

TIER 4 REPORTING

Tier 4

Cash

Under \$125,000
annual operating
payments

The webinar will begin shortly

- Make sure your computer's sound (volume) is un-muted
- We recommend using headphones for better sound quality

WELCOME

The webinar today will be presented by



Francesca Ephraim
Regional Capability
Advisor
Charities Services



Allyssa Carle
Senior Accountant
Charities Services



Jamie Cattell
External Reporting
Board

LOGISTICS

Can you hear us?

- Make sure your computer's sound is un-muted.
- Sound cutting out? Check your internet connection.

Recording

- This webinar is being recorded - you will receive a link to the recording via email.

Q&A

- Type your questions in the Q&A chat box.
- If your question doesn't get answered during the webinar, we have your email and will get back to you

Connectivity issues

- In the event that we experience connectivity issues and are unable to present, we will contact you with further information.



OVERVIEW OF THE WEBINAR

Charities Services

- What are the reporting standards and why are they important?
- What is a Performance Report?
- What issues are we seeing and ways to improve.
- Resources and other help available.

External Reporting Board

- Review of the Standards.
- 

TIER 4 REPORTING

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TRUST AND CONFIDENCE



- Transparency around the use of funds
- Applying the funds to where they are needed
- A public register

WHEN YOU DON'T REPORT...



- Funding opportunities diminish
- Trust and confidence in the sector drops
- Deregistration
- Loss of benefits to the charity

OVERVIEW OF THE STANDARDS



- Improved financial literacy
- Provides transparency
 - Who are we and why do we exist?
 - What did we do?
 - How was it funded and what did it cost?
 - What do we own and owe?

TIER 4 PERFORMANCE REPORT

PERFORMANCE REPORT
Entity information Who are we? Why do we exist?
Statement of Service Performance What did we do? When did we do it?
Statement of Receipts and Payments What did it cost? How was it funded?
Statement of Resources and Commitments What do we own? What do we owe?
Notes to the Performance Report What did we do? When did we do it?

WHAT WE ARE SEEING



- Each section is important
- Templates and guidance notes are available

Legal Name of Entity:*

- Start with your bank statement

WHAT WE ARE SEEING

- Lack of comparative information ('Last Year' column)

Actual*	Budget	Actual*
This Year	This Year	Last Year

- Entity's Outputs
Description and quantification (to the extent practicable) of the entity's outputs*

WHAT WE ARE SEEING

Statement of receipts and payments: Opening bank balance

	Actual*	Budget	Actual*
	This Year	This Year	Last Year
	\$	\$	\$
Increase/(Decrease) in Bank Accounts and Cash*	(40)		50
Bank accounts and cash at the beginning of the financial year*	50		
Bank Accounts and Cash at the End of the Financial Year*	10	-	50
Represented by:*			
Cheque account(s)	30		70
Total Bank Accounts and Cash at the End of the Financial Year*	30	-	70
	FALSE		FALSE

WHAT WE ARE SEEING

Statement of receipts and payments: Opening bank balance

	Actual*	Budget	Actual*
	This Year	This Year	Last Year
	\$	\$	\$
Increase/(Decrease) in Bank Accounts and Cash*	(40)		50
Bank accounts and cash at the beginning of the financial year*	70		20
Bank Accounts and Cash at the End of the Financial Year*	30	-	70
Represented by:*			
Cheque account(s)	30		70
Total Bank Accounts and Cash at the End of the Financial Year*	30	-	70

WHAT WE ARE SEEING

Statement of receipts and payments: Capital Transactions


Capital Receipts
Receipts from the sale of resources*
Receipts from borrowings*
Capital Payments
Purchase of resources*
Repayments of borrowings*



WHAT WE ARE SEEING

Basis of Preparation*

(Name) 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 Statements of Receipts and Payments and related Notes to the Performance Report on a cash basis.



IMPROVING YOUR REPORTING




- Have a look at the example reports on the website
- Keep records and data throughout the year
- Use a template you are comfortable with – Word, PDF or Excel
- You can add photos, your logo and personalise it
- Remember to sign & date your performance report
- Email us or sign up on our website for a clinic



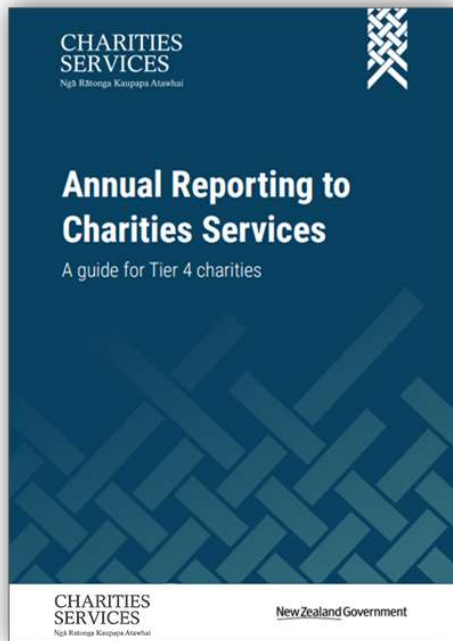
USING YOUR PERFORMANCE REPORT

Is it a compliance activity or a strategic way to showcase the last year?

It's useful for:

- funders and donors
 - new members of your charity
 - your AGM
 - new and potential committee/board members
 - the public who may wish to donate or join your charity
- 

RESOURCES TO HELP



- Annual Reporting guide
- Checklist
- Webinars
- Factsheets
- Templates – Excel, Word and PDF
- Guidance notes
- Example performance reports

PEOPLE TO HELP



- One on one help is available
- Clinics are held online every Thursday
- Email us at info@charities.govt.nz

Review of the Tier 3 and Tier 4 Standards

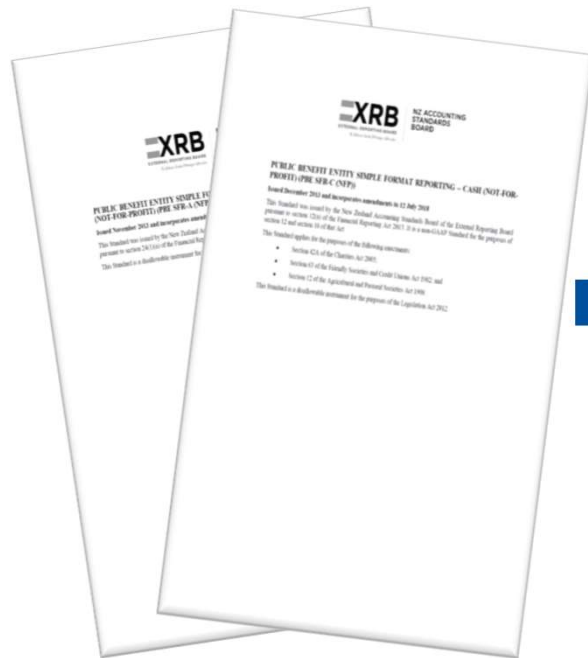


Review of the Tier 3 and Tier 4 Standards



What is being reviewed?

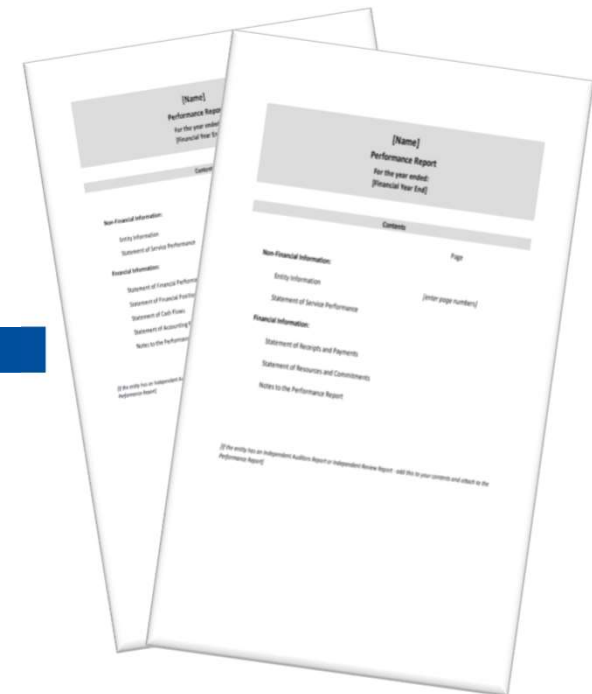
Standards



Guidance



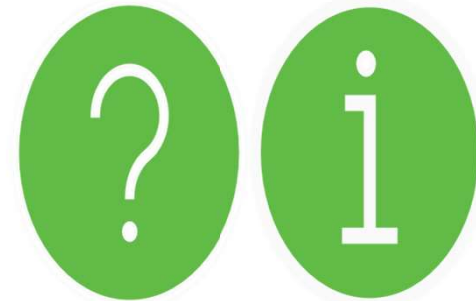
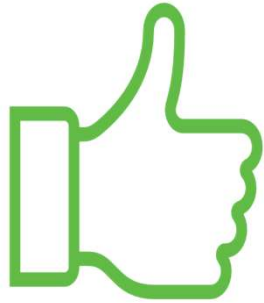
Templates



Review of the Tier 3 and Tier 4 Standards



What do we want to know?



What's working well?

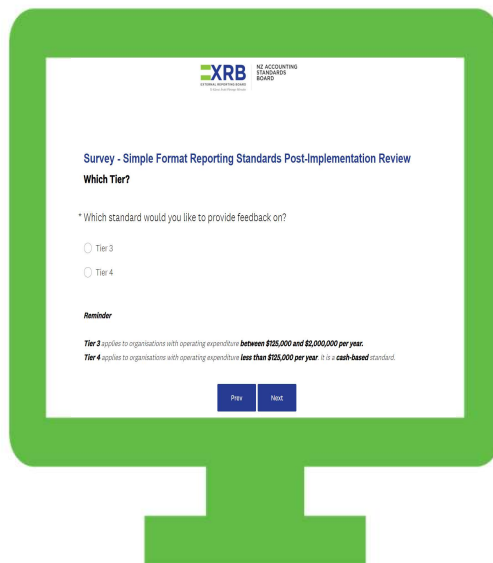
What's not working well?

What needs more guidance?

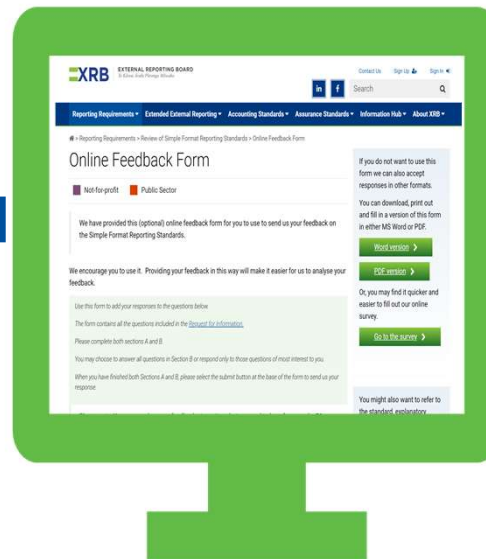
Review of the Tier 3 and Tier 4 Standards



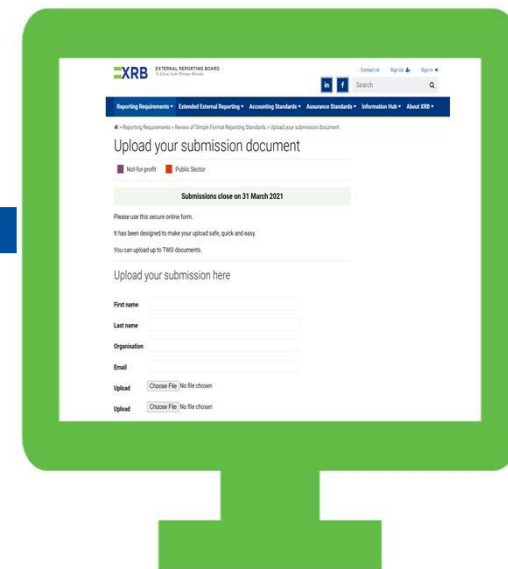
How can you give feedback?



Online survey



Feedback Form

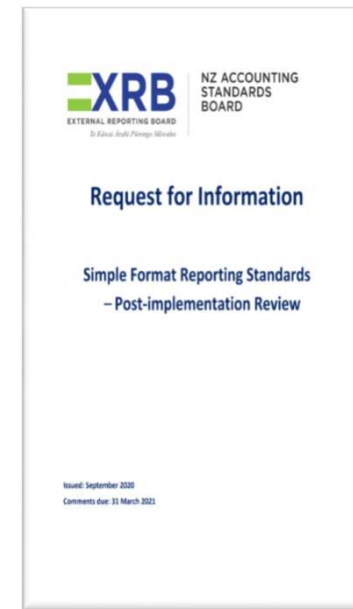
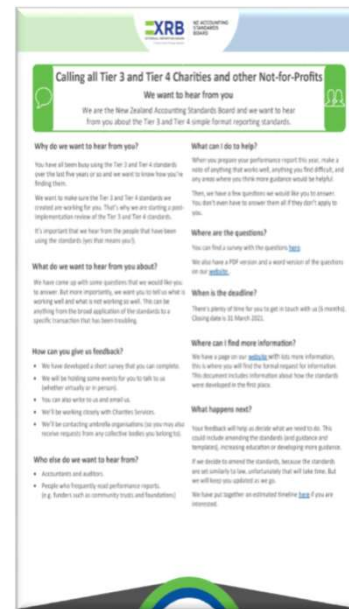


Upload a submission

Review of the Tier 3 and Tier 4 Standards



Where can you find more information?



www.xrb.govt.nz

QUESTIONS



WRAP-UP

Summary of what we have covered today

- Trust and confidence
- Non-compliance causes harm
- What we are seeing
- Overview of a Tier 4 performance report and how to improving your reporting
- How to use your performance report
- Resources and people to help

If we didn't have time to answer your questions

Email your question to events@charities.govt.nz

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THANK YOU

