



EXPLANATORY GUIDE A4 (EG A4)
OPTIONAL TEMPLATE AND ASSOCIATED GUIDANCE NOTES FOR
APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING –
CASH (PUBLIC SECTOR)

Issued by the New Zealand Accounting Standards Board

December 2013 and incorporates amendments to 31 December 2017

Relevant to reporting for periods beginning on or after 1 January 2018

This Explanatory Guide provides a template and associated guidance notes for optional application by Tier 4 public sector entities that are preparing a Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Cash (Public Sector) (PBE SFR-C (PS)).

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**OPTIONAL TEMPLATE FOR APPLYING
PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH (PUBLIC
SECTOR)**

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[Name]
Performance Report
For the year ended:
[Financial Year End]

Contents

Page

Non-Financial Information:

Entity Information	<i>[enter page numbers]</i>
Statement of Service Performance	

Financial Information:

Statement of Receipts and Payments	
Notes to the Performance Report	

[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]

[Name]
Entity Information
 "Who are we?", "Why do we exist?"
 For the year ended:
 [Financial Year End]

Guidance
Section 3

E11	Legal Name of Entity:*	
-----	------------------------	--

E12	Other Name of Entity (if any):	
-----	--------------------------------	--

E13	Type of Entity and Legal Basis (if any):*	
-----	---	--

E14	Registration Number:	
-----	----------------------	--

E15	Entity's Purpose or Mission: *

E16	Entity Structure: *

Required sections are marked with an asterisk**

Guidance
Section 3
E17

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

--

Required sections are marked with an asterisk**

E18

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

--

E19

Additional Information*

--

E10



General Description of the Entity's Outputs* (If no Statement of Service Performance prepared)

--

Section 3
E111

Contact details

Required sections are marked with an asterisk">*

Physical Address:	
Postal Address:	
Phone/Fax:	
Email/Website:	
	
	

[Name]
Statement of Service Performance
 "What did we do?"
 For the year ended
 [Financial Year End]

Guidance
 Section 4
 SSP1

Description of the Entity's Outcomes:

Required sections are marked with an asterisk "*" Entities required by law to publish their budgets are required to complete the "Budget This Year" column.

SSP2

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
ddd			

SSP3

Additional Output Measures:

SSP4

Additional Information:

[Name]
Statement of Receipts and Payments
 "How was it funded?" and "What did it cost?"
 For the year ended:
 [Financial Year End]

Guidance

Section 5

Notes

Actual*
This Year
\$

Budget
This Year
\$

Actual*
Last Year
\$

Required sections are marked with an asterisk "*" Entities required by law to publish their budgets are required to complete the "Budget This Year" column.

	Operating Receipts				
R&P1	Funding from central or local government*				
R&P2	Receipts from non-governmental sources for providing goods or services*				
R&P3	Donations and other similar receipts*				
R&P4	Interest, dividends and other investment income receipts*				
R&P5	Other operating receipts				
R&P6	Total Operating Receipts		-	-	-
	Operating Payments				
R&P7	Employee related payments*				
R&P8	Payments related to providing goods or services*				
R&P9	Grants paid*				
R&P10	Other operating payments				
R&P11	Total Operating Payments*		-	-	-
R&P12	Operating Surplus or (Deficit)*		-	-	-
	Capital Receipts*				
	Receipts from the sale of resources*				
	Receipts from borrowings*				
R&P14	Capital Payments*				
	Purchase of resources*				
	Repayments of borrowings*				
R&P15	Increase(Decrease) in Bank Accounts and Cash*		-	-	-
R&P16	Bank accounts and cash at the beginning of the financial year*		-	-	-
R&P17	Bank Accounts and Cash at the End of the Financial Year*		-	-	-
R&P18	Represented by:*				
	Cheque account(s)				
	Savings account(s)				
	Term Deposit account(s)				
	Cash Floats				
	Petty Cash				
R&P19	Total Bank Accounts and Cash at the End of the Financial Year*		-	-	-

[Name]
Notes to the Performance Report
 For the year ended
 [Financial Year End]

Guidance
Section 7

Note 1: Accounting Policies "How did we do our accounting?"

AP1

Basis of Preparation*
 [Name] is permitted by law to apply PBE SFR-C (PS) *Public Benefit Entity Simple Format Reporting - Cash (Public Sector)* and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

AP2

Goods and Services Tax (GST)*
 [Name] is registered for GST. Therefore amounts recorded in the Performance Report are exclusive of GST (if any).

OR (Delete one not applicable to the entity)

AP2

Goods and Services Tax (GST)*
 [Name] is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Required sections are marked with an asterisk**

Guidance
Section 7

Note 2 : Analysis of Receipts "How was it funded?"

R&P1

Receipt Item	Analysis	This Year \$	Last Year \$
Funding from central or local government			
Total		-	-

R&P2

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from non-governmental sources for providing goods or services			
Total		-	-

R&P3

Receipt Item	Analysis	This Year \$	Last Year \$
Donations and other similar receipts			
Total		-	-

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		This Year	Last Year	
R&P4	Receipt Item	Analysis	\$	\$
	Interest, dividends and other investment income receipts			
	Total		-	-

		This Year	Last Year	
R&P5	Receipt Item	Analysis	\$	\$
	Other operating receipts			
	Total		-	-

		This Year	Last Year	
R&P13	Receipt Item	Analysis	\$	\$
	Capital receipts			
	Total		-	-

Guidance
Section 7

Note 3 : Analysis of Payments "What did it cost?"

		This Year	Last Year	
R&P7	Payment Item	Analysis	\$	\$
	Employee related payments			
	Total		-	-

		This Year	Last Year	
R&P8	Payment Item	Analysis	\$	\$
	Payments related to providing goods or services			
	Total		-	-

		This Year	Last Year	
R&P9	Payment Item	Analysis	\$	\$
	Grants paid			
	Total		-	-

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		This Year	Last Year
R&P10	Payment Item	\$	\$
	Other operating payments		
	Total	-	-

		This Year	Last Year
R&P15	Payment Item	\$	\$
	Capital payments		
	Total	-	-

Guidance
Section 7

Notes 4-10

O1	Note 4: Significant Resources and Commitments*	Amount*
	Description*	

O2	Note 5: Unused Grants or Donations with Conditions*	Original Amt*	Unused Amt*
	Description*		

O3	Note 6: Resources Used as Security*	Amount*
	Description*	

O4	Note 7: Correction of Errors*

O5-O6	Note 8: Related Party Transactions*	This Year	Last Year	
		\$	\$	
	Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in	Value of Transactions*	Value of Transactions*

OR (Delete one not applicable to the entity)

Note 8: Related Party Transactions
There were no transactions involving related parties during the financial year. (Last Year - Nil)

Required sections are marked with an asterisk "*" or "*"

Guidance
07-09

Note 9: Events After the Balance Date*

Nature of the Event*	Estimate of Associated Receipts and Payments*	How, if at all, the event is likely to affect the continuing viability of the entity*

OR (Delete one not applicable to the entity)

Note 9: Events After the Balance Date
There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

010

Note 10: Additional Notes:

**GUIDANCE NOTES TO THE OPTIONAL TEMPLATE FOR APPLYING
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Icon Definitions:



Tip - helpful suggestions



Important – critical piece of information

Section 1 : Introduction

These guidance notes are written in plain language to assist in the application of the *Public Benefit Entity Simple Format Reporting Standard – Cash (Public Sector) (PBE SFR-C (PS))*.

In these guidance notes we call the Standard the “*Tier 4 public sector standard*”.

Please note that the Standard is the definitive source of requirements. Throughout these guidance notes there are references back to the Standard.



Cross references are provided in the tables under the PBE-SFR-C (PS) column.

Purpose of the templates

The templates are for public sector entities that are eligible for, and elect to apply, the *Tier 4 public sector standard*.

The law sets out which entities are eligible to apply the *Tier 4 public sector standard*. In simple terms, public sector entities that do not have “public accountability” (which in this context has a particular technical meaning i.e., the entity does not issue debt securities) and have total operating expenses of less than \$125,000 can elect to apply this Standard.

▲ The use of the templates and accompanying guidance notes is optional. They have no legal status.

All entities may build their own performance reports and some entities will already have reports that can be modified to meet the requirements of the *Tier 4 public sector standard*.

Basis of accounting

These templates use the cash basis of accounting.

Under the cash basis of accounting, transactions and other events are recorded in the Performance Report only when cash is received or paid.

For most entities this will involve taking their cash book and summarising the receipts and payments for the financial year.

Completion of the templates

The templates conform to the *Tier 4 public sector standard* and completing the templates properly will achieve compliance with this Standard.

How to use the templates

The templates have been designed to cover most circumstances that are likely to apply to Tier 4 public sector entities. However, the governing body must take care that it provides any additional information necessary to give users sufficient information about the entity’s activities and financial position. If there are other matters that are significant and necessary to include for users which are not specifically provided for in the template, then further details should be given by means of additional notes.

Non-financial information

Non-financial information is vital to understanding the performance of public sector entities. Reporting by Tier 4 public sector entities is therefore required to comprise an integrated “**Performance Report**” that contains both financial and non-financial information. Effective performance reports can help:

- Build an entity’s reputation; and
- Make a case for support.

The Performance Report prepared by public sector entities should address the following questions:

- “Who are we?”: an overview of the entity;
- “Why do we exist?”: why the entity was established and what it seeks to achieve (outcomes);
- “What did we do?”: what the entity did during the year in providing goods or services (outputs);
- “What did it cost?”: how much was paid to provide goods or services, and to run the entity;
- “How was it funded?”: the sources of cash used to pay for its activities in providing goods or services;
- “When did we do it?”: the period covered by the report, and a comparison of information with previous reporting periods;
- “How did we do our accounting?”: the accounting policies applied;
- “What do we need to do to continue?”: the ability of the entity to continue achieving its objectives and operate in the foreseeable future. This question can be answered by looking at the Performance Report as a whole.

In line with the objective to provide an integrated Performance Report the *Tier 4 public sector standard* template has been developed.

This is available as an Excel® spread sheet that can be completed electronically and a PDF® file that can be printed out and filled in by hand.

The template includes the following:

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

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

Notes to the Performance Report

- “How did we do our accounting ?”
- “What do we need to do to continue?”
- Additional information that is important to users’ understanding of the Performance Report.

Section 2 : General

Reporting entity

An entity's Performance Report should incorporate all the activities of the entity. The Performance Report includes all branches or other operating units, if the entity is structured into more than one unit.

Reporting period

The Performance Report is for a 12 month period. If the entity's reporting period is other than for 12 months, (for example, where an entity is formed, closes or changes its balance date) include an explanation in the entity's Notes to the Performance Report, and change the column headings to reflect this.

Reporting currency

An entity is required to present its Performance Report in New Zealand dollars. If the entity has transactions that are not in New Zealand dollars, then it should translate amounts to New Zealand dollars using the exchange rate on the date of receipt or payment.

Amounts should be rounded to the nearest dollar.

Comparative information

The *Tier 4 public sector standard* requires comparative information to be reported in respect of the previous period for the following statements and associated notes:

- Statement of Service Performance; and
- Statement of Receipts and Payments.

Comparative information is also required for the related party note.

No offsetting of amounts reported

All amounts included in the Performance Report are the gross amounts - payments are not netted off against receipts.

Consistency of presentation

Except when the *Tier 4 public sector standard* permits or requires otherwise, the presentation and classification of items in the Performance Report should not be changed from one period to the next unless there has been a significant change in the entity's operations.

Cross-referencing

It is important that the Performance Report is internally consistent. The statements that make up the Performance Report include cross-references to the Notes to the Performance Report.

Plans/budgets

The template has a column for "budget this year" and this is to report the budget (or plan) for the year the actual information relates to. Completion of the budget column is required for those entities that are required by law to publish their budget. Completion of the budget column is optional for other entities.

First time application of the *Tier 4 public sector standard*

For the first Performance Report prepared by an existing entity the Standard allows two options:

Option 1: do not provide comparative information but attach last year's financial statements and a list of accounting policies used; or


Option 2: Follow the Standard from the start of last year. This means the entity must provide both this year's figures and last year's figures in its Performance Report.


Section 3 : Entity Information


“Who are we?” and “Why do we exist?”

The purpose of the entity information is to provide background information to help the reader to understand the entity and the environment in which it operates.

The level of detail provided in the report is likely to be dependent on the size and complexity of the entity and be proportionate to the needs of the users of the report.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Section	PBE SFR-C (PS) Ref	Explanation
EI1	Legal name of entity*	A26(a)	The name of the entity as appears in legislation or in the entity’s founding documents for example, its trust deed.
EI2	Other name of entity (if any)		If the entity is known by another name then that name can be included here.
EI3	Type of entity and legal basis (if any)*	A26(a)	Enter the type of entity and whether or not it has a legal basis, for example, the entity may be a trust, cemetery board or a reserve board.
EI4	Registration number		Any relevant registration number (such as the entity’s company number) can be entered here if you wish.
EI5	The entity’s purpose or mission (the key difference the entity is trying to make)*	A26(b)	<p>Include here the entity’s mission statement.</p> <p>For many entities their governing legislation, a constitution, a trust deed, or other founding document will set out the entity’s mission.</p> <p>Examples of mission statements:</p> <p>“To restore, preserve, maintain, beautify and enhance the Featherstone Heritage Cemetery for the general benefit of the residents of that town”</p> <p>“To retain, maintain and improve where possible the local hall, its facilities and board administered grounds for the community as a whole”</p>
EI6	Entity structure*  a description of the structure of the entity’s operations (including governance arrangements).	A26(c)	Describe the governance structure, including any committees, and the means of electing or appointing members of the governing body.

Row	Section	PBE SFR-C (PS) Ref	Explanation
EI7	The main sources of the entity's cash and resources *	A26(d)	<p>Describe the entity's main funding sources for example, receipts from the government to provide goods or services, receipts from investments, receipts from grants and donations. Include in here any critical reliance on funding.</p> <p>For example: "The entity's activities are funded by a grant from local government and fees from providing goods or services..."</p>
EI8	<p>The entity's reliance on volunteers and donated goods or services*</p> <p> The entity is not required to quantify volunteer contributions.</p>	A26(e)	<p>The Standard does not require volunteer services or goods and services in kind to be recorded in the Performance Report of the entity.</p> <p>However, the Standard requires entities that rely on volunteers and goods in kind to provide an explanation of the part that volunteers or the goods in kind play in the entity.</p> <p>For example: "The entity relies on gifts of volunteer time to undertake the maintenance of its grounds and facilities."</p>
EI9	Additional Information*	A26(f)	Include here any additional information that is considered essential to the users' overall understanding of the entity.
EI10	General description of the outputs (goods or services of the entity)*	A28	If the entity does not prepare a Statement of Service Performance (see section 4), the entity must include a general description of the outputs (goods or services) of the entity here.
EI11	Contact details		The entity's contact details can be inserted here if you wish.

Section 4 : Statement of Service Performance

“What did we do?” and “When did we do it?”

Requirement to complete a Statement of Service Performance

Public sector entities which are required by legislation to provide a Statement of Service Performance (by whatever name called including “statement of performance”) must prepare a Statement of Service Performance in accordance with this Standard. This requirement is optional for all other public sector PBEs. However, given the usefulness of this information for the users of simple format reports, all Tier 4 public sector PBEs are encouraged to prepare a Statement of Service Performance.

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


A Statement of Service Performance is also important in fulfilling the accountability obligations to provide goods or services to others when the entity has contracts with the government or receives grants from funders.

Service performance reporting is most effective when the entity has a plan at the beginning of the year which can be reported against at the end of the year.



The Statement of Service Performance is not expected to include a detailed account of everything the entity does. Rather, it should include the significant matters in relation to the performance of the entity to enable users to gain an understanding of why goods or services are delivered by the entity, and provide a basis for assessing the effectiveness and efficiency of the goods or services delivered by the entity.

Service performance reporting in the *Tier 4 public sector standard* is based around the reporting of outputs (the goods or services that the entity delivered during the year).

The Statement of Service Performance in the template is presented in a tabular form with a space for optional information below the table. However, some entities may find that graphical presentation is more user-friendly and may wish to use a combination of charts, tables and pictures to highlight their performance for the year.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Section	PBE SFR-C (PS) Ref	Explanation
SSP1	Describe the outcomes	A36(a)	<p>A description of the outcome(s) that the entity is seeking to achieve or influence through the delivery of its goods or services. The outcomes are likely to be closely related to the mission/purpose reported in the entity information section of the Performance Report. The main difference is that the mission/purpose is usually stated in broad or general terms and applies over the life of the entity. By contrast, the description of the outcomes in the Statement of Service Performance should be more specific and focused on what the entity is seeking to achieve over the short to medium term.</p> <p>For example, looking at some of the mission statements we used as examples in the entity information section:</p> <p>Mission Statement:</p> <ul style="list-style-type: none"> ➤ “To restore, preserve, maintain, beautify and enhance the Featherstone Heritage Cemetery for the general benefit of the residents of that town”

Row	Section	PBE SFR-C (PS) Ref	Explanation																								
			<p>Example of possible outcome:</p> <ul style="list-style-type: none"> ➤ “To restore unkempt part of the local cemetery” <p>Mission Statement:</p> <ul style="list-style-type: none"> ➤ “To retain, maintain and improve where possible the local hall, its facilities and board administered grounds for the community as a whole” <p>Example of possible outcome:</p> <ul style="list-style-type: none"> ➤ “Increase usage of the local hall by the community” 																								
SSP2	<p>Describe, and quantify to the extent practicable, the entity’s outputs.</p> <p> Outputs = goods or services.</p> <p> The entity may use charts, tables and pictures in its Statement of Service Performance.</p>	A34	<p>Include in here a description of the goods or services (outputs) delivered, together with quantity measures to the extent practicable.</p> <p>Other measures, such as quality and timeliness of delivery, are optional.</p> <p>The template allows the entity the option of providing its budget for this year.</p> <p>Please note that the quantity measure is not necessarily in dollar terms. It is normally the number of services provided or numbers of goods produced.</p> <p>Examples describing and quantifying outputs are shown in the tables below:</p> <p>Example 1: The reporting entity is a local hall reserve board:</p> <table border="1" data-bbox="783 1106 1497 1312"> <thead> <tr> <th>Description:*</th> <th>Actual This Year*</th> <th>Budget This Year</th> <th>Actual Last Year*</th> </tr> </thead> <tbody> <tr> <td>No. of days hall available for hire</td> <td>280</td> <td>300</td> <td>260</td> </tr> <tr> <td>No. of hires</td> <td>100</td> <td>125</td> <td>75</td> </tr> </tbody> </table> <p>An entity may have more than one quantity measure for a particular service that it delivers.</p> <p>Example 2: The reporting entity is a cemetery trustee:</p> <table border="1" data-bbox="783 1491 1497 1666"> <thead> <tr> <th>Description:*</th> <th>Actual This Year*</th> <th>Budget This Year</th> <th>Actual Last Year*</th> </tr> </thead> <tbody> <tr> <td>No. of plots sold</td> <td>30</td> <td>15</td> <td>20</td> </tr> <tr> <td>No. of plots maintained</td> <td>200</td> <td>200</td> <td>200</td> </tr> </tbody> </table>	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	No. of days hall available for hire	280	300	260	No. of hires	100	125	75	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	No. of plots sold	30	15	20	No. of plots maintained	200	200	200
Description:*	Actual This Year*	Budget This Year	Actual Last Year*																								
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Description:*	Actual This Year*	Budget This Year	Actual Last Year*																								
No. of plots sold	30	15	20																								
No. of plots maintained	200	200	200																								


Row	Section	PBE SFR-C (PS) Ref	Explanation																
SSP3	Additional output measures	A36(b)	<p>You may include here any additional output measures that are relevant to users’ understanding of what the entity did during the financial year.</p> <p>For example:</p> <ul style="list-style-type: none"> ➤ the entity may wish to provide information on the quality and timeliness of delivery of its services; ➤ the entity may wish to provide quantification of the contributions from volunteers in terms of hours or full-time staff equivalents. <p>Examples of qualitative measures are shown in the table below:</p> <table border="1" data-bbox="780 622 1497 864"> <thead> <tr> <th>Description:*</th> <th>Actual This Year*</th> <th>Budget This Year</th> <th>Actual Last Year*</th> </tr> </thead> <tbody> <tr> <td colspan="4">Training Course:</td> </tr> <tr> <td>Overall attendee satisfaction</td> <td>78%</td> <td>85%</td> <td>75%</td> </tr> <tr> <td>Number of complaints</td> <td>3</td> <td>0</td> <td>5</td> </tr> </tbody> </table>	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	Training Course:				Overall attendee satisfaction	78%	85%	75%	Number of complaints	3	0	5
Description:*	Actual This Year*	Budget This Year	Actual Last Year*																
Training Course:																			
Overall attendee satisfaction	78%	85%	75%																
Number of complaints	3	0	5																
SSP4	Additional Information	A36(c) A36(d) A36(e)	<p>You may include here an explanation of the actual performance achieved against the entity’s budget (if provided); the entity may comment on factors within its control (for example a decision made to provide additional services) and also those factors outside the entity’s control (for example, the effect of the global recession on the entity).</p> <p>Following on from the Example 1 above:</p> <p>No. of hall hires - the budget was not achieved as the hall was closed for 3 weeks for urgent repairs.</p>																

Section 5 : Statement of Receipts and Payments

The purpose of the Statement of Receipts and Payments is to report all cash received and cash paid out by the entity for all its activities during the financial year.

Cash receipts is all money received during the financial year, including notes and coins, cheques and other funds deposited into the entity's bank account(s).

Cash payments are all payments made during the financial year whether paid in cash, cheque or by bank transfer.

 Remember to include receipts and payments in all the entity's bank accounts – petty cash, and other cash on hand at balance date, cheque accounts, saving accounts, deposits held on call with banks and other financial institutions, bank overdrafts, and term deposits. The entity is not required to record transfers from one bank account to another in its Statement of Receipts and Payments.



Cut off point for the financial year:

The closing bank balance(s) to report in the Performance Report is:

- the balance(s) at the bank on the last day of the financial year; plus
- any cash received before the end of the year but not banked; less
- any cheques written before the end of the financial year but not presented by the bank (unpresented cheques).

The Statement of Receipts and Payments can be prepared either GST inclusive or excluding GST. The entity must disclose which approach has been adopted in the Notes to the Performance Report.

The template has a column for “budget this year”. Entities required by law to publish their budgets must complete this column; it is optional for other entities.

Operating Receipts “How was it funded?”

The *Tier 4 public sector standard* requires that in order to make information about receipts understandable to users, receipts must be aggregated and separately presented in categories. The Standard sets out some minimum categories that must be separately reported when the category is relevant and significant to the entity. The template has been developed using these minimum categories but allows for these to be disaggregated or additional categories to be added. The template also allows for breakdowns of receipt categories to be provided in the Notes to the Performance Report.



Be consistent with classifications.

The electronic version of the template includes drop down lists with suggested breakdowns of the minimum receipt categories. The user of the template can edit these lists by clicking on the green “Lists” worksheet.



Cells that are highlighted contain formulas, and will automatically calculate in the electronic version of the template once the detail has been entered into the template.



If the entity adds any additional rows into the template, please remember to check the formulae to ensure all rows are included in the totals.




The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.


Row	Category	PBE SFR-C (PS) Ref	Explanation
R&P1	Funding from central or local government*	A47(a)	Includes all funding received from central or local government including both general funding and funding that is linked to the delivery of goods or services.
R&P2	Receipts from non-governmental sources for providing goods or services*	A47(b)	<p>Include here fees, charges and other receipts from other organisations and individuals that are for the delivery of goods or services, for example:</p> <ul style="list-style-type: none"> ➤ Receipts from sales to the public - for example, course fees, fees for advice or counselling services, burial fees; ➤ Lease or rental receipts - for example, an entity may own a building and rent out some space to another entity; a conference held on the premises for a fee; hall hireage.
R&P3	Donations and other similar receipts*	A47(c)	Include in here all the cash received from donations/koha from the public or various other organisations.
R&P4	Interest, dividends and other investment income receipts*	A47(d)	<p>Include in here any receipts from investments that the entity has, for example:</p> <ul style="list-style-type: none"> ➤ Interest – include gross interest received on all bank accounts; ➤ Dividends – if the entity holds shares in a company, the entity may receive dividends, could be six monthly or yearly; and ➤ Other investment income receipts.
R&P5	Other operating receipts		<p>Include in here any other receipts, for example:</p> <ul style="list-style-type: none"> ➤ Net GST – if the entity is registered for GST and is preparing the Statement of Receipts and Payments excluding GST it will need to record its net GST movement here. Net GST = GST on receipts + GST refunds from IRD-GST on payments – GST payment to IRD. ➤ Insurance pay-outs If the entity received cash from an insurance claim for a resource that was damaged or lost, it would include the cash received in here.
R&P6	Total Operating Receipts* ➤ formula		Total of rows R&P1 to R&P5

Operating Payments “What did it cost?”

The *Tier 4 public sector standard* requires that in order to make information about payments understandable to users, payments must be aggregated and separately presented in categories. The Standard sets out some minimum categories that must be separately reported when the category is relevant and significant to the entity. The template has been developed using these minimum categories but allows for these to be disaggregated or additional categories to be added. The template also allows for breakdowns of payment categories to be provided in the Notes to the Performance Report.

 Be consistent with classifications.

The electronic version of the template includes drop down lists with suggested breakdowns of the main payment categories. The user of the template can edit these lists by clicking on the green “Lists” worksheet.

Row	Category	PBE SFR-C (PS) Ref	Explanation
R&P7	Employee related payments*	A60(a)	<p>If the entity employs staff enter all the related payments here:</p> <ul style="list-style-type: none"> ➤ Salaries and Wages; include any payments to temporary/relief staff; ➤ Employer superannuation contributions for example, KiwiSaver; and ➤ Other – ACC Levies, staff training, professional development and staff recruitment. <p>Reimbursements for expenses incurred by the employee on behalf of the entity are not classified as employee payments, but are recorded under the appropriate category of payment relating to the reimbursement.</p>
R&P8	Payments related to providing goods or services*	A60(b)	<p>Include in this row any payments related to providing goods or services (payments made in relation to the receipts category – “receipts from providing goods or services”).</p> <p>For example, payments to purchase health supplies in order to deliver health services for pre-school children as contracted by the central government.</p> <p>Most overhead or administration payments of the entity are also in this category, for example payments for:</p> <ul style="list-style-type: none"> ➤ Utilities - rent, rates, power; ➤ Telephone; ➤ IT/computer; ➤ Insurance; ➤ Repairs & maintenance; ➤ Stationery; ➤ Photocopying; ➤ Postage/courier; and ➤ Cleaning.
R&P9	Grants paid*	A60(c)	<p>Entities that distribute funds by way of grants are required to disclose the grants paid separately from other operating payments. Enter in this row the total of all grants that the entity has made in this financial year.</p>
R&P10	Other operating payments		<p>Any other payments incurred need to be included here:</p> <ul style="list-style-type: none"> ➤ Interest payments; and ➤ Sundry payments. <p> Note that the <i>Tier 4 public sector standard</i> permits additional operating payment categories to be presented in the Statement of Receipts and Payments.</p>


Row	Category	PBE SFR-C (PS) Ref	Explanation
R&P11	Total operating payments* ➤ formula	A60	Total of rows R&P7 to R&P10. ⚠ This total determines whether the entity is eligible to and can elect to report in accordance with the <i>Tier 4 public sector standard</i> . If the total operating payments are greater than \$125,000 for two years in a row the entity will no longer be eligible to report under Tier 4 cash accounting and will have to report in accordance with the <i>Tier 3 public sector Standard</i> .

Operating surplus or (deficit) and capital receipts and payments

Receipts and payments can vary in their nature. Most receipts and payments will relate to the normal operating activities of the entity (for example, receipts from government funding or wages paid to an employee). However, some receipts and payments might result from transactions of a capital nature (for example, receipts from the sale of a computer or repayments of borrowings). In order to provide useful information to users, the *Tier 4 public sector standard* requires receipts and payments to be categorised either as operating receipts/payments or capital receipts/payments.

Row	Category	PBE SFR-C (PS) Ref	Explanation
R&P12	Operating surplus or (deficit)* ➤ formula		Total operating receipts (R&P6) less total operating payments (R&P11).
R&P13	Capital Receipts*	A47(e) &(f)	Include in here any receipts from the sale of resources and any receipts from borrowings. The sale of resources includes the sale of physical assets, and the sale of any investments such as shares or bonds. The entity would only include here the sale of those resources with an expected life of greater than twelve months, others are operating receipts.
R&P14	Capital Payments*	A60(d) &(e)	Include here any purchase of resources and any repayment of borrowings. The purchase of resources includes the purchase of physical assets, and the purchase of any investments such as shares or bonds. The entity would only include the purchase of those resources with an expected life of greater than twelve months, others are operating payments. Capital payments do not include payments for operating purposes or resources to be passed on to other entities.

Increase (decrease) in cash

Row	Category	PBE SFR-C (PS) Ref	Explanation
R&P15	Increase(decrease) in bank accounts and cash* ➤ formula		R&P12 Add R&P13 less R&P14. Operating surplus (deficit) add capital receipts less capital payments.
R&P16	Bank accounts and cash at the beginning of the financial year* ➤ enter last year balance ➤ this year formula		Include in here the total of the entity's cash book balances, also include any cash on hand for example, petty cash or cash floats held. This figure needs to reflect the total cash the entity was holding at the start of the financial year. Remember to include any savings account balances as well as cheque account balances.
R&P17	Bank accounts and cash at the end of the financial year* ➤ formula		Cash at the beginning of the financial year (R&P16) plus increase (decrease) in cash (R&P15).
R&P18	Represented by*: ➤ enter balances  Remember to adjust the banks records for any unpresented cheques or cash not banked.	A69	This shows where the cash of the entity is held. Include all the entity's cash and bank accounts here, for example: ➤ cheque accounts; ➤ saving accounts; ➤ term deposits; ➤ cash floats; ➤ petty cash; ➤ cash on hand.
R&P19	Total bank accounts and cash at the end of the financial year* ➤ formula		This is the total of all the entity's bank accounts and cash. This total should agree to R&P17.


Section 6 : Notes to the Performance Report

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

The template has the following notes:

- Note 1: Accounting policies;
- Note 2: Analysis of receipts (optional note);
- Note 3: Analysis of payments (optional note);
- Note 4: Significant resources and commitments;
- Note 5: Unused grants or donations with conditions;
- Note 6: Resources used as security;
- Note 7: Correction of errors;
- Note 8: Related parties; and
- Note 9: Events after the balance date.

Other notes may be added as the entity sees fit.

 The sections that are required to be completed have an asterisk "*" after them, all other sections are optional.

Note 1: Accounting policies*

Select those policies that are applicable to the entity.

Row	Category	PBE SFR-C (PS) Ref	Explanation
AP1	Basis of preparation*	A77	This basis of preparation will be standard across all entities.
AP2	GST*	A78	Select relevant policy.

Note 2: Analysis of receipts

This is an optional note which allows the entity to provide a further breakdown of the receipt categories reported in the Statement of Receipts and Payments.

		This Year	Last Year
Receipt Item	Analysis	\$	\$
(For example) Fees and charges	Please select item from the drop down list provided. Go to the "Lists" (green) sheet to edit lists to make appropriate for your entity.	Please enter whole dollars only.	Please enter whole dollars only.
	Total		-

Note 3: Analysis of payments

This is an optional note which allows the entity to provide a further breakdown of the payment categories reported in the Statement of Receipts and Payments.

Payment Item	Analysis	This Year	Last Year
		\$	\$
(For example) Payments related to providing goods or services	Please select item from the drop down list provided. Go to the "Lists" (green) sheet to edit lists to make appropriate for your entity.	Please enter whole dollars only.	Please enter whole dollars only.
Total		-	-

Note 4: Significant Resources and Commitments*

Row	Category	PBE SFR-C (PS) Ref	Explanation
O1	Significant resources and commitments*	A79-A81	Include here any significant resources owned by the entity and any significant commitments of the entity.

Note 5: Unused Grants or Donations with Conditions*

Row	Category	PBE SFR-C (PS) Ref	Explanation
O2	Unused Grants or Donations with Conditions*	A82	If the entity has received a grant or donation with conditions attached, and those conditions have not been fully met, the entity must disclose in the Notes to the Performance Report information about: <ul style="list-style-type: none"> ➤ The source and amount of the grant or donation; and ➤ The purpose and nature of the condition and what portion of the condition has not be met.

Note 6: Resources used as Security*

Row	Category	PBE SFR-C (PS) Ref	Explanation
O3	Resources used as Security*	A83	If the entity has used any of its resources as security for borrowings, it must disclose in the Notes to the Performance Report information about: <ul style="list-style-type: none"> ➤ The nature and amount of the borrowing that is secured; and ➤ The nature and amount of the resource(s) used as security.

Note 7: Correction of Errors*


Row	Category	PBE SFR-C (PS) Ref	Explanation
O4	Correction of Errors*	A84	When an entity corrects a significant prior period error it must disclose details of the correction made to the opening cash balance. No adjustment to the past period is required.

Note 8: Related Parties*

Related party relationships exist throughout the public sector. Disclosure of related party relationships and related party transactions is necessary for accountability purposes, and to enable users to better understand the entity's Performance Report.



Related parties comprise:

- People that have significant influence over the entity (such as members of the governing body, persons in key management roles, or others that are involved in the strategic management of the entity - whether employed or volunteer), and close members of their families; and
- Other entities that have significant influence over the entity.

 People are not related parties if they are only involved in the day-to-day running of the entity and have no involvement in the strategic decision making of the entity.


A related party transaction is a transfer of money or other resource between the reporting entity and a person or other entity that is closely associated to the reporting entity that has the ability to influence the reporting entity. For public sector entities related party transactions comprise transactions that are different from those conducted under normal terms or conditions (including the provision of free goods or services).

The Tier 4 public sector standard requires that an entity must report the following information about its transactions with a related party:

Row	Category	PBE SFR-C (PS) Ref	Explanation
O5	Description of the related party relationship*	A90(a)	<p>A description of who the related party is.</p> <p>Example 1, Mr Blog is a member of the governing body and also owns ABC Training Ltd.</p> <p>Example 2, Ms Moore is the daughter of the entity's chief operating officer.</p>
O6	<p>A description of the transaction (whether in cash or kind)*</p> <p> Remember to include free goods or services provided by related parties.</p> <p> Remember to include any management fees paid to a related party.</p>	A90(b)	<p>Include here a description of the transaction(s) with the related party and amounts paid, including transfers of resources for no consideration:</p> <p>Example 1, ABC Training Limited was involved with the oversight of a new training programme for the entity. The total value of all transactions for the financial year was \$2,000 (Last Year \$1,500).</p> <p>Example 2, Ms Moore sold her house to the entity at government valuation of \$525,000.</p>

Note 9: Events after the balance date*

Events after the balance date are those significant events, both favourable and unfavourable, that occur between the balance date and the date when the Performance Report is finalised for approval. For significant events, an entity must report the following:

 The *Tier 4 public sector standard* does not require comparative information for events after the balance date.

Row	Category	PBE SFR-C (PS) Ref	Explanation
O7	The nature of the event*	A92(a)	<p>Include a description of the event.</p> <p>Example 1</p> <ul style="list-style-type: none"> ➤ The week following balance date, a fire destroyed one of the store rooms where the entity holds stocks of educational material it uses for its courses. <p>Example 2:</p> <ul style="list-style-type: none"> ➤ Two weeks before the Performance Report was approved, a water pipe burst flooding the entity's office area.
O8	Estimate of associated cash flows*	A92(b)	<p>Example 1:</p> <ul style="list-style-type: none"> ➤ The entity has no insurance cover for the stock in the storeroom. <p>Example 2 :</p> <ul style="list-style-type: none"> ➤ The entity has full insurance cover for the water damage.
O9	How, if at all, the event is likely to affect the continuing viability of the entity*	A92(c)	<p>Example 1:</p> <ul style="list-style-type: none"> ➤ The local paper published the entity's misfortune, and donations of cash to replace the training materials are being received. <p>Example 2:</p> <ul style="list-style-type: none"> ➤ The entity estimates clean-up of the office will take a month, during which time there will be disruptions to normal services.

Additional Notes (add other notes as the entity sees fit)

O10	Additional information	A94	Include here additional information that the entity considers necessary for user to understand the overall performance of the entity.
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