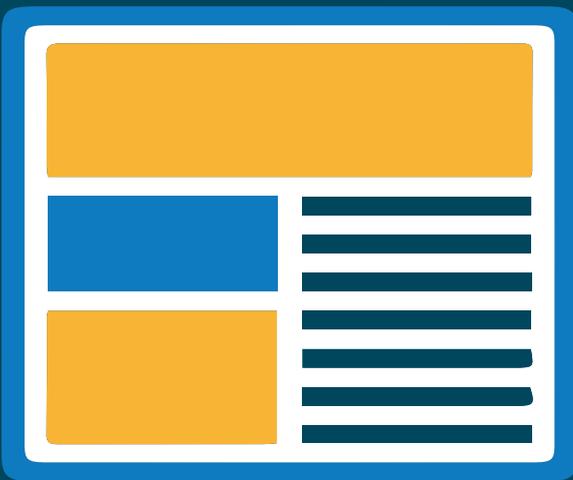


There is a lot to record when you are running a charity and it's good to have it in one place.



This document has been designed to help you keep track of the information that you need to run your charity. You can also use it as a handover document for new members.

You can personalise it with your charity logo and update it each year as things change. Please use the sections that are relevant to you and delete the sections you don't need. Feel free to add sections that are relevant to your charity.

Contents

Our Charity

Our People

Conflict of Interest

Finance

Insurance

Funding

Health and Safety

Digital Information

Planning

Other relevant information

Our charity



Legal name of charity

Other names

Physical address

Postal address

Charity email address(s)

Charity phone number

Charity website

Charity registration number

Log in details for Charities
Services

Organisational structure

Our charitable purposes are

Our mission statement is

Companies Office number

New Zealand Business number

Goods and Services (GST)
registration number

Inland Revenue number

We have donee status with
Inland Revenue

YES

NO

Link to Rules document – (Constitution, Trust Deed, Charter)

Our people



Staff Name	Position	Date started	Email	Phone

Contractor Name	Position	Date started	Email	Phone

[Link to policy on police checks for staff, volunteers and contractors](#)

Conflict of Interest Register



Name of governing group member	Description of interest	Has the governing group been notified?	Date of disclosure	Steps taken by the governing group for dealing with the conflict

[Link to Conflict of Interest Policy](#)



The end of our financial year is (date)

We must report to Charities Services by (date – 6 months after the financial year ends)

We are a tier 1 2 3 4 (delete the ones that don't apply) for financial reporting purposes

The officer responsible for compiling our accounts is (name)

The officer responsible for filing a performance report and annual return with Charities Services is (name)

We have our accounts audited or reviewed **YES** **NO**

Our Auditor/Accountant/Book keeper is (name)

The Auditor/Accountant/ Book keeper contact details are

Address

Email

Phone

Our banking is with (bank name)

Online banking login details

Bank account number

Bank customer number

Type of account and signatories

Type of account and signatories

Bank customer number

Type of account and signatories

Credit cards

Accounting software login details

Link to Financial procedures/policies

Link to budget

Insurance



Our insurance company is (name)

Policy number

Our excess is (\$ amount)

Insurance	Company	Premium	Excess	Renew date
Building				
Vehicles				
Contents				
Other				

We last reviewed our insurance policies on (date)

Next review is due (date)

Link to insurance policies

Funding



Key funders	Name and email of key contact	What we apply for	Application opening and closing dates	Money received	Accountability report due by

Link to funding plan

Links to other relevant funding information (including funding agreements)

Health and Safety



Find out what your health and safety obligations are by taking a look at the [Worksafe website](#).

The obligations, duties and rights contained in the Health and Safety at Work Act 2015 (HSWA) make it clear that everyone has a role to play in ensuring health and safety at work.

Do you have employees and know your obligations under the Health and Safety at Work Act 2015?

YES

NO

List the obligations you must meet

Is your charity conducting a business or undertaking (PCBU) that engages volunteers?

YES

NO

List the obligations you must meet

[Link to health and safety policy](#)

[Link to pandemic policy](#)

Digital information



Website link and log in details

Social Media accounts

Facebook link and log in details

Twitter link and log in details

LinkedIn link and log in details

Instagram link and log in details

Youtube link and log in details

Other online tools

SurveyMonkey link and log in details

Gmail link and log in details

Google contacts link and log in details

Mailchimp link and log in details

Google docs link and log in details

Skype link and log in details

Campaign Monitor link and log in details

Zoom link and log in details

Gotowebinar link and log in details

Eventbrite link and log in details

Other

Who has access to these accounts?

List names below

Policies and Procedures



If you need resources and templates for example policies and procedures check out [CommunityNet Aotearoa](#)

Links of all policies and procedures used by our charity



Planning



We write a strategic plan once a year in (month)

Our focus for this financial year is (write your goals)

Our focus for the next 5 years is (write your goals)

Link to strategic plan

Board assessment tool <https://www.nznavigator.org.nz/>

We regularly assess the performance of our board, staff and volunteers (date last assessed)

Next assessment (date)

Contents of the [Community Resource Kit](#)

Where to find help



[Charities Services](#)

[Companies Office](#)

[CommunityNet Aotearoa](#)

[Community Law](#)

[Institute of Directors not for profit governance hub](#)

[Community Operations](#)

[Ministry for Ethnic Communities](#)

[Te Puni Kokiri](#)

[Te Tumu Paeroa](#)

[Inland Revenue NFP guidance](#)

[Philanthropy New Zealand](#)

[The Fundraising Institute of New Zealand](#)

[Generosity New Zealand](#)

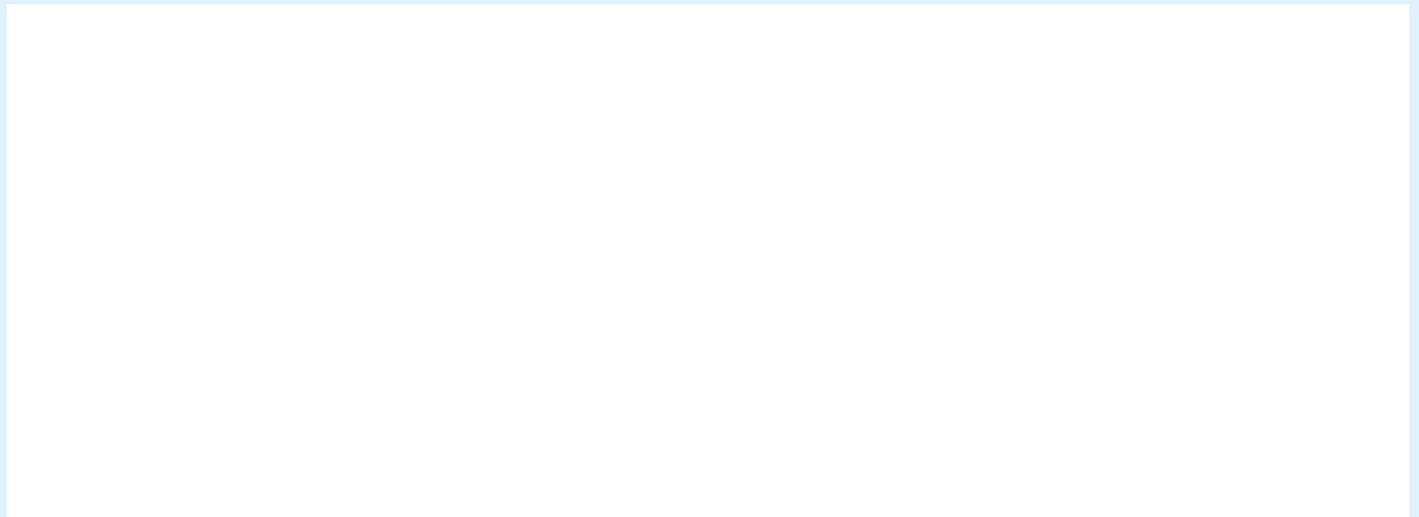
[Community Foundations of New Zealand](#)

[Worksafe](#)

[Police Vetting](#)

[Your council](#)

Capability builders and consultants in your area



Other relevant information

