CHARITIES SERVICES
Ngā Rātonga Kaupapa Atawhai

Lunchtime **WEBINAR SERIES** — CHARITIES SERVICES

ANNUAL REPORTING
AN OVERVIEW FOR TIER 3 AND 4 CHARITIES

The webinar will begin shortly.

- Make sure your computer's sound (volume) is un-muted (🔊 icon)
- We recommend using headphones for better sound quality

CHARITIES SERVICES
Ngā Rātonga Kaupapa Atawhai

INTERNAL AFFAIRS
Te Tari Taiwhenua

CHARITIES SERVICES
Ngā Rātonga Kaupapa Atawhai

INTRODUCTION

WELCOME

Rebecca Feary Gibb and Maria Marull will present the webinar on Annual Reporting today.

Rebecca and Maria are both advisors in the Capability team at Charities Services.

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)

CHARITIES SERVICES
Ngā Rātonga Kaupapa Atawhai

OVERVIEW

- What is annual reporting?
- Working out your charity's tier
- The Performance Report
- Completing your Annual Return form online
- Preparing for next year
- Questions

WHAT IS ANNUAL REPORTING?
BACKGROUND

CHARITIES SERVICES
Ngā Rātonga Kaupapa Atawhai

INTERNAL AFFAIRS
Te Tari Taiwhenua

Charities Act 2005
Public Act 2005 No 39
Date of assent 20 April 2005
Commencement see section 2

Report annually to Charities Services

WHAT IS ANNUAL REPORTING?
NEW REPORTING STANDARDS

XRB
EXTERNAL REPORTING BOARD
Te Kāwai Ārahi Pūrongo Mōwaho

NEW REPORTING STANDARDS
April 2015

- Improve the quality and consistency of information
- Help charities have a clearer overview
- Easier for readers to get information about charities

WHAT IS ANNUAL REPORTING?
GUIDEBOOKS

XRB
EXTERNAL REPORTING BOARD

NEW REPORTING STANDARDS
April 2015

Tier 3 Guidebook

Tier 4 Guidebook

www.charities.govt.nz

Resources

WHAT IS 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

WHAT IS ANNUAL REPORTING?
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

MARCH
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 months

SEPTEMBER
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CHARITIES
SERVICES
Ngā Rātonga Kaupapa Atawhai

WHAT IS ANNUAL REPORTING?
WHO IN YOUR CHARITY SHOULD REPORT

- Includes both financial and non-financial information

- Financial information usually prepared by charity's treasurer, financial administrator, or accountant

- Non-financial information: committee or board work together as group to put this information together

- Track your charity's activities throughout the year
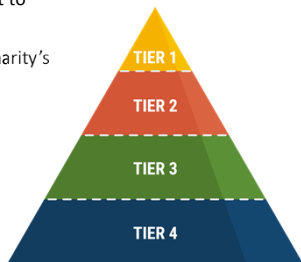

OVERVIEW

- What is annual reporting?
- Working out your charity's tier
- The Performance Report
- Completing your Annual Return form online
- Preparing for next year
- Questions

WORKING OUT YOUR CHARITY'S TIER

- **Four tiers** – based on size of the charity
- Tier determines **how** you report to Charities Services
- Find out **before** starting your charity's annual reporting

TIER 1
TIER 2
TIER 3
TIER 4

WORKING OUT YOUR CHARITY'S TIER

- Public accountability? Report to Tier 1
- Charity's annual operating costs
- Accounting method used

TIER 3
➜ Under $2 million
➜ Accrual-based accounting

TIER 4
➜ Under $125,000
➜ Cash-based accounting

OVERVIEW

- What is annual reporting?
- Working out your charity's tier
- The Performance Report
- Completing your Annual Return form online
- Preparing for next year
- Questions

THE 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

Financial statements
produced for charity's internal use

Performance Report
produced to report to Charities Services only

Performance Report
for charity's internal use **and** to report to Charities Services

THE PERFORMANCE REPORT
A CLOSER LOOK

PERFORMANCE REPORT

2 **non-financial** statements ➡

2-3 **financial** statements ➡

Notes for more information ➡

Upcoming webinars:
20 July 2017 - **Tier 4** Tour of the Performance Report
17 August 2017- **Tier 3** Tour of the Performance Report
Previous webinar recordings: check out our website

THE PERFORMANCE REPORT
OPTIONAL TEMPLATE

- Optional template available – includes all parts of the Performance Report
- Available in different file formats: Excel, Word, PDF
- Accounting software? Find out if Performance Report can be generated from within the software

---

THE PERFORMANCE REPORT
PERFORMANCE REPORT EXAMPLE

Tier 3 Performance Report
(first page)

Tier 4 Performance Report
(first page)

CHARITIES
SERVICES
Ngā Rātonga Kaupapa Atawhai

THE PERFORMANCE REPORT
FINALISING YOUR PERFORMANCE REPORT

- Performance Report reviewed by committee or board
- Audit/review required? – check your operating expenditure and your charity's governing document (constitution, rules, trust deed, etc.)
- Performance Report to be approved by governing body (committee, board, etc.) or at Annual General Meeting
- Save the Performance Report as a PDF.

OVERVIEW

- What is annual reporting?
- Working out your charity's tier
- The Performance Report
- Completing your Annual Return form online
- Preparing for next year
- Questions

ONLINE ANNUAL RETURN FORM
WHERE TO BEGIN

- Complete the **online Annual Return form** in your charity's dashboard
- Find out what information you need **before** you begin
- Use your Performance Report and the Guidebooks to help

ANNUAL RETURN FORM

Updates your charity's details

Asks general information about your charity

Asks financial information and Performance Report is uploaded

KEY THINGS TO REMEMBER
FINALISING YOUR ANNUAL RETURN ONLINE

- Choose the correct Tier in the Annual Return form
- Submit a **complete** Annual Return
- A **complete Annual Return** includes:
  - The Performance Report attached; **and**
  - The Annual Return fee paid (if applicable)

STEPS TO ANNUAL REPORTING SUCCESS
KEY THINGS TO TAKE AWAY

#1 Remain a registered charity every year

PAY ANNUAL RETURN FEE

ATTACH THE PERFORMANCE REPORT

STEP 2   SUBMIT A COMPLETE ANNUAL RETURN FORM

STEP 1   COMPLETE THE PERFORMANCE REPORT

OVERVIEW

- What is annual reporting?
- Working out your charity's tier
- The Performance Report
- Completing your Annual Return online
- Preparing for next year
- Questions

PREPARING FOR NEXT YEAR

- Record keeping **throughout** the year makes Annual Reporting easier
- Create a spread sheet or simple method of recording information required in the Performance Report
  ➡ Track grants
  ➡ Log your charity's outputs
  ➡ Log new assets/resources
  ➡ Record Related Party transactions

KEEP IN TOUCH

- Follow us on Facebook (@CharitiesServices)
- Sign up to our Newsletter and Blog (through our website)
- Call us on 0508 242 748
- Email us at info@charities.govt.nz

OVERVIEW

- What is annual reporting?
- Working out your charity's tier
- The Performance Report
- Completing your Annual Return form online
- Preparing for next year
- Questions

CHARITIES
SERVICES
Ngā Rātonga Kaupapa Atawhai

QUESTIONS?

Ask us now or email us on **nrs.charities@dia.govt.nz**