero anō I Find out more

Charities Services provides reporting templates, guidance on koha, information about reporting tiers and other resources to help your marae.

Visit www.charities.govt.nz or use the Contact Us form on our website if you need assistance.