

CHARITIES SERVICES

Ngā Rātonga Kaupapa Atawhai



Tier 3: Get started

This booklet is designed to accompany the new reporting standards workshop for Tier 3 charities. The focus is on getting started - the information you need to collect throughout the year. This will help to make reporting at the end of your financial year as straightforward as possible.

Aim for today:

- Understand how the new standards fit in to annual reporting to Charities Services
- Know which tier you will report under, and when the new standards apply to you
- Become familiar with the standard and how to report at Tier 3
- View the 'standard in action' through an example Performance Report

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The workshop will cover ...

- Annual reporting to Charities Services
- The development of the reporting standards
- The Tier 3 standard and an example Performance Report
- Some key information to collect throughout the financial year

Get started with data collection

Department of Internal Affairs

Tier 3

Accrual

Under \$2 million
annual expenses

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Tier 3

- Reporting requirements are different depending on the size of the charity
- Medium charities are those with annual operating expenditure – day-to-day expenses – below \$2 million
- Based on accrual accounting
- Medium charities that currently use cash-based accounting will need to shift to accrual accounting.



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Cash accounting

Under cash-based accounting, transactions are recorded at the time that cash is received or paid, rather than when earned or incurred. Cash-based accounting is typical in organisations where transactions tend to be small in number and size, and relatively uncomplicated. A cash book, which could be paper-based or in an Excel workbook, is often used in cash-based accounting to record transactions.

Accrual accounting

Under accrual-based accounting, revenue and expenses are recorded when they are earned or incurred, rather than when cash is received or paid (for example, if your charity has had confirmation that it will receive a grant, but it has not yet been paid, you would still record this as revenue). Accrual-based accounting is typical in organisations with a significant number of transactions, recorded using accounting software, often with the help of an accountant. Accrual-based accounting allows for concepts such as depreciation and bad debts.

Charities Services works to

- promote public trust and confidence in the charitable sector
- encourage good governance and management
- encourage and promote the effective use of charitable resources



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Public trust and confidence

- Transparency and accountability of charities is key to creating trust and confidence
- The Charities Register contains information about charities and is open in order to support transparency
- The Annual Return process provides for on-going accountability



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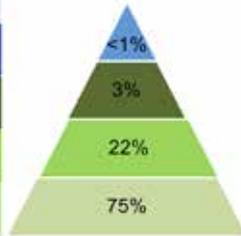
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Not-For-Profit Framework

Tier	Charities
1	Total operating expenses >\$30m
2	Total operating expenses <\$30m
3	Total operating expenses ≤\$2m
4	Total operating payments <\$125k



XRB

KNOW YOUR STANDARD

Tier 3 Criteria

- **Less than or equal to \$2 million operating expenses**
 - Day to day expenses e.g. grant payments, depreciation
 - Excludes capital payments e.g. physical assets or investments
- **Accrual-based accounting**
 - Transactions earned or incurred
 - Includes debtors and creditors

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KNOW YOUR STANDARD

Performance Report

- **Includes financial and non-financial information**
- **Contains three main sections:**
 1. Non-financial
 2. Financial
 3. Supporting information

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KNOW YOUR STANDARD

Performance Report

1. **Non-financial**
 - Entity Information
 - Statement of Service Performance
2. **Financial**
 - Statement of Financial Performance
 - Statement of Financial Position
 - Statement of Cash Flows
3. **Supporting Information**
 - Statement of Accounting Policies
 - Notes to support the information in the performance report

XRB

KNOW YOUR STANDARD

Standard applies from 1 April 2015

- Applies to the first full financial year that begins on or after 1 April 2015
- Use the standard at the end of the financial year to report to Charities Services
- Need to collect data throughout the financial year to report accurately

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Reporting Date

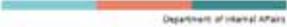
Although the standards come into effect on 1 April 2015, they will only apply to a charity’s first full financial year that starts on or after 1 April 2015. Your first reporting period under the new standards will be the first full financial year after 1 April 2015. You will have to file new financial statements with Charities Services six months after the balance date.

The end of our financial year is:

Our filing will be due to Charities Services by:

Recap

- Registered Charities report annually to Charities Services
- Reporting standards are designed to enable charities to tell their whole story
- Tier 3 standard is tailored to charities below \$2 million operating expenditure
- Data collection throughout the financial year is key to accurate reporting



Your charity:

- What organisation are you representing today?
 - What are you trying to achieve?
 - How are you organised - do you have members, a committee, employ staff?



Our purpose is...

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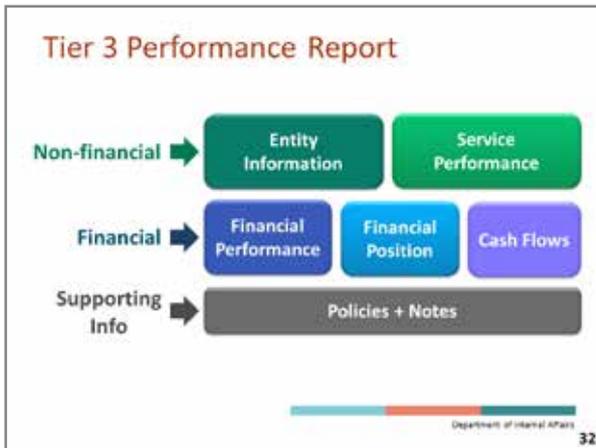
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Our structure is...

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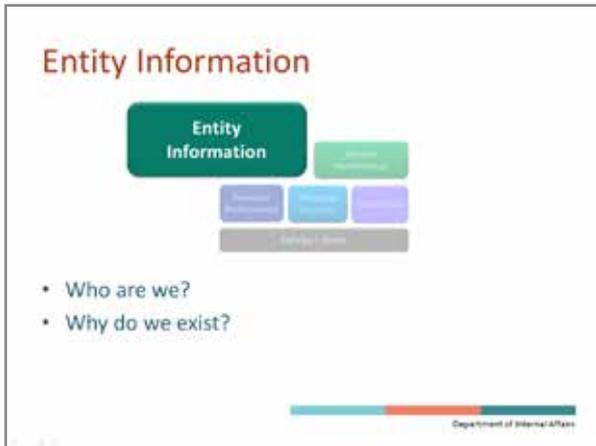
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Entity Information

The purpose of the Entity Information is to provide background information to help the reader better understand the charity and the environment in which it operates.

The amount of detail you provide in this section will depend on the size and complexity of your charity, and the needs of the people likely to read the report.



Example of Entity Information

Legal Name of Entity:*	Youth Development Aotearoa Charitable Trust
Other Name of Entity (if any):	Youth Development Aotearoa
Type of Entity and Legal Basis (if any):*	Charitable Trust and Registered Charity
Registration Number:	CC12345
<p>Entity's Purpose or Mission:*</p> <p>Youth Development Aotearoa works to empower young people in Hamilton to realise their full potential. We do this by:</p> <ul style="list-style-type: none"> - providing leadership development opportunities; - supporting young people to stay in school; and - developing life skills and work skills that enhance employment opportunities. 	
<p>Entity Structure:*</p> <p>Trust Structure: Our Trust Deed states that we must have between three and seven Trustees. We currently have five Trustees that constitute our governance board, including three executive officer positions: president, treasurer and secretary. Trustees/governance members may lead sub-committees as determined by our annual work plan and priorities.</p> <p>Operational Structure: Our operations are managed by a team of six paid employees. We employ a manager, an office administrator, two social workers and two community support workers. Volunteers support us with our various activities throughout the year.</p>	
<p>Main Sources of the Entity's Cash and Resources:*</p> <p>Youth Development Aotearoa has received its income from a mixture of government contracts, contracts with secondary schools, donations and grants.</p>	
<p>Main Methods Used by the Entity to Raise Funds:*</p> <p>Fundraising activities include an annual music festival, a quiz night and a street day appeal.</p>	
<p>Entity's Reliance on Volunteers and Donated Goods or Services:*</p> <p>Volunteers contribute to fundraising activities especially collecting in the street day appeal and the running of the music festival.</p>	

The sections marked "" in the template are compulsory; all others are optional.*

Data collection:

Entity Information

Entity Information

- Your constitution or rules document is a good source of entity information
- Complete this section early in the year
- This information tends to remain relatively unchanged
- Brief descriptions are asked for, not quantities

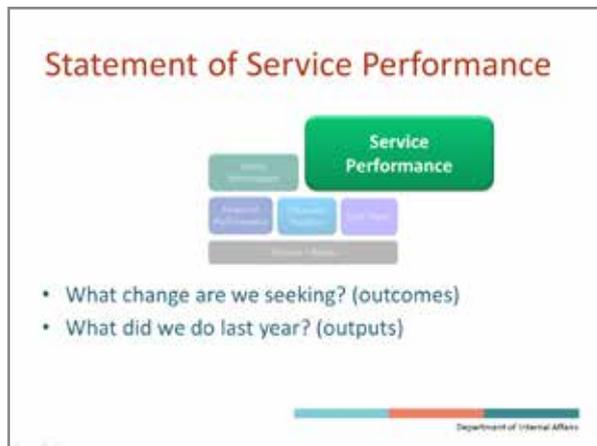
Your charity:

- What did your charity do last year?
- Why were those activities important to your charity?

Statement of Service Performance

The purpose of the Statement of Service Performance is to report the activities of your charity over the past year. The reporting of activities, including goods or services delivered, is a key part of the Performance Report and a powerful opportunity for your charity to tell its story, especially as it relates to achieving your mission.

It is not a detailed list of everything that a charity does. It should only include the things that are significant to the charity.



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Example of Statement of Service Performance

Description of the Entity's Outcomes:*
 Confident young people who can contribute in their school communities and local communities. Young people who are aware of their options and how to make the most of them.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year
Leadership course attendees	45
"Live Life" work skills course attendees (6 sessions per term)	48
Social support group attendees (20 week course, 2 courses this year)	40
Annual fundraising concert attendees	1324
Recipients of our bi-monthly email newsletter	617

Additional Information: Feedback
 "My son is so much more confident and relaxed. Thank you Youth Development Aotearoa for helping him see the world open up for him." - Mother of a programme participant

 "I like the way I feel respected when I come to YDA" - Programme participant

Outcomes

Describing outcomes will help explain what you hope to achieve through your charity's activities and link to your mission or purpose. The standard does not require you to prove or provide evidence of outcomes.

Outputs

These are the significant activities that have kept your charity busy throughout the year. Most outputs can be counted, but you don't have to if it's not practicable.



Data collection:
Statement of Service Performance

- 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 record-keeping strategies to support your reporting

Service Performance

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Our outcomes are...

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Our outputs are...

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So far so good ...

Non-financial

Entity Information Who are we? Why do we exist?	Service Performance What did we do? Why those activities?
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- **Non-financial information**
 - adds richness to your story
 - creates better understanding

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Significant

The term 'significant' will mean different things for different charities. What is significant for a small charity may not be significant for a larger charity. Use your best judgement to decide what is significant for you. Ask yourself, would including or excluding the information change a reader's understanding of your charity and the Performance Report?

Statement of Financial Performance

The purpose of the Statement of Financial Performance is to report all of your charity's revenue and expenses during the financial year.

The Statement of Financial Performance tells the reader how your charity was funded, what it cost to run, and whether there was a surplus or deficit at the end of the financial year.

Statement of Financial Performance

Financial Performance

- How was it funded?
- What did it cost?

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Grants

The Tier 3 standard requires you to think about the purpose for which a grant was received and to record it in the relevant revenue category.

Grants with conditions

If a grant has conditions attached, then you must record the grant as a liability until it is spent or the conditions are met. If there are no conditions, you should record the grant in the relevant revenue category.

Track your grants

It is important that you have a system to track details about any grants – their purpose, any conditions, how much has been used, and how much remains unspent.

Grants received by your charity

Financial Performance

Keep a grant-tracking system that notes:

- The purpose of the grant
 - Allocate to revenue category according to purpose
- Any conditions attached to the grant
 - Note "use or return" conditions
- How much of the grant is spent; how much remains?
 - If you had to return a portion how much remains unspent?

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Members and non-members

Financial Performance

- The standard requires revenue from members to be recorded separately to revenue from non-members
- This is designed to show the reader the extent to which the charity is self-funded or funded from external sources

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Financial Performance

Data collection: Statement of Financial Performance

- Develop a grant-tracking system to support reporting
- Keep track of member and non-member revenue
- Be consistent in your use of the categories

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Do you have members? How do they contribute financially?

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What do you get grants for? Are there conditions attached?

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Statement of Financial Position

The Statement of Financial Position is also called a balance sheet. Its purpose is to report all the assets, liabilities and accumulated funds at a set point in time – that is, your charity’s balance date.

Assets and liabilities must be classified into current and non-current.

Statement of Financial Position

- What do we own?
- What do we owe?

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Example of Statement of Financial Position

Assets	Notes	This Year \$
Current Assets		
Bank accounts and cash*	3	57,439
Debtors and prepayments*	3	5,508
Total Current Assets		62,947
Non-Current Assets		
Property, plant and equipment*	4	41,420
Total Non-Current Assets		41,420
Total Assets*		104,367
Liabilities		
Current Liabilities		
Creditors and accrued expenses*	3	8,777
Employee costs payable*	3	18,246
Unused donations and grants with conditions*	3	18,076
Other current liabilities	3	4,311
Total Current Liabilities		49,410
Total Liabilities*		49,410
Total Assets less Total Liabilities (Net Assets)*		54,957
Accumulated Funds		
Capital contributed by owners or members*	5	1,000
Accumulated surpluses or (deficits)*	5	38,957
Reserves*	5	15,000
Total Accumulated Funds*		54,957

Example of Note 5: Accumulated Funds

Breakdown of Reserves

Name*	Nature and Purpose*	This Year \$
Reserve fund	3 months operating costs	15,000
	Total	15,000

Significant

The term 'significant' will mean different things for different charities. What is significant for a small charity may not be significant for a larger charity. Use your best judgement to decide what is significant for you. Ask yourself, would including or excluding the information change a reader's understanding of your charity and the Performance Report?

Financial Position

Data collection: Statement of Financial Position

- Provide an opening position
- 'Property, plant and equipment' category requires a value of fixed assets
- Valuations can include:
 - Rateable values (e.g. land and buildings),
 - Estimated current value (e.g. motor vehicles, IT equipment)

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Statement of Cash Flows

The purpose of the Statement of Cash Flows is to record movements in cash during the financial year. The standard requires that cash received from operating activities is reported separately from cash received from investing activities.

Statement of Cash Flows

- Cash in
- Cash out

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Cash Flows

Statement of Cash Flows

- Accounts for movements in cash during the financial year
- Indicates sustainability of the charity
 - Is there a positive cash flow?
- Indicates the level of investment activity
 - How much money was spent acquiring assets?
- Provides a summary of your cashbook

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Cash flow from operating activities

This is the cash flow related to your charity's normal day-to-day activities, for example, providing goods or services, paying for fuel or rent.

Cash flow from investing activities

This cash flow relates to activities such as buying or selling fixed assets, making investments, receiving or repaying loans.

Example of Statement of Cash Flows

Cash Flows from Operating Activities*	This Year \$
Cash was received from:	
Donations, fundraising and other similar receipts*	114,931
Fees, subscriptions and other revenue from members*	-
Receipts from providing goods or services*	495,272
Interest, dividends and other investment receipts*	3,186
Net GST	21,315
Cash was applied to:	
Payments to suppliers and employees*	585,819
Net Cash Flows from Operating Activities*	48,885
Cash flows from Investing and Financing Activities*	
Cash was received from:	
Receipts from the sale of property, plant and equipment*	200
Cash was applied to:	
Payments to acquire property, plant and equipment*	4,500
Net Cash Flows from Investing and Financing Activities*	(4,300)
Net Increase / (Decrease) in Cash*	44,585
Opening Cash*	12,854
Closing Cash*	57,439
This is represented by:	
Bank Accounts and Cash*	57,439

Cash Flows

Data collection: Statement of Cash Flows

- Operating and Investment activities are separated
- Operating activities are grouped according to minimum categories
 - E.g. the separation of cash received from members and cash received from donations

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Supporting information

Supporting information to the Tier 3 Performance Report includes the Statement of Accounting Policies and the Notes section.

Statement of Accounting Policies

The Statement of Accounting Policies shows readers the basis on which the Performance Report has been prepared – for example, the charity has elected to use the Tier 3 standard and is eligible to do so; and transactions are reported on an accrual basis. The Statement of Accounting Policies is also where you will note whether your report is inclusive or exclusive of GST.

Notes

The purpose of the Notes to the Performance Report is to expand on information included in other parts of the Performance Report and to provide additional relevant information.

Supporting Information

Accounting Policies | Notes to the report

Policies + Notes

- Accounting policies
- Notes to the report

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Supporting Information

- **Statement of Accounting Policies**
 - Basis of preparation, GST
- **Notes - optional and compulsory**
 - Notes allow room for more information and context
 - Only include information where it's relevant to your charity
 - If a note doesn't apply, you don't need to include it

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Policies + Notes

Related parties

- 'Related parties' are people who hold decision-making power in the charity *and* their close family members
- Related parties can also be other organisations
- Transactions must be stated in the notes
- Transactions could be cash or non-cash (in kind) donations
- Transparency about these kind of transactions protects a charity's reputation

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Related Parties

Related parties can be people or organisations, including:

- People who have significant influence over a charity (such as officeholders, committee members, or others who are involved in the overall management of the charity - whether employed or volunteer), and close members of their families; and
- Other organisations that have significant influence over the charity.

Note: People are not related parties if they are only involved in the day-to-day running of the charity and have no involvement in the overall decision-making of the charity.

Example of Note: Related Party Transactions

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	This Year
		Value of Transactions*	Amount Outstanding*
Mr. J. Sutherland, husband of the Board Secretary	Purchased a surplus computer with a cash payment.	200	-

The Performance Report

Entity Information

Service Performance

Financial Performance

Financial Position

Cash Flows

Policies + Notes

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Audit and review requirements

- This affects:
 - over \$500,000 OPEX = audit or review
 - over \$1 million OPEX = audit
- Must be done by a 'qualified auditor'
- Under \$500,000 OPEX?
 - no statutory requirement
 - consider your rules and conditions of grants



Tools to help ...

- A template you can download
- Guidance notes to further explain the template questions
- Resources on Charities Services website
- XRB website standards, templates, FAQs
- Community Net Aotearoa website
- 0508 CHARITIES
- Local DIA Community Operations office



Recap

- Registered charities report according to new standards from 1 April 2015
- Tier 3 below \$2 million, accrual accounting
- Templates, guidance notes and further resources to assist you
- Collect your data throughout the year
- New audit or review requirements from 1 April 2015
- The first year will be a learning year



Charities Services

www.charities.govt.nz
0508 CHARITIES (0508 242 748)
info@charities.govt.nz

External Reporting Board

www.xrb.govt.nz

CommunityNet Aotearoa

www.community.net.nz

Example Performance Report

This is an example Performance Report for a fictional charity - Youth Development Aotearoa Charitable Trust.

Note: Youth Development Aotearoa Charitable Trust is a fictional charity. This is an example report only. Any similarity to another registered charity is coincidental.

In this report note that:

- The sections marked ‘*’ are compulsory; all others are optional.
- The column marked “Last year” is blank in this report. Under the new reporting standards figures for the previous year are required from the second year of reporting onwards.
- This report has been prepared using the template developed by the External Reporting Board. While this template is optional, if a charity completes it correctly they can be assured they have met the standard.
- Guidance notes are available to help with completing the template.

The template is available from the Charities Services and External Reporting Board websites. The template comes in three different formats. There are two formats for Excel workbook templates, XLSX (newer file format) and XLS, and a PDF version for those who would like a printable version.

More information about the new reporting standards is available on our website at www.charities.govt.nz.

Contents	
	Pages
Non-Financial Information:	21-22
Entity Information	
Statement of Service Performance	
Financial Information:	23-25
Statement of Financial Performance	
Statement of Financial Position	
Statement of Cash Flows	
Supporting Information	26-31
Statement of Accounting Policies	
Notes to the Performance Report	

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Entity Information

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

For the year ended
31 March 2016

Legal Name of Entity:*	Youth Development Aotearoa Charitable Trust
Other name of entity (if any):	Youth Development Aotearoa
Type of Entity and Legal Basis (if any):*	Charitable Trust and Registered Charity
Registration Number:	CC12345

Entity's Purpose or Mission: *

Youth Development Aotearoa works to empower young people in Hamilton to realise their full potential. We do this by:

- providing leadership development opportunities;
- supporting young people to stay in school; and
- developing life skills and work skills that enhance employment opportunities.

Entity Structure: *

Trust Structure: Our Trust Deed states that we must have between three and seven Trustees. We currently have five Trustees that constitute our governance board, including three executive officer positions: president, treasurer and secretary. Trustees/governance members may lead sub-committees as determined by our annual work plan and priorities.

Operational Structure: Our operations are managed by a team of six paid employees. We employ a manager, an office administrator, two social workers and two community support workers. Volunteers support us with our various activities throughout the year.

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

Youth Development Aotearoa has received its income from a mixture of government contracts, contracts with secondary schools, donations and grants.

Main Methods Used by the Entity to Raise Funds:*

Fundraising activities include an annual music festival, a quiz night and a street day appeal.

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

Volunteers contribute to fundraising activities especially collecting in the street day appeal and the running of the music festival.

Contact details

Physical Address:	123 Charity Street, Auckland
Postal Address:	PO Box 123, Auckland
Phone:	0800 123 456
Email:	team@youthdevelopmentaotearoa.org.nz
Website:	www.youthdevelopmentaotearoa.org.nz
 :	www.facebook.com/youthdevelopmentaotearoa

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended
31 March 2016

Description of the Entity's Outcomes*:

Confident young people who can contribute in their school communities and local communities. Young people who are aware of their options and how to make the most of them.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Leadership course attendees	45		
"Live Life" work skills course attendees (6 sessions per term)	48		
Social support group attendees (20 week course, 2 courses this year)	40		
Annual fundraising concert attendees	1324		
Recipients of our bi-monthly email newsletter	617		

Additional Information:

"My son is so much more confident and relaxed. Thank you Youth Development Aotearoa for helping him see the world open up for him." - Mother of a programme participant

"I like the way I feel respected when I come to YDA" - Programme participant

Youth Development Aotearoa Charitable Trust (EXAMPLE)

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*	1	114,931		
Fees, subscriptions and other revenue from members*		-		
Revenue from providing goods or services*	1	537,847		
Interest, dividends and other investment revenue*	1	3,186		
Total Revenue*		655,964	-	-
Expenses				
Expenses related to public fundraising*	2	9,221		
Volunteer and employee related costs*	2	389,065		
Costs related to providing goods or services*	2	161,106		
Other expenses	2	49,719		
Total Expenses*		609,111	-	-
Surplus/(Deficit) for the Year*		46,853	-	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
31 March 2016

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*	3	57,439		
Debtors and prepayments*	3	5,508		
Total Current Assets		62,947	-	-
Non-Current Assets				
Property, plant and equipment*	4	41,420		
Total Non-Current Assets		41,420	-	-
Total Assets*		104,367	-	-
Liabilities				
Current Liabilities				
Creditors and accrued expenses*	3	8,777		
Employee costs payable*	3	18,246		
Unused donations and grants with conditions*	3	18,076		
Other current liabilities	3	4,311		
Total Current Liabilities		49,410	-	-
Total Liabilities*		49,410	-	-
Total Assets less Total Liabilities (Net Assets)*		54,957	-	-
Accumulated Funds				
Capital contributed by owners or members*	5	1,000		
Accumulated surpluses or (deficits)*	5	38,957		
Reserves*	5	15,000		
Total Accumulated Funds*		54,957	-	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2016

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	114,931		
Fees, subscriptions and other revenue from members*	-		
Receipts from providing goods or services*	495,272		
Interest, dividends and other investment receipts*	3,186		
Net GST	21,315		
Cash was applied to:			
Payments to suppliers and employees*	585,819		
Net Cash Flows from Operating Activities*	48,885	-	-
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment*	200		
Cash was applied to:			
Payments to acquire property, plant and equipment*	4,500		
Net Cash Flows from Investing and Financing Activities*	(4,300)	-	-
Net Increase / (Decrease) in Cash*	44,585	-	-
Opening Cash*	12,854		
Closing Cash*	57,439	-	-
This is represented by:			
Bank Accounts and Cash*	57,439	-	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2016

Basis of Preparation*

Youth Development Aotearoa has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Youth Development Aotearoa 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 maturities of 90 days or less.

Tier 2 PBE Accounting Standards Applied (if any)*

The Board has not adopted any Tier 2 PBE Accounting Standards in the preparation of these accounts.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year.

Youth Development Aotearoa Charitable Trust (EXAMPLE)

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	Annual fundraising concert	26,420	
	Quiz night	1,340	
	Street day appeal	15,463	
	Total	43,223	-

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Donations and other similar revenue	Donations received	5,491	
	Bequests	11,217	
	Grant from P B MacAllister Trust (no conditions)	55,000	
	Total	71,708	-

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Revenue from providing goods or services	Contracts for service with central government	294,275	
	Fee for service with schools	158,572	
	Lotteries Grant	85,000	
	Total	537,847	-

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Interest, dividends and other investment revenue	Interest from term deposit	3,186	
	Total	3,186	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Notes to the Performance Report

For the year ended
31 March 2016

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising	Annual fundraising concert	8,356	
	Quiz night	498	
	Street day appeal	367	
	Total	9,221	-

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries and Wages	370,819	
	Volunteer costs	9,568	
	KiwiSaver contributions	5,502	
	ACC levies	3,176	
	Total	389,065	-

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	School programmes	84,920	
	Work programmes	35,442	
	Travel costs	7,832	
	Staff training	8,034	
	Resources	24,878	
	Total	161,106	-

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Depreciation	9,012	
	Telephone and Internet	1,835	
	Motor vehicle expenses	17,254	
	Office rent	13,052	
	Accounting and audit expenses	5,126	
	Insurance	3,440	
	Total	49,719	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

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	Savings account balance	35,986	
	Cheque account balance	6,453	
	30 Day Term Deposit	15,000	
	Total	57,439	-

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	5,508	
	Total	5,508	-

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Unpaid invoices	3,777	
	Accrued expenses	5,000	
	Total	8,777	-

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Wages and salaries earned but not yet paid	9,000	
	Holiday pay accrual	3,699	
	ACC contributions owing	1,981	
	PAYE owing	3,113	
	KiwiSaver contributions owing	453	
	Total	18,246	-

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions	Lottery grant unused at balance date	18,076	
	Total	18,076	-

Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities	GST Payable	4,311	
	Total	4,311	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Notes to the Performance Report

For the year ended
31 March 2016

Note 4 : Property, Plant and Equipment

This Year						Current Valuation*	Source and Date of Valuation*
Asset Class*	Opening Carrying Amount*	Purchases	Sales/ Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*		
Land*	-	-	-	-	-	-	-
Buildings*	-	-	-	-	-	-	-
Motor Vehicles*	27,354	-	-	3,039	24,315	28,500	TradeMe value - 23/09/2013
Furniture and fixtures*	7,113	3,045	-	1,778	8,380	-	-
Office equipment*	8,092	-	-	2,697	5,395	-	-
Computers (including software)*	3,496	1,532	200	1,498	3,330	-	-
Total	46,055	4,577	200	9,012	41,420		

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/ Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*					-
Motor Vehicles*					-
Furniture and fixtures*					-
Office equipment*					-
Computers (including software)*					-
Total	-	-	-	-	-

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	1,000	7,104	-	8,104
Capital contributed by owners or members*	-	-	-	-
Capital returned to owners or members*	-	-	-	-
Surplus/(Deficit)*	-	46,853	-	46,853
Distributions paid to owners or members*	-	-	-	-
Transfer to Reserves*	-	(15,000)	15,000	-
Transfer from Reserves*	-	-	-	-
Closing Balance	1,000	38,957	15,000	54,957

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance				-
Capital contributed by owners or members*				-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		-		-
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*		-	-	-
Closing Balance	-	-	-	-

Breakdown of Reserves		Actual*	Actual*
		This Year	Last Year
Name*	Nature and Purpose*	\$	\$
Reserve fund	3 months operating costs	15,000	-
	Total	15,000	-

Youth Development Aotearoa Charitable Trust (EXAMPLE)

Notes to the Performance Report

For the year ended
31 March 2016

Note 6 : Commitments and Contingencies

		At balance date	At balance date
Commitment*	Explanation and Timing*	This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*	In the next year	12,000	-

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date

Notes 7-8

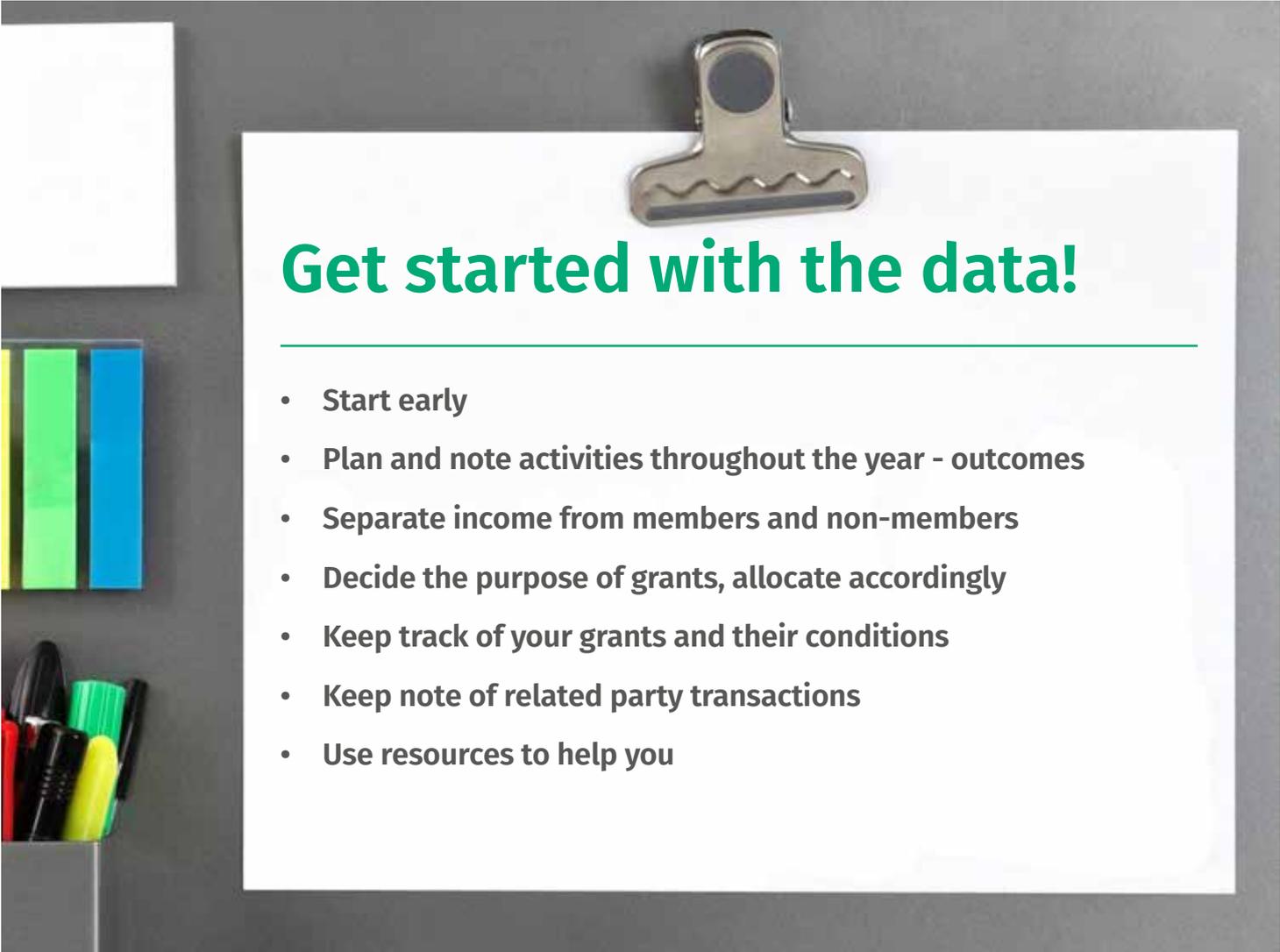
Note 7: Related Party Transactions*

		This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*
Mr. J. Sutherland, husband of the Board Secretary	Purchased a surplus computer with a cash payment.	200	-	-	-

Note 8: Events After the Balance Date*

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.



Get started with the data!

- Start early
- Plan and note activities throughout the year - outcomes
- Separate income from members and non-members
- Decide the purpose of grants, allocate accordingly
- Keep track of your grants and their conditions
- Keep note of related party transactions
- Use resources to help you

