

# 簡明 Tier 4 績效報告範本

此績效報告需要使用英語或毛利語填寫

*This performance report needs to be completed using English or Te Reo Māori*

截至本年度的實體名稱 *Entity Name for the year ended*

## 實體資訊 *Entity information*

實體標識碼  
*Entity Identifier*

實體類型  
*Type of entity*

實體的目的或使命  
*Entity's purpose  
or mission*

實體結構  
和治理安排  
*Entity structure and  
governance arrangements*

實體的主要資金來  
源和其他資源  
*Entity's main sources of  
funds and other resources*

實體對志願者和捐  
贈商品或服務的  
依賴  
*Entity's reliance on  
volunteers and donated  
goods or services*

## 服務績效聲明 *Statement of Service Performance*

在這一年內，慈善機構做了哪些重要活動？ *What key activities did the charity do during the year?*

產出的描述 (主要活動) <i>Description of outputs (key activities)</i>	輸出數量 <i>Quantity of outputs</i>	
	本年度 <i>Current year</i>	去年 <i>Last year</i>

# 財務資訊 *Financial information*

收支報表 *Statement of receipts and payments*

	本年度 <i>Current year</i>	去年 <i>Last year</i>
<b>營運收入 (存入銀行照護的資金)</b> <i>Operating receipts (money deposited into the bank account)</i> 捐贈、募款與贈款 <i>Donations, fundraising and grants</i> 收費與其它來自會員的收入 <i>Fees and other receipts from members</i> 販賣物品或提供服務的收入 <i>Receipts from selling goods or providing services</i> 銀行賬戶與其他投資收入 <i>Bank account interest and other investment income</i> 其他收入 <i>Other receipts</i>		
<b>總收入</b> <i>Total receipts</i> <b>減少運營支出 (從您的銀行賬戶中提取的資金)</b> <i>Less operating payments (money withdrawn from your bank account)</i> 籌款費用 <i>Fundraising costs</i> 向員工和志願者支付的款項 <i>Payments to employees and volunteers</i> 與供應商品或服務相關的付款 <i>Payments related to providing goods or services</i> 已支付的贈款和捐款 <i>Grants and donations paid</i> 其他費用 <i>Other payments</i>		
<b>付款總額</b> <i>Total payments</i>		
<b>本年度營業盈餘/ (赤字)</b> <i>Operating surplus/(deficit) for the year</i> <b>加上所有銀行賬戶和手頭現金的期初總額</b> <i>Plus opening total of all bank accounts and cash on hand</i>		
<b>加上所有銀行賬戶和手頭現金的期末總額</b> <i>Closing total of all bank account balances and cash on hand</i>		

# 資源與承諾報表

## Statement of resources and commitments

### 資源明細表 Schedule of Resources

除了銀行和手頭的金額外，實體還擁有哪些其他重大資源（您擁有的東西）？這包括其擁有的任何東西，例如土地，建築物，車輛或其他設備。您只需列出**重大資源**。您還需要報告其價值，但**前提是**取得價值是可行的。您可以報告它的成本或您現在可以出售的金額。

*Other than amounts in the bank and on hand, what other significant resources (things you own) does the entity have? This includes any things it owns, such as land, buildings, vehicles or other equipment. You are only required to list **significant** resources. You are also required to report their value but only if it is practicable to obtain. You can report either the amount it cost or how much you could sell it for now.*

重大資源的描述 <i>Description of significant resource</i>	價值來源 (如適用) <i>Source of value (if applicable)</i>	今年 <i>This year</i>	去年 <i>Last year</i>

### 承諾明細表 Schedule of Commitments

實體是否有任何重大承諾（您欠下的事情）？您只需列出**重大承諾**。換句話說，列出積欠他人的所有**重大**款項，例如 - 購買土地或建築物的承諾，批准但尚未支付的贈款，銀行或其他貸方的貸款或代表他人持有的資金。

*Does the entity have any significant commitments (things you owe)? You are only required to list **significant** commitments. In other words list any **significant** amounts owed to others – for example – commitments to purchase land or buildings, grants approved but have not yet been paid, loans from a bank or other lender, or funds held on behalf of others.*

重要承諾的描述 <i>Description of significant commitment</i>	今年 <i>This year</i>	去年 <i>Last year</i>

## 註記 Notes

### 準備基礎

*Basis of preparation*

本績效報告根據 XRB 的 Tier 4 簡單格式報告要求以現金為基礎編製。慈善機構有權使用這些要求，並選擇這麼做。

*This Performance Report is prepared on a cash-basis in accordance with XRB's Tier 4 Simple Format Reporting Requirements. The charity is eligible to apply these requirements and has elected to do so.*

### 貨物服務稅GST的處理

*Treatment of GST*

( 選擇將GST納入報告是較容易的選項，因為這意味著您記錄了交易在銀行對帳單上顯示的金額。已支付 / 償還稅務局的GST可以納入收支報表內“其他營運與經常性”費用。 )

*(Choosing to report on a GST inclusive basis is the easier option, because this means you record transactions exactly as the amounts shown on your bank statement.)*

### 關聯方交易

*Related party transactions*

提供一段描述，說明在這段期間關聯方支付或支付給關聯方的**重大數額** (註明金額)。如果在此期間由相關方或向關聯方免費提供任何服務，請在此處進行說明。關聯方包括所有對於實體營運有影響力的人 (例如官員、委員會成員、信託者與資深管理階層)。

*Provide a description of **significant** amounts received from or paid to related parties during the period (specify the amounts). If any services were provided for free by or to related parties during the period also describe these here. Related parties include anyone that has influence over the operations of the entity (for example, officeholders, committee members, trustees and senior management positions).*

描述關聯方 <i>Describe related party</i>	描述交易 <i>Describe transaction</i>	今年 <i>This year</i>	去年 <i>Last year</i>

### 報表日期後的活動

*Events after the balance date*

## 註記 Notes

### 其他資訊明細表 *Schedule of Other Information*

您需要列出所收到的贈款或捐款，並附上經費如何使用的條件。如果在報告日未滿足這些條件，則應列出收到的贈款和至報告日未用的贈款。

*You are required to list any grants or donations you have received, that have any conditions or requirements over how they be used. Where these conditions have not been met at the reporting date, the grants received should be listed and how much has not been spent at the reporting date.*

<b>贈款說明及其條件或限制</b> <i>Description of grant and its condition or restriction</i>	<b>今年</b> <i>This year</i>	<b>去年</b> <i>Last year</i>

此份績效報告由負責治理的人士核准

*This performance report has been approved by those charged with governance.*

日期

*Date*

簽名

*Signature*

姓名

*Name*

職位

*Position*

日期

*Date*

簽名

*Signature*

姓名

*Name*

職位

*Position*