

第4级绩效报告简明模板

本绩效报告需要使用英语或毛利语完成

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

实体名称(本年度使用) *Entity Name for the year ended*

实体信息 *Entity information*

实体标识符
Entity Identifier

实体类型
Type of entity

实体的目的或使命
*Entity's purpose
or mission*

实体架构
以及领导管理安排
*Entity structure and
governance arrangements*

实体的主要资金来源
以及其他资源
*Entity's main sources of
funds and other resources*

实体如何依赖志愿者
以及捐赠物资或
服务
*Entity's reliance on
volunteers and donated
goods or services*

服务绩效报告 *Statement of Service Performance*

这一年中，本慈善机构主要进行了什么活动？ *What key activities did the charity do during the year?*

所进行的工作(主要活动)的说明 <i>Description of outputs (key activities)</i>	工作的数量 <i>Quantity of outputs</i>	
	当前年份 <i>Current year</i>	上一年份 <i>Last year</i>

财务信息 *Financial information*

收支报告 *Statement of receipts and payments*

	当前年份 <i>Current year</i>	上一年份 <i>Last year</i>
日常运营进账(存入银行账户的款项) <i>Operating receipts (money deposited into the bank account)</i> 捐赠、众筹以及资助 <i>Donations, fundraising and grants</i> 成员缴纳的费用以及其他来自成员的进账 <i>Fees and other receipts from members</i> 出售物品或提供服务所得进账 <i>Receipts from selling goods or providing services</i> 银行账户利息以及其他投资收入 <i>Bank account interest and other investment income</i> 其他进账 <i>Other receipts</i>		
总计进账 <i>Total receipts</i> 减去日常运营支付款项(从银行账户取出的款项) <i>Less operating payments (money withdrawn from your bank account)</i> 众筹支出 <i>Fundraising costs</i> 支付雇员和志愿者 <i>Payments to employees and volunteers</i> 与所提供物品或服务相关支付款项 <i>Payments related to providing goods or services</i> 已支出的资助和捐赠 <i>Grants and donations paid</i> 其他支付款项 <i>Other payments</i>		
总计支付款项 <i>Total payments</i>		
本年度运营结余/(赤字) <i>Operating surplus/(deficit) for the year</i> 加上所有银行账户期初余额及当时库存现金 <i>Plus opening total of all bank accounts and cash on hand</i>		
所有银行账户以及库存现金的期末余额总计 <i>Closing total of all bank account balances and cash on hand</i>		

资产和应付款报告

Statement of resources and commitments

资产明细 Schedule of Resources

除了账户以及库存的款项，实体还有什么其他重要的资产(你们的所有)? 这包括任何实体拥有的东西，诸如土地、建筑、汽车或者其他设备。只需要列出**重大**资产。还需要报告资产的价值(只在有可能获得的情况下)。可报告其购入价或当前可以什么价格卖出。

*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.*

重大资产说明 Description of significant resource	资产的价格 (如适用) Source of value (if applicable)	本年份 This year	上一年份 Last year

应付款明细 Schedule of Commitments

实体是否有任何重大的应付款(你们所欠的)? 你们只需要列出**重大**应付款。也就是说，需要列出所有**重大**的欠款，例如，购买土地或建筑的应付款，已获批但尚未支付的资助款、银行或其他借贷方的贷款、或代表他方持有资金。

*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.*

重大应付款说明 Description of significant commitment	本年份 This year	上一年份 Last year

备注 Notes

编制基本要点 Basis of preparation

本绩效报告是根据XRB的第4级简明报告要求、以现金为基础编制的。慈善机构应当遵循这些要求，并已选择如此。

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.

GST的处理 Treatment of GST

(在完成报告时，选择“包含GST”这一选项较为简单，因为这意味着可以按照银行对账单上的数目记录每笔转账交易的数目。支付/退款GST至IRD可以包括在“收支报告”的“其他运营和间接费用”支出项下。)

(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.)

相关方转账交易 Related party transactions

提供某一时期内从相关方接收或向其支付的重大款项的说明(具体列明数目)。如果在某一时期内，相关方免费提供了服务或你们向其提供了服务，也需在此进行说明。相关方包括任何能够影响实体运作的人(例如，官员、委员会成员、受托人和资深管理人员等)。

*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).*

相关方说明 Describe related party	转账交易说明 Describe transaction	本年份 This year	上一年份 Last year

结算日后事项 Events after the balance date

备注 Notes

其他信息明细 *Schedule of Other Information*

需要列出所收到的任何资助或捐赠及其附加的如何使用它们的条件。如于报告签署当日这些条件尚未得到满足，则应列明所获的资助以及至报告签署当日尚未使用的金额。

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.

资助的说明及其条件或限制 <i>Description of grant and its condition or restriction</i>	本年份 <i>This year</i>	上一年份 <i>Last year</i>

本绩效报告经由有关负责人阅批。

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

日期

Date

签名

Signature

姓名

Name

职务

Position

日期

Date

签名

Signature

姓名

Name

职务

Position