

**Entity Name:**  
**Performance Report**  
**For the year ended:**

**Contents**

	Page
<b>Non-Financial Information:</b>	
Entity Information	1
Statement of Service Performance	5
<b>Financial Information:</b>	
Statement of Financial Performance	7
Statement of Financial Position	8
Statement of Cash Flows	10
Statement of Accounting Policies	11
Notes to the Performance Report	13
<b>Auditor's Report</b>	

**Entity Name:**

**Entity Information**

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

For the year ended:

Legal Name of Entity:\*

Other Name of Entity (if any):

Type of Entity and Legal Basis (if any):\*

Registration Number:

Entity's Purpose or Mission: \*

Entity Structure: \*

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

Main Methods Used by the Entity to Raise Funds:\*

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

Additional Information:\*

## Contact details

Physical Address	
Postal Address	
Phone/Fax	
Email/Website	
	
	



Additional Output Measures:

Additional Information:

**Entity Name:**

**Statement of Financial Performance**

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

For the year ended:

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Donations, fundraising and other similar revenue*				
Fees, subscriptions and other revenue from members*				
Revenue from providing goods or services*				
Interest, dividends and other investment revenue*				
Other revenue				
<b>Total Revenue*</b>				
<b>Expenses</b>				
Expenses related to public fundraising*				
Volunteer and employee related costs*				
Costs related to providing goods or services*				
Grants and donations made*				
Other expenses				
<b>Total Expenses*</b>				
<b>Surplus/(Deficit) for the Year*</b>				

**Entity Name:**  
**Statement of Financial Position**  
 "What the entity owns?" and "What the entity owes?"  
 As at year ended:

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*				
Debtors and prepayments*				
Inventory*				
Other current assets				
<b>Total Current Assets</b>				
<b>Non-Current Assets</b>				
Property, plant and equipment*				
Investments*				
Other non-current assets				
<b>Total Non-Current Assets</b>				
<b>Total Assets*</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Bank overdraft*				
Creditors and accrued expenses*				
Employee costs payable*				
Unused donations and grants with conditions*				
Other current liabilities				
<b>Total Current Liabilities</b>				
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities				
<b>Total Non-Current liabilities</b>				
<b>Total Liabilities*</b>				
<b>Total Assets less Total Liabilities (Net Assets)*</b>				
<b>Accumulated Funds</b>				
Capital contributed by owners or members*				
Accumulated surpluses or (deficits)*				
Reserves*				
<b>Total Accumulated Funds*</b>				

This performance report has been approved by the \_\_\_\_\_,  
for and on behalf of \_\_\_\_\_:

Date \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

**Entity Name:**  
**Statement of Cash Flows**  
**"How the entity has received and used cash"**  
**For the year ended:**

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Cash Flows from Operating Activities*</b>			
<b>Cash was received from:</b>			
Donations, fundraising and other similar receipts*			
Fees, subscriptions and other receipts from members*			
Receipts from providing goods or services*			
Interest, dividends and other investment receipts*			
Net GST			
<b>Cash was applied to:</b>			
Payments to suppliers and employees*			
Donations or grants paid*			
<b>Net Cash Flows from Operating Activities*</b>			
<b>Cash flows from Investing and Financing Activities*</b>			
<b>Cash was received from:</b>			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
<b>Cash was applied to:</b>			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*			
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
<b>Net Cash Flows from Investing and Financing Activities*</b>			
<b>Net Increase / (Decrease) in Cash*</b>			
<b>Opening Cash*</b>			
<b>Closing Cash*</b>			
<b>This is represented by:</b>			
Bank Accounts and Cash*			

**Entity Name: Statement of  
Accounting Policies "How did we  
do our accounting?" For the year  
ended:**

**Basis of Preparation\***

The entity 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.

*OR (Delete one not applicable to the entity)*

**Goods and Services Tax (GST)\***

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

**Income Tax**

The entity 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.

**Other Specific Accounting Policy:\***

**Other Specific Accounting Policy:\***

**Tier 2 PBE Accounting Standards Applied (if any)\***

**Changes in Accounting Policies\***

There have been no changes in accounting policies during the financial year (last year- nil)

**OR (*Delete one not applicable to the entity*)**

**Changes in Accounting Policies\***

**Entity Name:**  
**Notes to the Performance Report**  
**For the year ended:**

**Note 1 : Analysis of Revenue**

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue			
	<b>Total</b>		

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue			
	<b>Total</b>		

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members			
	<b>Total</b>		

Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services			
<b>Total</b>			

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue			
<b>Total</b>			

Revenue Item	Analysis	This Year \$	Last Year \$
Other revenue			
<b>Total</b>			

**Note 2 : Analysis of Expenses**

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising			
<b>Total</b>			

<b>Expense Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Volunteer and employee related costs			
<b>Total</b>			

<b>Expense Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Costs related to providing goods or services			
<b>Total</b>			

<b>Expense Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Grants and donations made			
<b>Total</b>			

<b>Expense Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Other expenses			
<b>Total</b>			

**Note 3 : Analysis of Assets and Liabilities**

<b>Asset Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Bank accounts and cash			
<b>Total</b>			

<b>Asset Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Debtors and prepayments			
<b>Total</b>			

<b>Asset Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Inventory			
<b>Total</b>			

<b>Asset Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Other current assets			
<b>Total</b>			

<b>Asset Item</b>	<b>Analysis</b>	<b>This Year</b> \$	<b>Last Year</b> \$
Investments			
<b>Total</b>			

<b>Asset Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		\$	\$
Other non-current assets			
<b>Total</b>			

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		\$	\$
Creditors and accrued expenses			
<b>Total</b>			

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		\$	\$
Employee costs payable			
<b>Total</b>			

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		\$	\$
Unused donations and grants with conditions			
<b>Total</b>			

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		<b>\$</b>	<b>\$</b>
Other current liabilities			
	<b>Total</b>		

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		<b>\$</b>	<b>\$</b>
Loans			
	<b>Total</b>		

<b>Liability Item</b>	<b>Analysis</b>	<b>This Year</b>	<b>Last Year</b>
		<b>\$</b>	<b>\$</b>
Other non-current liabilities			
	<b>Total</b>		

Note 4 : Property, Plant and Equipment

This 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)*					
Machinery*					
Heritage assets					
<b>Total</b>					

Current Valuation*	Source and Date of Valuation*

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)*					
Machinery*					
Heritage assets					
<b>Total</b>					

Significant Donated Assets Recorded - Source and Date of Valuation*

Significant Donated Assets - Not Recorded*

**Note 5: Accumulated Funds**

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
<b>Opening Balance</b>				
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*				
<b>Closing Balance</b>				



**Note 6 : Commitments and Contingencies**

<b>Commitment*</b>	<b>Explanation and Timing*</b>	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*			
Commitment to purchase property, plant and equipment*			
Commitments to provide loans or grants*			

**OR (Delete one not applicable to the entity)**

**Commitments**

There are no commitments as at balance date (Last Year - nil )

<b>Contingency*</b>	<b>Explanation*</b>	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Contingent liability*			
Guarantees provided*			

**OR (Delete one not applicable to the entity)**

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

**Notes 7-12**

**Note 7: Other**

**Significant Grants and Donations with Conditions which have not been Recorded as a Liability\***

Description*	Original Amt*	Not Fulfilled Amt*	Purpose and Nature of the Condition(s)*

**Goods or Services Provided to the Entity in Kind\***

Description*	Amount*

**Assets Used as Security for Liabilities\***

Nature and Amount of Borrowing*	Nature and Amount of Asset Used as Security*

**Note 8: Assets Held on Behalf of Others\***

Description of the Assets Held*	Name of Entity of Whose Behalf Assets are Held*

**Note 9: Related Party Transactions\***

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	Last Year
		\$	\$
		Value of Transactions*	Value of Transactions*

This Year	Last Year
\$	\$
Amount Outstanding*	Amount Outstanding*

**OR (Delete one not applicable to the entity)**

**Related Party Disclosures:**

There were no transactions involving related parties during the financial year. (Last Year - Nil)

**Note 10: Events After the Balance Date\***

**This Year**

<b>Nature of Event*</b>	<b>Estimate of Financial Effect*</b>	<b>Effect, if any on the entity's ability to continue operating*</b>

**OR (Delete one not applicable to the entity)**

**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. (Last Year Nil)

**Note 11: Ability to Continue Operating\***

**Note 12: Correction of Errors\***

**Additional Information**