



Form 6

Annual Return for a charitable entity

Section 41, Charities Act 2005

Balance date **BEFORE 31 March 2016**

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

To complete your Annual Return you will need to:

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

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

We encourage you to file your Annual Return online

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

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

Annual Return fees

On paper - \$76.67

Online - \$51.11

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

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

Send this form to:
Internal Affairs -
Charities Services
PO Box 30112
Lower Hutt 5040

How will the information be used?

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

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

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

When should you send an Annual Return?

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

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

Who should sign your Annual Return form?

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

What information will the public be able to see?

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

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

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

Can information be restricted from the public?

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

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

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

Contact details

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

Have your contact details for administrative purposes changed?

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

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

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

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

Annual Return fee

If your charity's total gross income – see question 8, Part 1 – was less than \$10,000, you don't have to pay a fee.

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

Please indicate as appropriate:

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

Account Name:	Internal Affairs – Charities
Bank:	Westpac
Branch:	Government (Wellington)
Account number:	03-0049-0002007-06
Your reference:	Your charity's unique registration number, so it will appear on the Department's bank statement.

Guidelines for questions 1–7

Charity's details

1	Tell us your charity's current legal or most formal name. If it hasn't changed it will be the name on the Charities Register.	----->
2	Your registration number is on your charity's summary page on the Charities Register at www.charities.govt.nz	----->

Your people

3	If you pay for people to work for your charity, please tell us approximately how many hours of work you pay for in an average week. Count all paid hours including your own if you are a paid employee.	----->
4	If you pay for people to work for your charity, please tell us approximately how many people you pay to work for you in an average week on a full time basis (30 hours or more a week) or on a part time basis (less than 30 hours a week).	----->
5	If people work for your charity as volunteers (without pay), please tell us approximately how many volunteer hours are worked in an average week. Count all volunteer hours including your own if you are a volunteer.	----->
6	Your registration number is on your charity's summary page on the Charities Register.	----->

Financial information

7	<p>Cash - records transactions when money changes hands, either when it is received or paid out.</p> <p>Accrual - records transactions in the period to which they relate, either when income is earned or expenses are incurred, For example, a grant received in July 2012 covering a two year period until June 2015, is recorded as income - half in 2012-13 and half in 2013-14.</p> <p>Goods ordered and received in one period but not paid for until the next period are recorded as an expense in the period that they were received.</p>	----->
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Charitable entity details

1 Legal name of the charitable entity

2 Charities registration number:

Your people

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

Paid full time Paid part time

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

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

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

Financial information

7 What accounting method does your charity use?

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

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

Guidelines for question 8

8

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

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

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

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

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

Do include the zeros to indicate thousands.

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

Our information sheet ***Help notes for completing the financial information in our Annual Return*** has more details about how to complete question 8.

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

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

Helpful tip - *Total assets* must equal *Total liabilities plus total equity*

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

Part 1: Statement of financial performance for the year ended..... / /
 Day Month Year

Gross income		Expenditure	
Government grants/ contracts	<input type="text"/> .00	Grants/donations paid within New Zealand	<input type="text"/> .00
All other grants and sponsorship	<input type="text"/> .00	Grants donations paid outside New Zealand	<input type="text"/> .00
Income from service provision/trading operations	<input type="text"/> .00	Salaries and wages	<input type="text"/> .00
Membership fees	<input type="text"/> .00	Depreciation	<input type="text"/> .00
Donations/koha	<input type="text"/> .00	Interest paid	<input type="text"/> .00
Bequests	<input type="text"/> .00	Cost of service provision (excluding salaries and wages)	<input type="text"/> .00
New Zealand dividends	<input type="text"/> .00	Cost of trading operations (excluding salaries and wages)	<input type="text"/> .00
Other investment income	<input type="text"/> .00	All other expenditure	<input type="text"/> .00
All other income	<input type="text"/> .00	Total expenditure	<input type="text"/> .00
Total gross income	<input type="text"/> .00	Net surplus/deficit for the year <i>(Total gross income less total expenditure)</i>	<input type="text"/> .00

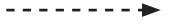
Part 2: Statement of financial position as at..... / /
 Day Month Year

Current assets		Liabilities	
Cash and bank balances	<input type="text"/> .00	All current liabilities	<input type="text"/> .00
Inventory	<input type="text"/> .00	All non-current liabilities	<input type="text"/> .00
All other short-term assets	<input type="text"/> .00	Total liabilities	<input type="text"/> .00
All current assets	<input type="text"/> .00	Equity	
Non-current assets		Endowment funds	<input type="text"/> .00
Land	<input type="text"/> .00	Restricted purpose funds	<input type="text"/> .00
Buildings	<input type="text"/> .00	General accumulated funds	<input type="text"/> .00
Computers and office equipment	<input type="text"/> .00	Total equity	<input type="text"/> .00
All other fixed assets	<input type="text"/> .00	Total liabilities plus total equity	<input type="text"/> .00
<i>Investments</i>	<input type="text"/> .00		
All non-current assets	<input type="text"/> .00		
Total assets <i>(Total of all current and non-current assets)</i>	<input type="text"/> .00		

Certification

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

- they are authorised
- the information is correct.



Certification

I certify that the information in this Annual Return is correct and that I am authorised to complete this Return.

Signature of person completing this Annual Return

Full name of person completing this Annual Return

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Date

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Day		Month		Year			

Checklist

You must include:

- a copy of your financial statements - see question 7
- completed question 8
- a tick on the Contact Details page of this Form to indicate how (if applicable) you intend to pay the Annual Return fee
- completed certification

Privacy and information use

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

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

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

The Privacy Act 1993 provides that you may access or correct personal information about you held by Internal Affairs.

If you wish to access or correct your personal information, please contact Internal Affairs - Charities Services, PO Box 30112, Lower Hutt 5040.

The Charities Act requires information on the Charities Register to be available to the public.

However, it also allows Internal Affairs to prevent the public from seeing information if it is in the “public interest” to do so.

See our information sheet *Restricting public access to your information on the Charities Register* for more details.

If you have a reason that you think is in the “public interest” to restrict any of the information in this form, please attach a letter that includes:

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

Internal Affairs will consider your request and let you know its decision.

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