

Parent Network Aotearoa Inc. (EXAMPLE)

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2016

Legal Name of Entity:*	Parent Network Aotearoa Inc.
Other Name of Entity (if any):	Parent Network
Type of Entity and Legal Basis (if any):*	Incorporated Society and Registered Charity
Registration Number:	CC12345

Entity's Purpose or Mission: *

Parent Network empowers parents to make informed choices throughout pregnancy and birth and to parent with confidence.

Entity Structure: *

Members of Parent Network elect a management committee which includes Chair, Treasurer, Secretary, Health Practitioner Liaison, Newsletter Editor, Fundraising Co-ordinator and up to four other members. Parent Network management committee employs one part-time co-ordinator for 10 hours per week.

Main Sources of the Entity's Cash and Resources:*

Parent Network relies on grants from government and philanthropic trusts to cover the co-ordinator role and other incidental costs. Course fees and membership fees help cover other operating costs. The proceeds of fundraising are used to purchase new assets.

Main Methods Used by the Entity to Raise Funds:*

The main fundraising activity is the annual fair. Money raised from the event is used to purchase assets, such as office equipment and new books for the library. Funds are also raised at two quiz nights each year and through selling wheat bags.

Entity's Reliance on Volunteers and Donated Goods or Services: *

Parent Network relies to a great extent on volunteers for their activities. The committee members volunteer their time to set strategy, attend meetings, produce a newsletter, and find guest speakers. Guest speakers are volunteers and members volunteer to run the annual fair. Members make and donate wheat bags which are sold to raise money.

Contact details

Physical Address:	123 City Road
Postal Address:	PO Box 1234
Phone:	123 4567
Email:	info@pna.org.nz
Website:	www.pna.org.nz
	www.facebook.com/parentnetworkaotearoa

Parent Network Aotearoa Inc. (EXAMPLE)

Statement of Service Performance

"What did we do?"

For the year ended
31 March 2016

Description of the Entity's Outcomes:

Information and advice is available to help parents make informed choices for birth and parenting. Families receive postnatal support and opportunities to network with other parents.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Antenatal courses - Number of classes delivered - Average number of parents at each class	10 classes 12 parents		
Great Start parent courses - Number of classes - Average number of parents at each class	4 classes 22 parents		
Quarterly Newsletters	165 subscribers		
Monthly coffee mornings - Number held - Average number of parents at each coffee morning	10 sessions 9 parents		
Co-ordination of Seaside Midwifery Collective client review - Number of focus group meetings	5 meetings		
Website developed	website		

Additional Information:

Class feedback:

"I really appreciated the attention spent on partners and the input from the alternative health care professionals. I will be recommending this course to other expectant parents."

"I can't praise the course enough, it was truly excellent! I haven't had my baby yet, but I feel much better prepared and well informed."

Parent Network Aotearoa Inc. (EXAMPLE)

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

31 March 2016

	Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Operating Receipts				
Donations, fundraising and other similar receipts*	2	13,197		
Fees, subscriptions and other receipts from members*	2	2,889		
Receipts from providing goods or services*	2	2,820		
Interest, dividends and other investment income receipts*		194		
Other operating receipts		130		
Total Operating Receipts		19,230	-	-
Operating Payments				
Payments related to public fundraising*	3	713		
Volunteer and employee related payments*		14,563		
Payments related to providing goods or services*		1,663		
Grants and donations paid*		-		
Other operating payments		795		
Total Operating Payments		17,734	-	-
Operating Surplus or (Deficit)		1,496	-	-
Capital Receipts				
Receipts from the sale of resources*		240		
Receipts from borrowings*		-		
Capital Payments				
Purchase of resources*	3	1,005		
Repayments of borrowings*		-		
Increase/(Decrease) in Bank Accounts and Cash*		731	-	-
Bank accounts and cash at the beginning of the financial year*		8,423		
Bank Accounts and Cash at the End of the Financial Year*		9,154	-	-
Represented by:*				
Cheque account(s)		2,345		
Savings account(s)		1,432		
Term Deposit account(s)		5,194		
Cash Floats		127		
Petty Cash		56		
Total Bank Accounts and Cash at the End of the Financial Year*		9,154	-	-

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Statement of Resources and Commitments

"what the entity owns?" and "what the entity owes?"

As at

31 March 2016

SCHEDULE OF RESOURCES		This Year	Last Year
		\$	\$
Bank Accounts and Cash (from Statement of Receipts and Payments)*		9,154	-
Money Owed to the Entity*			
Description*		Amount*	Amount*
Grants owing to the entity		800	
Other Resources*			
Description and Source of Value* (cost or current value required if practicable to obtain)		Cost or	Cost or
		Current Value*	Current Value*
Office Equipment at current value		237	
Computer at cost		885	
Promotional signage at cost		120	
135 library books		-	
SCHEDULE OF COMMITMENTS		This Year	Last Year
		\$	\$
Money Payable by the Entity*			
Description*		Amount*	Amount*
Unpaid invoices		450	
PAYE, KiwiSaver and ACC Levies		147	
Other Commitments*			
Description*		Amount*	Amount*
Cash received relating to activities to be undertaken in a future period		340	
SCHEDULE OF OTHER INFORMATION		This Year	Last Year
		\$	\$
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*		Amount*	Amount*
Lotteries Community Grant of \$10,000 for administrator salary. \$7,500 has been paid for the 30 weeks worked of the 40 weeks which the grant covers.		2,500	

Parent Network Aotearoa Inc. (EXAMPLE)

Notes to the Performance Report

For the year ended
31 March 2016

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation*

Parent Network is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

Parent Network is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year	Last Year
		\$	\$
Donations, fundraising and other similar receipts	Annual Fair	1,832	
	Wheat bags fundraiser receipts from non-members	420	
	Donations	10,881	
	Other	64	
	Total	13,197	-

Receipt Item	Analysis	This Year	Last Year
		\$	\$
Fees, subscriptions and other receipts from members	Membership fees	1,191	
	Class fees from members	215	
	Quiz night fundraiser	673	
	Wheat bags fundraiser receipts from members	220	
	Other	590	
Total	2,889	-	

Receipt Item	Analysis	This Year	Last Year
		\$	\$
Receipts from providing goods or services	Class fees from non-members	820	
	Contract to provide a review service	2,000	
	Total	2,820	-

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year	Last Year
		\$	\$
Payments related to public fundraising	Annual Fair	423	
	Frozen meal fundraiser	225	
	Other	65	
	Total	713	-

Payment Item	Analysis	This Year	Last Year
		\$	\$
Capital payments	Computer	885	
	Promotional signage	120	
	Total	1,005	-

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Notes to the Performance Report

For the year ended
31 March 2016

Note 4

Note 4: Related Party Transactions*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*
Sally Smith, Web designer at Web Designs Limited, Parent Network committee member	Developed the Parent Network website in kind (estimated to be \$3,000)	-	-	-	-
Dave Lee, Print Quick Limited, father of Parent Network committee member Ann Lee	Printed Parent Network banners	120	-	-	-