

Performance Report

Entity Name

For the year ended

Entity information

Entity Identifier

Type of entity

Entity's purpose or mission

Entity structure and governance arrangements

Entity's main sources of funds and other resources

Entity's reliance on volunteers and donated goods or services

Statement of Service Performance

What key activities did the charity do during the year?

Description of outputs (key activities)

Quantity of outputs
Current year Last year

	Quantity of outputs	
	Current year	Last year

FINANCIAL INFORMATION

Statement of receipts and payments

	Current year	Last year
Operating receipts (money deposited into the bank account)		
Donations, fundraising and grants		
Fees and other receipts from members		
Receipts from selling goods or providing services		
Bank account interest and other investment income		
Other receipts		
Total receipts		
Less operating payments (money withdrawn from you bank account)		
Fundraising costs		
Payments to employees and volunteers		
Payments related to providing goods or services		
Grants and donations paid		
Other payments		
Total payments		
Operating surplus/(deficit) for the year		
Plus opening total of all bank accounts and cash on hand		
Closing total of all bank account balances and cash on hand		

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For the year ended

Statement of resources and commitments

Schedule of Resources

*Other than amounts in the bank and on hand, what other significant resources (things you own) does the entity have? This includes any things it owns, such as land, buildings, vehicles or other equipment. You are only required to list **significant** resources. You are also required to report their value but only **if** it is practicable to obtain. You can report either the amount it cost or how much you could sell it for now.*

Description of significant resource	Source of value (if applicable)	This year	Last year

Schedule of Commitments

*Does the entity have any significant commitments (things you owe)? You are only required to list **significant** commitments. In other words list any **significant** amounts owed to others - for example - commitments to purchase land or buildings, grants approved but have not yet been paid, loans from a bank or other lender, or funds held on behalf of others.*

Description of significant commitment	This year	Last year

Schedule of Other Information

You are required to list any grants or donations received with any conditions attached over how they be used. Where these conditions have not been met at the reporting date, the grants received should be listed and how much has not been spent at the reporting date.

Description of grant and its condition or restriction	This year	Last year

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Notes

Basis of preparation

This Performance Report is prepared on a cash-basis in accordance with XRB's Tier 4 Simple Format Reporting Requirements. The charity is eligible to apply these requirements and has elected to do so.

Treatment of GST

(Choosing to report on a GST inclusive is the easier option, because this mean you record transactions as the amounts as presented on your bank statement. GST paid/refunded to the IRD can be included in "other operating and overhead" costs in the Receipts and Payment Statement.)

Related party transactions

*Provide a description of **significant** amounts received from or paid to related parties during the period (specify the amounts). If any services were provided for free by or to related parties during the period also describe these here.
Related parties include anyone that has influence over the operations of the entity (for example, officeholders, committee members, trustees and senior management positions).*

Describe related party	Describe transaction	This year	Last Year

Events after the balance date

This performance report has been approved by those charged with governance.

Date _____

Date _____

Signature _____

Signature _____

Name _____

Name _____

Position _____

Position _____