

Lunchtime CHARITIES SERVICES
WEBINAR SERIES

TOUR OF THE PERFORMANCE REPORT FOR TIER 3 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
Nga Rātonga Kaupapa Atawhai

INTERNAL AFFAIRS
Te whiriwhiria


CHARITIES SERVICES
Nga Rātonga Kaupapa Atawhai

INTRODUCTION

Francesca Ephraim and Jamie Cattell will present the webinar on the **Tier 3 Performance Report** today.






Francesca is a Regional Advisor in the Capability team at Charities Services. She also worked for the Charities Commission as an Analyst, has a Bachelor of Laws and has extensive experience in the not-for-profit sector.



Jamie is a Chartered Accountant with previous experience in financial audit as well as controls and other assurances services at PwC. As the Capability Accountant at Charities Services, Jamie provides guidance to the not-for-profit sector with respect financial reporting standards and their requirements.

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)

OVERVIEW

- Talk through the components of Performance Report
- Show you where you put that information in a template that has been designed to help you report
- Discuss what you need to do or collect to make your reporting easier
- Show you where to find help



TIER 3 CHARITIES

Under \$2 million operating payments

- Includes day to day expenses
- Excludes capital payments e.g. physical assets or investments

Accrual-based accounting

- Revenue is recorded on the date you issued the invoice rather than on the date it was received
- Expenses are recorded when incurred
- Often uses accounting software such as MYOB or Xero
- Includes depreciation

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

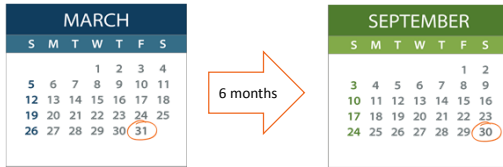


ONLINE ANNUAL RETURN FORM

- Update your charity's details
- Questions about your charity
- Upload Performance Report

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



WHAT ARE REPORTING STANDARDS

New reporting standards came into effect on April 2015

- Set by the External Reporting Board (also known as XRB)
- Currently apply to registered charities
- 4 different reporting tiers

TIER 3 PERFORMANCE REPORT

2 **non-financial** statements →

3 **financial** statements →

Policies and Notes to provide more information →



ENTITY INFORMATION

Awhina Afterschool Care Trust
Entity Information
"Who are we?", "Why do we exist?"
For the year ended
31 March 2016

Legal Name of Entity: [*]	Awhina Afterschool Care Trust
Other Name of Entity (if any):	Awhina Trust
Type of Entity and Legal Basis (if any): [*]	Charitable Trust and Registered Charity
Registration Number:	CC54321

ENTITY INFORMATION

Awhina Afterschool Care Trust
Entity Information
"Who are we?", "Why do we exist?"
For the year ended
31 March 2016

Legal Name of Entity: [*]	Awhina Afterschool Care Trust
Other Name of Entity (if any):	Awhina Trust
Type of Entity and Legal Basis (if any): [*]	Charitable Trust and Registered Charity
Registration Number:	CC54321

Entity's Purpose or Mission:^{*}
To provide a free after school care programme to children in our community and provide support to students of local primary schools

ENTITY INFORMATION

Entity Structure:^{*}
Trust Structure - Our Trust deed states that we must have four - seven trustees. We currently have four trustees, which includes a Chairperson, Treasurer, and a Secretary.
Operational Structure - We have one part time paid employee and a team of fifteen volunteers who support the paid employee.

Main Sources of the Entity's Cash and Resources:^{*}
We rely on grants from the government and donations from the public and do a number of fundraising activities.

Main Methods Used by the Entity to Raise Funds:^{*}
The trust conducts sausage sizzles on a regular basis. We also raise funds from the sale of calendars containing

Entity's Reliance on Volunteers and Donated Goods or Services:^{*}
We rely on our team of volunteers to help staff the after school programme. Volunteers are also used to assist in sausage sizzle activity.

Contact Details	
Physical Address	349 Tawa Street, Glenora, 5150
Postal Address	PO Box 456
Phone/Fax	987 65 43
Email/Website	info@awhina.co.nz www.awhina.co.nz
Facebook	www.facebook.com/awhinaafterschoolcaretrust

WHAT YOU NEED TO KNOW

- Your constitution or rules document is a good source for the Entity Information
- Complete this section early in the year
- This information will not change much from year to year
- Brief descriptions are asked for, not quantities

STATEMENT OF SERVICE PERFORMANCE

- What did you do during the year?
- Describe and record your outputs
- An outcome statement is compulsory
- Provide quantities if applicable
- It's optional to provide additional output measures and information

STATEMENT OF SERVICE PERFORMANCE

Awhina After School Care Trust Statement of Service Performance "What did we do?" For the year ended 31 March 2016			
Description of the Entity's Outcomes: To ensure children whose parents work full time have a safe supervised space after school.	Actual	Budget	Actual
	This Year	This Year	Last Year
Description and Quantification (to the extent practicable) of the Entity's Outputs:			
Number of after school care days during the period	150		
Average number of attendees at after school care	24 Students		
Calendar 2016	100		

Additional Output Measures:
During the year we also updated our website and improved the design.

Additional Information:
"The Awhina Trust provides quality care and supervision for my children after school. As a parent on a low income I really appreciate the availability of this service and the community commitment to keeping all children safe and cared for. I would not be able to work the hours that I do without the support of this charity". Parent of 3 children that attend the programme.

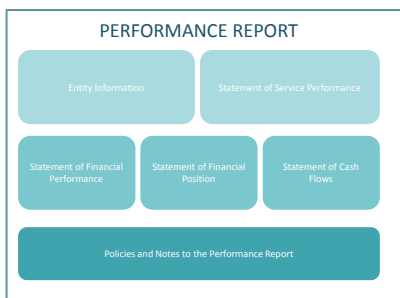
WHAT YOU NEED TO DO

- Make a plan at the start of the year about which activities you will undertake
- Decide what data is sensible to collect throughout the year
- Develop simple record-keeping to support your reporting
- Have a discussion with your auditor about what records they need you to keep

RECAP – NON-FINANCIAL INFORMATION

- Discussed the Entity Information
- Discussed the Statement of Service Performance
- Outputs are compulsory
- You need to write an outcome statement
- Planning will help you to report on time

FINANCIAL STATEMENTS



STATEMENT OF FINANCIAL PERFORMANCE

- **Revenue** – All income of your charity during the year
- **Expenses** – All costs incurred by your charity during the year
- **Net Surplus (Net Deficit)** – The difference between your revenue and expenses

Statement of Financial Performance

Awahina After School Care Trust Statement of Financial Performance "How was it funded?" and "What did it cost?" For the year ended 31 March 2016				
Note	Actual* This Year	Budget This Year	Actual* Last Year	
	\$	\$	\$	\$
Revenue				
Donations, fundraising and other similar revenue*				
Fees, subscriptions and other revenue from members*			1,000	
Revenue from providing goods or services*				
Interest, dividends and other investment revenue*			750	
Other revenue				
Total Revenue*			1,750	
Expenses				
Expenses related to public fundraising*				
Volunteer and employee related costs*			250	
Costs related to providing goods or services*			600	
Grants and donations made*				850
Other expenses				
Surplus/(Deficit) for the Year*	118			900

Statement of Financial Performance

Awahina After School Care Trust Statement of Financial Performance "How was it funded?" and "What did it cost?" For the year ended 31 March 2016				
Note	Actual* This Year	Budget This Year	Actual* Last Year	
	\$	\$	\$	\$
Revenue				
Donations, fundraising and other similar revenue*	4,900		1,000	
Fees, subscriptions and other revenue from members*	1,000			
Revenue from providing goods or services*	12,050		750	
Interest, dividends and other investment revenue*	10			
Other revenue				
Total Revenue*	18,960		1,750	
Expenses				
Expenses related to public fundraising*	800			
Volunteer and employee related costs*	12,100		250	
Costs related to providing goods or services*	2,800		600	
Grants and donations made*	1,500			850
Other expenses	1,057			
Total Expenses*	18,467			850
Surplus/(Deficit) for the Year*	118			900

Statement of Financial Position

Awhina After School Care Trust				
Statement of Financial Position				
"How the entity looks" and "What the entity owns"				
As at 31 March 2014				
	None	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Assets				
Current Assets				
Bank accounts and cash		6,200		5,000
Debtors and prepayments		250		-
Inventory		-		-
Other current assets		-		-
Total Current Assets		6,450		5,000
Non-Current Assets				
Property, plant and equipment		3,313		800
Intangible		-		-
Other non-current assets		-		-
Total Non-Current Assets		3,313		800
Total Assets		9,763		5,800
Liabilities				
Current Liabilities				
Bank overdraft		500		-
Trade and other payables		-		-
Employee costs payable		1,000		-
Government grants and grants with conditions		-		-
Other current liabilities		-		-
Total Current Liabilities		1,500		-
Non-Current Liabilities				
Loans		-		-
Other non-current liabilities		-		-
Total Non-Current Liabilities		-		-
Total Liabilities		1,500		-
Total Assets less Total Liabilities (Net Assets)		8,263		5,800
Accumulated Funds				
Capital contributed by owners or members		3,700		4,700
Reserves		4,563		1,100
Total Accumulated Funds		8,263		5,800
		10,000		11,600
		FALSE		



Statement of Financial Position

Current →

Non-Current →

Current →

Non-Current →

Awhina After School Care Trust				
Statement of Financial Position				
"How the entity looks" and "What the entity owns"				
As at 31 March 2014				
	None	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Assets				
Current Assets				
Bank accounts and cash		6,200		5,000
Debtors and prepayments		250		-
Inventory		-		-
Other current assets		-		-
Total Current Assets		6,450		5,000
Non-Current Assets				
Property, plant and equipment		3,313		800
Intangible		-		-
Other non-current assets		-		-
Total Non-Current Assets		3,313		800
Total Assets		9,763		5,800
Liabilities				
Current Liabilities				
Bank overdraft		500		-
Trade and other payables		-		-
Employee costs payable		1,000		-
Government grants and grants with conditions		-		-
Other current liabilities		-		-
Total Current Liabilities		1,500		-
Non-Current Liabilities				
Loans		-		-
Other non-current liabilities		-		-
Total Non-Current Liabilities		-		-
Total Liabilities		1,500		-
Total Assets less Total Liabilities (Net Assets)		8,263		5,800
Accumulated Funds				
Capital contributed by owners or members		3,700		4,700
Reserves		4,563		1,100
Total Accumulated Funds		8,263		5,800

Statement of Cash Flows

Awhina After School Care Trust			
Statement of Cash Flows			
"How the entity has received and used cash"			
For the year ended 31 March 2014			
	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Cash Flows from Operating Activities			
Cash was received from:			
Donations, fundraising and other similar receipts	6,300		1,000
Fees, subscriptions and other receipts from members	1,000		750
Receipts from providing goods or services	400		-
Interest, dividends and other investment receipts	80		-
Net GST			
Cash was applied to:			
Payments to suppliers and employees	6,530		250
Donations or grants paid	1,500		-
Net Cash Flows from Operating Activities	330		1,500
Cash Flows from Investing and Financing Activities			
Cash was received from:			
Receipts from the sale of property, plant and equipment	300		-
Receipts from the sale of investments	1,000		3,500
Proceeds from loans but excluded from other parties	1,000		-
Capital contributed from owners or members	5,000		-
Cash was applied to:			
Payments to acquire property, plant and equipment	950		-
Payments to purchase investments	1,000		-
Repayments of loans borrowed from other parties	-		-
Capital repaid to owners or members	-		-
Net Cash Flows from Investing and Financing Activities	4,350		3,500
Net Increase / (Decrease) in Cash	4,680		5,000
Opening Cash	5,080		800
Closing Cash	9,760		5,800
This is represented by:			
Bank accounts and cash	6,200		5,000

POLICIES AND NOTES

2 **non-financial** statements →

3 **financial** statements →

Notes to provide more information →

PERFORMANCE REPORT

Entity Information	Statement of Service Performance	
Statement of Financial Performance	Statement of Financial Position	Statement of Cash Flows
Policies and Notes to the Performance Report		

Statement of Accounting Policies

Arkiana After School Care Trust
Statement of Accounting Policies
"How did we do our accounting?"
For the period ended
31 March 2016

Basis of Preparation
Arkiana After School Care Trust has elected to apply FRS 102 (Public Benefit Entity Simple Financial Reporting) Annual Financial Reporting for the year that it does not have public accountability and has annual expenses of up to £1 million. It is not a charity and does not have public accountability. The Performance Report is prepared under the assumptions of the simple financial reporting framework applicable to the trust.

Income and Dividends Tax (ISDT)
All amounts are recorded net of ISDT, except for ~~ISDT~~ ISDT are stated net of ISDT.
OR (where not applicable to the entity)

Income and Dividends Tax (ISDT)
Arkiana After School Care Trust is not registered for ISDT. Therefore amounts recorded in the Performance Report are inclusive of ISDT (if any).

Income Tax
Arkiana After School Care Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash
Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits with original maturity of 90 days or less).

Property, Plant, and Equipment
Property, plant, and equipment assets are recorded at historical cost. Depreciation, plant, and equipment assets are depreciated on a straight line basis at the following rates for specific classes of assets:
- Computer Equipment 50%
- Motor Vehicles 20%

Grant Income
Grants are recorded at nominal net cost including grants with use or return conditions. Grants with use or return conditions are recognised concerning with expenditure also due to the grant.

Use of FRS Accounting Standards Applied (if any)

Changes in Accounting Policies
There have been no changes in accounting policies during the financial year (see para 46).
OR (where not applicable to the entity)

Changes in Accounting Policies
~~There have been no changes in accounting policies during the financial year (see para 46).~~

NOTES

- Information that helps to further understand your charity
- Required Notes
 - Property, Plant, and Equipment
 - Accumulated Funds
 - Commitments and Contingencies
 - Assets held on behalf of others
 - Related Party Transactions
 - Events after the balance date
 - Ability to continue operating
 - Correction of errors

Note 1:
Analysis of
Revenue

Awhina After School Care Trust Notes to the Performance Report For the year ended 31 March 2016				
Note 1: Analysis of Revenue				
Revenue Item	Analysis	This Year \$	Last Year \$	
Fundraising revenue	Through Store	1,000	-	
	Total	1,000	-	
Donations and other similar revenue	MID Grant	12,000	-	
	Donations/Kiwha from the public	800	-	
	Donated Vehicle	1,000	-	1,000
	Total	13,800	-	1,000
Fees, subscriptions and other revenue from members				
	Corporate Membership Fee	1,000	-	
	Total	1,000	-	
Revenue from providing goods or services	Calendar Sales	5	750	
	Contribution for Programme	400	-	750
	Total	405	750	
Interest, dividends and other investment revenue				
	Interest	10	-	
	Total	10	-	
Other revenue				
	Total	-	-	

Note 2:
Analysis of
Payments

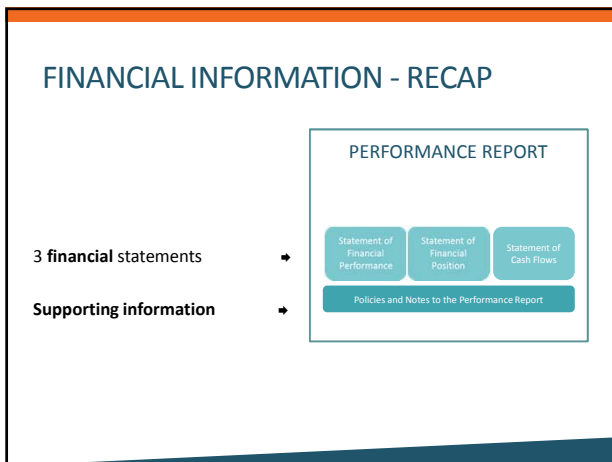
Awhina After School Care Trust Notes to the Performance Report For the year ended 31 March 2016				
Note 2: Analysis of Payments "What did it cost?"				
Payment Item	Analysis	This Year \$	Last Year \$	
Payments related to public fundraising	Purchase of Raffle Goods	100	-	
	Cost of Raffle Tickets	100	-	
	Cost of Invoice Bookings	100	-	
	Total	300	-	
Volunteer and employer related payments	Wages for after school caregivers	12,000	-	
	Volunteer costs	50	-	
	Road Repairs	100	-	
	Christmas Party	100	-	
	Total	12,350	-	
Payments related to providing goods or services	Calendar Printing Costs	50	-	
	Programme Costs	2,100	-	
	Office Supplies	150	-	
	Total	2,300	-	
Grants and donations paid	Church Donations	500	-	
	Grants to Students	1,000	-	
	Total	1,500	-	
Other operating payments				
	Total	-	-	
Capital payments	Purchase of Computer	100	-	
	Payment of borrowings	1,000	-	
	Total	1,100	-	

Note 3: Analysis
of Assets and
Liabilities

Awhina After School Care Trust Notes to the Performance Report For the year ended 31 March 2016				
Note 3: Analysis of Assets and Liabilities				
Asset Item	Analysis	This Year \$	Last Year \$	
Bank accounts and cash	Change in bank balances	40,000	40,000	
	Total	40,000	40,000	
Debtors and prepayments	Prepayments	100	-	
	Total	100	-	
Accruals				
	Total	-	-	
Other current assets				
	Total	-	-	
Investments				
	Total	-	-	
Other non-current assets				
	Total	-	-	
Creditors and borrowings	Trade and other payables	500	-	
	Total	500	-	
Provisions				
	Total	-	-	
Other non-current liabilities				
	Total	-	-	
Total				
	Total	40,600	40,000	

Notes 7 - 12

Note 20: Events After the Balance Date*	
This Year	
Nature of Event*	Estimate of Financial Effect* (Specify any on the entity's ability to continue operating)
	X
OR (Events are not applicable to the entity)	
Events After the Balance Date: There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year '00)	
Note 21: Ability to Continue Operating* N/A, Entity will continue in operation for the next 12 months	
Note 22: Correction of Error* N/A, No prior period errors requiring correction identified	
Additional Information	



WHERE TO FIND HELP?

- Visit our website – www.charities.govt.nz and search for “New Reporting Standards”
- Look for the Videos, Guide Books, Information sheets, Templates, Guidance Notes and Tutorials
- Sign up for our Blogs and Newsletters

People can help you too!

- Email us on nrs.charities@dia.govt.nz
- Phone 0508 charities (0508 242 748)
- Talk to your Accountant



ANNUAL REPORTING GUIDES

- Annual Reporting to Charities Services
- Download a specific guide for Tier 3 and Tier 4



RECAP

- Registered charities must report according to new standards
- Tier 3 - below \$2 million accrual-based accounting
- Collect your data throughout the year
- Templates, guidance notes, webinars and further resources to assist you

THANK YOU