



EXPLANATORY GUIDE A6 (EG A6)
OPTIONAL TEMPLATE AND ASSOCIATED GUIDANCE NOTES FOR
APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING –
CASH (NOT-FOR-PROFIT)

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 not-for-profit entities that are preparing a Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit) (PBE SFR-C (NFP)).

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**OPTIONAL TEMPLATE FOR APPLYING
PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH (NOT-FOR-PROFIT)**

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

Contents

Page

Non-Financial Information:

Entity Information

[enter page numbers]

Statement of Service Performance

Financial Information:

Statement of Receipts and Payments

Statement of Resources and Commitments

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:	
----------------------	--

Required sections are marked with an asterisk "*"

E15

Entity's Purpose or Mission: *	
--------------------------------	--

E16

Entity Structure: *	
---------------------	--

Section 3
E17

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

Empty text box for reporting Main Sources of the Entity's Cash and Resources.

E18

Main Methods Used by the Entity to Raise Funds: *

Empty text box for reporting Main Methods Used by the Entity to Raise Funds.

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

E19

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

Empty text box for reporting Entity's Reliance on Volunteers and Donated Goods or Services.

E10

Additional Information*

--

Required sections are marked with an asterisk "*"

Section 3

E11

Contact details

Physical Address:	
-------------------	--

Postal Address:	
-----------------	--

Phone/Fax:	
------------	--

Email/Website:	
----------------	--

	
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[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 "**"

SSP2

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

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

Guidance

Notes

Section 5

Required sections are marked with an asterisk "*"

			Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
	Operating Receipts				
R&P1	Donations, fundraising and other similar receipts*				
R&P2	Fees, subscriptions and other receipts from members*				
R&P3	Receipts from providing goods or services*				
R&P4	Interest, dividends and other investment income receipts*				
R&P5	Other operating receipts				
R&P6	Total Operating Receipts		-	-	-
	Operating Payments				
R&P7	Payments related to public fundraising*				
R&P8	Volunteer and employee related payments*				
R&P9	Payments related to providing goods or services*				
R&P10	Grants and donations paid*				
R&P11	Other operating payments				
R&P12	Total Operating Payments		-	-	-
R&P13	Operating Surplus or (Deficit)		-	-	-
	Capital Receipts				
	Receipts from the sale of resources*				
	Receipts from borrowings*				
R&P15	Capital Payments				
	Purchase of resources*				
	Repayments of borrowings*				
R&P16	Increase/(Decrease) in Bank Accounts and Cash*		-	-	-
R&P17	Bank accounts and cash at the beginning of the financial year*		-		
R&P18	Bank Accounts and Cash at the End of the Financial Year*		-	-	-
	Represented by:*				
	Cheque account(s)				
	Savings account(s)				
	Term Deposit account(s)				
	Cash Floats				
	Petty Cash				
R&P20	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"

Required sections are marked with an asterisk "**"

AP1

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 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). GST owing, or GST refunds due as at balance date are shown in the Statement of Resources and Commitments.

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).

These are optional notes to allow the entity to provide a breakdown of the receipt and payment categories. Please ensure breakdowns provided agree to the amounts reported in the Statement of Receipts and Payments.

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

Guidance
Section 7

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

R&P1

Receipt Item	Analysis	This Year	Last Year
Fundraising receipts		\$	\$
Total		-	-

R&P1

Receipt Item	Analysis	This Year	Last Year
Grants and donations		\$	\$
Total		-	-

R&P2

Receipt Item	Analysis	This Year	Last Year
Fees, subscriptions and other receipts from members		\$	\$
Total		-	-

R&P3

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

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

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

		This Year	Last Year
Receipt Item	Analysis	\$	\$
R&P14 Capital receipts			
	Total		-

These are optional notes to allow the entity to provide a breakdown of the receipt and payment categories. Please ensure breakdowns provided agree to the amounts reported in the Statement of Receipts and Payments.

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

Guidance
Section 7

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

R&P7

		This Year	Last Year
Payment Item	Analysis	\$	\$
Payments related to public fundraising			
Total		-	-

R&P8

		This Year	Last Year
Payment Item	Analysis	\$	\$
Volunteer and employee related payments			
Total		-	-

R&P9

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

R&P10

		This Year	Last Year
Payment Item	Analysis	\$	\$
Grants and donations paid			
Total		-	-

		This Year	Last Year
R&P11	Payment Item	\$	\$
	Other operating payments		
		Total	-

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

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

Guidance
Section 7

Notes 4-7

O1

Note 4: Correction of Errors*

O2-04

Note 5: 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*

OR (Delete one not applicable to the entity)

Note 5: Related Party Transactions
 There were no transactions involving related parties during the financial year. (Last Year - Nil)

O5-07

Nature of the Event*	Estimated Amount*	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 6: 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)

O7

Note 7: Additional Notes

Required sections are marked with an asterisk "*"

GUIDANCE NOTES TO THE OPTIONAL TEMPLATE FOR APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH (NOT-FOR- PROFIT)

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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 (Not-For-Profit)(PBE SFR-C (NFP))*.

In these guidance notes we call the Standard the “*Tier 4 not-for-profit 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 (NFP) column.

Purpose of the templates

The templates are for not-for-profit entities that are eligible for, and elect to apply, the *Tier 4 not-for-profit standard*.

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

⚠ 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 not-for-profit 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 not-for-profit 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 not-for-profit 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 not-for-profit entities. Reporting by Tier 4 not-for-profit 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;
- Make a case for support; and
- Be a vital means of reaching new donors, partners and volunteers.

The Performance Report prepared by not-for-profit 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 not-for-profit 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?”

Statement of Resources and Commitments

- “What the entity owns?”
- “What the entity owes?”

Notes to the Performance Report

- “How did we do our accounting?”
- 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 as follows:

- Transactions are translated using the exchange rate on the date of receipt or payment in New Zealand dollars; and
- Monetary Resources and commitments are translated using the exchange rate at the balance date.

Amounts should be rounded to the nearest dollar.

Comparative information

The *Tier 4 not-for-profit standard* requires comparative information to be reported in respect of the previous period for the following statements and associated notes:

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

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 not-for-profit 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 entirely optional.

First time application of the *Tier 4 not-for-profit 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 (NFP) Ref	Explanation
EI1	Legal name of entity*	A25(a)	The name of the entity as appears on the Charities Register. If the entity is not a registered charity, it will be the name that appears on 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)*	A25(a)	Enter the type of entity and whether or not it has a legal basis, for example, the entity may be a trust, incorporated society or a company. The entity may also be a registered charity.
EI4	Registration number		The entity’s registration number from the Charities Register (or any other relevant 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)*	A25(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 documents will set out the entity’s mission.</p> <p>Examples of mission statements:</p> <p>“Reducing the incidence and impact of cancer in New Zealand.”</p> <p>“Providing health services to the homeless in the greater Wellington area”</p> <p>“Foster participation in, and to promote, football in West Auckland”</p> <p>“To make New Zealand a nation of active, healthy children”</p>

Row	Section	PBE SFR-C (NFP) Ref	Explanation
	<p>Entity structure*</p> <p> a description of the structure of the entity's operations (including governance arrangements).</p>	A25(c)	<p>Describe the structure and leadership of the entity; focus on how the entity's structure supports the entity in achieving its mission.</p> <p>Describe the governance structure, including any committees, the means of electing or appointing members of the committee, and other factors such as diversity and community representation.</p> <p>Describe the relationship of the entity to any other body, for example:</p> <ul style="list-style-type: none"> ➤ affiliation with an umbrella group; ➤ external related parties; and ➤ any other entities with which it co-operates in the pursuit of its objectives. <p>Examples of the relationship of the entity to another body include:</p> <ul style="list-style-type: none"> ➤ “The society is one of seven affiliated organisations, the other members being Auckland, Waikato/Bay of Plenty etc. Each division is an autonomous entity. While there are main areas of activity carried out by all divisions, each division is free to fulfil its local role as it sees fit.” ➤ “The Divisions elect a board that comprises a representative from each division and a president to provide the governance supervision of the Society”. ➤ “Working with others we can achieve more than we do as a single group. Partnerships with a range of other agencies provide the basis for six key, collaborative projects.....” <p> The entity may insert its organisational chart here.</p>
EI7	The main sources of the entity's cash and resources *	A25(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 donations, grants from philanthropic organisations, bequests and legacies. Administration costs are met by income from a small investment portfolio...”</p>

Row	Section	PBE SFR-C (NFP) Ref	Explanation
EI8	The main methods used by the entity to raise funds*	A25(e)	Where the entity is an active fundraiser, the entity should describe the fundraising methods used, for example: whether or not the entity uses a third party for its fundraising, whether the entity holds the same fundraising events every year, for example an annual public appeal.
EI9	The entity's reliance on volunteers and donated goods or services*  The entity is not required to quantify volunteer contributions.	A25(f)	The Standard does not require volunteer services or goods and services in kind to be recorded in the Performance Report of the entity. 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. For example: "The entity relies on gifts of volunteer time and expertise to complete work in many essential roles such as national governance (board and committees), fundraising, administration and accounting"
EI10	Additional Information*	A25(g)	Include here any additional information that is considered essential to the users' overall understanding of the entity.
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?”

The purpose of the Statement of Service Performance (SSP) 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 receives grants from funders, or has contracts with the government or other bodies.


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 is based around two elements:

- (a) Outcomes: what the entity is seeking to achieve in terms of its impact on society; and
- (b) 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 (NFP) Ref	Explanation
SSP1	Describe the outcomes  Reporting of the entity’s outcomes is an optional requirement under the <i>Tier 4 not-for-profit standard</i> . However, the reporting of outcomes in the SSP enables users to gain an understanding of why goods or services are delivered by the entity.	A32(a)	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. For example, looking at some of the mission statements we used as examples in the entity information section: Mission Statement: ➤ “Reducing the incidence and impact of cancer in New Zealand.” Example of possible outcomes: ➤ “Improve the early detection of cancer to reduce incidence and mortality”; ➤ “Improve quality of life for those with cancer” Mission Statement:

Row	Section	PBE SFR-C (NFP) Ref	Explanation																																
			<ul style="list-style-type: none"> ➤ “Providing health services to the homeless in the greater Wellington area” <p>Example of possible outcomes:</p> <ul style="list-style-type: none"> ➤ To improve the health and wellbeing of homeless focusing on the Upper Hutt region of the greater Wellington area. 																																
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>	A29- A31	<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:</p> <table border="1" data-bbox="783 1070 1497 1308"> <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>Guide Dogs - Puppies bred</td> <td>50</td> <td>45</td> <td>40</td> </tr> <tr> <td>New work placements</td> <td>1,652 jobs</td> <td>3,500 jobs</td> <td>3,200 jobs</td> </tr> </tbody> </table> <p>An entity may have more than one quantity measure for a particular service that it delivers.</p> <p>If the entity makes grants or donations to the community it could include details of these grants and donations in its Statement of Service Performance. It may wish to provide the sector the grant/donations were made to, and briefly describe the purpose of the grant (see example 2).</p> <p>Example 2:</p> <table border="1" data-bbox="783 1686 1497 2056"> <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">Sector: emergency / disaster</td> </tr> <tr> <td colspan="4">Purpose:</td> </tr> <tr> <td>Number of Christchurch residents provided with blankets and food.</td> <td>5,000</td> <td>5,000</td> <td>0</td> </tr> <tr> <td>Number of Christchurch children provided with counselling.</td> <td>200</td> <td>200</td> <td>0</td> </tr> </tbody> </table>	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	Guide Dogs - Puppies bred	50	45	40	New work placements	1,652 jobs	3,500 jobs	3,200 jobs	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	Sector: emergency / disaster				Purpose:				Number of Christchurch residents provided with blankets and food.	5,000	5,000	0	Number of Christchurch children provided with counselling.	200	200	0
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Row	Section	PBE SFR-C (NFP) Ref	Explanation																
SSP3	Additional output measures	A32(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" style="width: 100%; border-collapse: collapse;"> <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">Counselling Services:</td> </tr> <tr> <td>Overall client 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*	Counselling Services:				Overall client satisfaction	78%	85%	75%	Number of complaints	3	0	5
Description:*	Actual This Year*	Budget This Year	Actual Last Year*																
Counselling Services:																			
Overall client satisfaction	78%	85%	75%																
Number of complaints	3	0	5																
SSP4	Additional information	A32(c) A32(d) A32(e)	<p>You may include in here an explanation of the actual performance achieved against the entity’s budget (if provided); the entity may also 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 or the effect of new roading plans on the location of the entity).</p> <p>Following on from the Example 1 above:</p> <p>Guide Dog puppies bred – the budget was exceeded due to the very generous donation of 5 puppies from Mr Frank.</p> <p>New work placements – the budget was not achieved due to economic conditions and reduced central government support.</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” should the entity wish to complete – this is entirely optional.

Operating Receipts “How was it funded?”

The *Tier 4 not-for-profit 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.



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


Row	Category	PBE SFR-C (NFP) Ref	Explanation
R&P1	<p>Donations, fundraising and other similar receipts*</p> <p>⚠ Remember to include cash receipts from bequests legacies and pledges in this category.</p> <p>⚠ Some grants received from government (both central and local) or other agencies are in substance a contract for delivery of goods or services and should not be included in this category but in R&P3:Receipts from providing goods or services.</p>	A44(a)	<p>Donations</p> <p>Include in here all the cash received from grants and donations/koha from the public or various other organisations.</p> <p>Grants are funds received from statutory, voluntary, or philanthropic agencies established with the primary purpose of giving grants. The most common grant agencies include the government, including local government, charitable trusts and foundations and businesses. These organisations give grants to meet their own objectives and strategies, such as government policy, community development, or supporting the local community.</p> <p>The entity may wish to report a breakdown of grants and donations received by donor or grantor in the Notes to the Performance Report.</p>
		A44(a)	<p>Fundraising receipts</p> <p>If the entity has undertaken an activity where it has gone out to the general public, or its local community to raise money to support its cause it will need to include the gross amount of cash received here.</p> <p>The gross amount is the amount before deducting any direct fundraising payments; these costs are required to be reported separately under payments (Row R&P7).</p> <p>Fundraising activities undertaken by an entity often involve an exchange of goods or services for cash, although this is not always at market rates, and the recipient may not take advantage of the good or service.</p> <p>There are many and varied forms of public fundraising campaigns or types, some examples are listed below:</p> <ul style="list-style-type: none"> ➤ Annual Appeals – street collections/shopping malls/postal appeals; ➤ Auctions - live/silent; ➤ Bingo/casino nights; ➤ Cake stalls/sausage sizzles; ➤ Collection plates/boxes; ➤ Draws/lotteries/raffles; ➤ Fairs/festivals/galas; ➤ Fundraising dinners/concerts; ➤ Fundraising sales – chocolates/cookies/calendars; ➤ Garage sales/jumble sales/car boot sales; ➤ Sponsorship; ➤ Quiz/trivia evenings; ➤ Tournaments/sporting events; and ➤ Walk-a-thon/bike-a-thon. <p>The entity may wish to provide in the Notes to the Performance Report a breakdown of fundraising receipts by fundraising campaign or type.</p>

Row	Category	PBE SFR-C (NFP) Ref	Explanation
R&P2	Fees, subscriptions and other receipts from members*	A44(b)	<p>If an entity has a membership base include in here cash received from those members.</p> <p>Examples of membership receipts:</p> <ul style="list-style-type: none"> ➤ Membership fees/subscriptions –Membership fees can be broken down in a way that is useful to users, for example, a sports club may find it useful to provide a breakdown by fee type - seniors, juniors and students; ➤ Donations, koha or offerings from members; ➤ Receipts from sale of goods or services to members; ➤ Loans from members: any borrowings from members would be recorded as a capital receipt under R&P14.
R&P3	<p>Receipts from providing goods or services*</p> <p>⚠ Some grants received from government (both central and local) or other agencies are in substance a contract for delivery of goods or services and should be included in this category.</p>	A44(c)	<p>Include here receipts from providing goods or services, for example:</p> <ul style="list-style-type: none"> ➤ Receipts from government contracts - the entity may have entered into a contract with the government to provide certain goods or services to the public. Most of these contracts will have performance levels which must be fulfilled; ➤ Receipts from sales to the public - for example, course fees, fees for advice or counselling services, sale of books, kindergarten fees, playgroup fees, charity shop receipts; ➤ Lease or rental receipts - for example, an entity may own a building and rent out some space to another entity; a marae may hire out its premises for a wedding; a conference held on the premises for a fee; and ➤ Commission received - if the entity is a fundraising charity, for example, one who undertakes fundraising on behalf of other not-for-profit entities on a percentage commission basis, it would include any commission received here.
R&P4	Interest, dividends and other investment income receipts*	A44(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.



Row	Category	PBE SFR-C (NFP) Ref	Explanation
R&P5	Other operating receipts	A50	<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. ➤ Royalties received.
R&P6	Total Operating Receipts* ➤ formula		Total of rows R&P1 to R&P5



Operating Payments “What did it cost?”

The *Tier 4 not-for-profit 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 (NFP) Ref	Explanation
R&P7	Payments related to public fundraising*  Remember to include any Honoraria paid to volunteers related to promotion and fundraising.	A57(a)	<p>These are the direct payments that were incurred to generate the fundraising receipts listed in row R&P1.</p> <p>Direct costs are those costs that were necessary to undertake the fundraising activity. For example: hiring of premises or equipment; promotion or marketing costs; prizes or other goods; fees or commissions.</p> <p>The entity may provide in the Notes to the Performance Report a breakdown of the net proceeds by fundraising event or activity if it considers this is useful information for users.</p>
R&P8	Volunteer and employee related payments*  Remember to include any Honoraria paid to volunteers for other services.	A57(b)	<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

Row	Category	PBE SFR-C (NFP) Ref	Explanation
			<p>development and staff recruitment.</p> <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&P9	Payments related to providing goods or services*	A57(c)	<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&P10	Grants and donations paid*	A57(d)	<p>Entities that distribute funds by way of grants or donations are required to disclose the grants paid separately from other operating payments. Enter in this row the total of all grants and donations that the entity has made in this financial year.</p> <ul style="list-style-type: none"> ➤ Refer to section 4 regarding recording grants/donations made in the entity’s Statement of Service Performance.
R&P11	<p>Other operating payments</p> <p> Note that the <i>Tier 4 not-for-profit standard</i> permits additional operating payment categories to be presented in the Statement of Receipts and Payments.</p>	A63-A65	<p>Any other payments incurred need to be included here:</p> <ul style="list-style-type: none"> ➤ Interest payments; ➤ Affiliation fees – the entity may have to pay fees to its national body; and ➤ Sundry payments.
R&P12	<p>Total operating payments*</p> <ul style="list-style-type: none"> ➤ formula 		<p>Total of rows R&P7 to R&P11.</p> <p> This total determines whether the entity is eligible to and can elect to report in accordance with the <i>Tier 4 not-for-profit 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 not-for-profit Standard</i>.</p>


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 a fundraising event 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 not-for-profit standard* requires receipts and payments to be categorised either as operating receipts/payments or capital receipts/payments.

Row	Category	PBE SFR-C (NFP) Ref	Explanation
R&P13	Operating surplus /(deficit) * ➤ formula		Total operating receipts (R&P6) less total operating payments (R&P12).
R&P14	Capital Receipts*	A44(e) &(f)	<p>Include in here any receipts from the sale of resources and any receipts from borrowings.</p> <p>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.</p>
R&P15	Capital Payments*	A57(e) &(f)	<p>Include here any purchase of resources and any repayment of borrowings.</p> <p>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.</p> <p>Capital payments do not include payments for operating purposes or resources to be passed on to other entities.</p>

Increase (decrease) in cash

Row	Category	PBE SFR-C (NFP) Ref	Explanation
R&P16	Increase(decrease) in bank accounts and cash* ➤ formula		R&P13 Add R&P14 less R&P15. Operating surplus (deficit) add capital receipts less capital payments.
R&P17	Bank accounts and cash at the beginning of the financial year* ➤ enter last year balance ➤ this year formula		<p>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.</p> <p>Remember to include any savings account balances as well as cheque account balances.</p>

Row	Category	PBE SFR-C (NFP) Ref	Explanation
R&P18	Bank accounts and cash at the end of the financial year* ➤ formula		Cash at the beginning of the financial year (R&P17) plus increase (decrease) in cash (R&P16).
R&P19	Represented by*: ➤ enter balances  Remember to adjust the banks records for any unrepresented cheques or cash not banked.	A68	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&P20	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&P18.

Section 6 : Statement of Resources and Commitments

“What the entity owns?” and “What the entity owes?”

The purpose of the Statement of Resources and Commitments is to provide a snapshot of the entity’s:

- a) resources: what the entity owns and what is owing to it; and
- b) commitments: obligations to others and what the entity owes as at balance date.

The Statement of Resources and Commitments comprises the following schedules:

- schedule of resources;
- schedule of commitments; and
- a schedule of other information.



Note that the *Tier 4 not-for-profit standard* does not require the Statement of Resources and Commitments to include totals or to balance in any way.








The *Tier 4 not-for-profit standard* only requires the entity to record its **significant** resources and its **significant** commitments in the Statement of Resources and Commitments.



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

Row	Category	PBE SFR-C (NFP) Ref	Explanation
Schedule of Resources			
SORC1	Bank accounts and cash*	A80	This is the total cash that the entity is holding as at balance date, this figure is picked up from row R&P20 from the entity’s Statement of Receipts and Payments.
SORC2	Money held on behalf of others*	A81	Include here any amounts that the entity may be holding for another party.
SORC3	Money owed to the entity*	A82	<p>Include here any amounts owing to the entity, for example include totals for:</p> <ul style="list-style-type: none"> ➤ Any invoices issued by the entity for goods or services provided; ➤ Interest receivable for example, interest due on the entity’s savings account; ➤ Any grants promised to the entity but not received; ➤ Members fees/subscriptions owing; and ➤ Refunds due from the IRD – for example, a GST refund, if the entity is registered for GST. <p>Please provide a description of the nature and amount of the money owed to the entity. For example, total invoices issued for goods or services provided \$5,000.</p>

Row	Category	PBE SFR-C (NFP) Ref	Explanation
SORC4	Other Resources*  Only include significant resources.  Don't forget to include any significant donated resources.	A83-A85	Include here a list of resources, other than cash, owned by the entity and available to use in the future. Including the following: <u>Tangible resources:</u> <ul style="list-style-type: none"> ➤ Land and buildings: if the entity owns any land and building you may use the rateable value from the council or from quotable value www.qv.co.nz; ➤ Motor vehicles; ➤ Computers/including software; ➤ Furniture and fittings for example, 8 desks and office chairs; and ➤ Office equipment for example, 1 computer and laser printer.  Include any significant resources donated to the entity at a readily obtainable value such as the rateable value (if that is available). <u>Investments:</u> Provide details of any investments that the entity may have for example, shares held. <u>Stock/inventory:</u> Include a list of any stock/inventory that the entity has on hand. Inventories may include: <ul style="list-style-type: none"> ➤ Food or clothing held for distribution; ➤ Stocks held in opportunity and charity shops; and ➤ Information brochures printed by the entity but not yet distributed. For each of the above resources, the entity needs to provide a description of the resource, it may elect to provide the cost or current value of the resource, and the entity should note the source and date of the value provided. For example: Motor Vehicle at purchase price (20/3/12) \$10,000.

Row	Category	PBE SFR-C (NFP) Ref	Explanation
Schedule of Commitments			
SORC5	Money payable by the entity*	A90(a) & A94	<p>Provide details of money that the entity owes, include totals for:</p> <ul style="list-style-type: none"> ➤ Invoices received for goods or services received but not yet paid, for example rent payable, rates payable, utility accounts; ➤ Wages and salaries due and payable, including bonuses and honoraria; ➤ Any payments owing to the IRD for example, PAYE due; ➤ Other personal related payments due for example, KiwiSaver contributions; ➤ Interest payable; ➤ Grants payable by the entity that have been approved, but not yet paid; ➤ Loans payable. <p>Please provide a description of the reason the money is owed and the amounts to be paid, for example, total unpaid invoices \$1,000.</p>
SORC6	<p>Other commitments*</p> <p> Commitments are existing obligations to make payments in the future.</p> <p> Only include significant commitments.</p>	A95-A96	<p>Include here any significant contractual commitments (both operating and capital), for example:</p> <ul style="list-style-type: none"> ➤ Commitment to make payments under a lease or rental agreement; ➤ Commitment to purchase property, plant and equipment; ➤ Commitment to provide loans; and ➤ Commitment to provide grants. ➤ Cash received that relates to events in a future period. For example, an entity sells 100 tickets at \$100 each to a charity dinner which will be held in the next financial year. <p>Please provide a description of the nature of the commitment and the amounts to be paid, for example: the entity has committed to provide a grant to the local school of \$5,000.</p>
SORC7	Guarantees*	A97	<p>In the case of a guarantee given by the entity the following details need to be disclosed:</p> <ul style="list-style-type: none"> ➤ The nature of the guarantee; ➤ The reason why the guarantee was provided; and ➤ The maximum amount that could be paid under the guarantee.

Row	Category	PBE SFR-C (NFP) Ref	Explanation
Schedule of Other Information			
SORC8	Other information*	A102- A103	<ul style="list-style-type: none"> ➤ The <i>Tier 4 not-for-profit standard</i> requires the entity to provide the following information necessary to give the users sufficient information of the entity’s financial position: If the entity has received a grant or donation with conditions attached, and those conditions have not been fully met at balance date the entity must disclose: <ul style="list-style-type: none"> ○ The amount of the grant or donation and the amount for which conditions have not been fully met; and ○ The purpose and nature of the condition and what portion of the condition(s) has not been met. ➤ If the entity has used any of its resources as security for borrowings, the entity must disclose: <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.


Section 7 : 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: Correction of errors;
- Note 5: Related parties;
- Note 6: Events after 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 (NFP) Ref	Explanation
AP1	Basis of preparation*	A106	This basis of preparation will be standard across all entities.
AP2	GST*	A107	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) Fundraising receipts from the public	<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> Please select item from the drop down list provided. Go to the "Lists" (green) sheet to edit lists to make appropriate for your entity. </div>	<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> Please enter whole dollars only. </div>	<div style="border: 1px solid black; padding: 5px; width: 80%; margin: auto;"> Please enter whole dollars only. </div>
	Total	-	-

Row	Category	PBE SFR-C (NFP) Ref	Explanation
O2	Description of the related party relationship*	114(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>
O3	<p>Description and the amount of any receipt or payment related to the transactions*</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>	A114(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>
O4	Amount due from or to related party (if any) at balance date*	A114(c)	<p>Quantify amounts due from or to related parties at balance date:</p> <p>Example 1, no amount was outstanding at balance date. (Last Year : Nil)</p> <p>Example 2, \$20,000 is owing to Ms Moore as at balance date. (Last Year : Nil)</p>

Note 6: 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 not-for-profit standard* does not require comparative information for events after the balance date.

Row	Category	PBE SFR-C (NFP) Ref	Explanation
O5	The nature of the event*	116(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 donated products.

Row	Category	PBE SFR-C (NFP) Ref	Explanation
			<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.
O5	Estimate of any associated receipts, payments, resources or commitments*	116(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.
O6	How, if at all, the event is likely to affect the continuing viability of the entity*	116(c)	<p>Example 1:</p> <ul style="list-style-type: none"> ➤ The local paper published the entity's misfortune, and donated products are flowing in on a daily basis. <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)			
O7	Additional information	A118	Include here additional information that the entity considers necessary for users to understand the overall performance of the entity.