

2024

**Intern report:
Assurance of service performance
reporting in Tier 3 Charities**

**Te Herenga Waka Victoria University of Wellington
Summer Scholarship Internship**

Intern Report

AUTHOR OF THIS REPORT

Danika Evans-Viskovic, Te Herenga Waka
Victoria University of Wellington Summer
Scholarship Intern.
Supervised by Carolyn Cordery and Carolyn
Fowler.

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Enquiries

External Reporting Board
PO Box 11250
Manners Street Wellington 6142 New Zealand
Email: enquiries@xrb.govt.nz
Website: www.xrb.govt.nz

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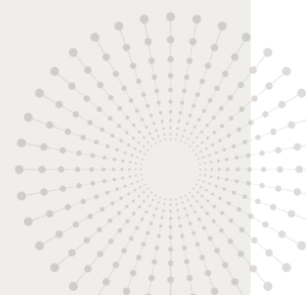
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Summer Scholarship Internship

The External Reporting Board (XRB) funded two research positions in conjunction with Victoria University of Wellington. It was our pleasure to host two university students based at the XRB's Wellington offices over the summer, under the supervision of Victoria University professors to research service performance reporting in the public and not-for-profit sectors, and the related audit matters. While the XRB provided the environment for this research, the findings and conclusions reached are entirely the students' own.

We look forward to exploring similar internship opportunities in the future.

Key findings

This research has identified several interesting findings. At a broad level, the following points from a representative sample of 290 public benefit entities (PBEs) address the questions set by the External Reporting Board at the conception of this project (see *Introduction*). Our sample set was split into three groups by total expenses (see *Methodology*).

Assurance of service performance reporting

- Charities with a lower level of expenditure are more likely to obtain a review. When there is not a statutory requirement to obtain assurance, over 50% in our Group 3 sample did not receive assurance.
- Across 3 groups, approximately 15% of our sample received a modified opinion.
- 14% of modified reports across all 3 groups were for statement of service performance.
- The average increase in audit fees varied between groups, with the largest group, Group 1, experiencing the highest average increase of \$1,485 to \$7,398. The largest audit fees paid was also in Group 1 of \$55,909.
- Two audit reports contained a Key Audit Matter (KAM), both relating to financial matters. There is no requirement in the ISAs (NZ) for these entities sampled to have KAMs in their audit report. 7 reports contained an Emphasis of Matters, most relating to the financial viability of the charity.

Introduction

Registered charities in New Zealand are required to file annual reports with Charities Services that comply with the standards issued by the External Reporting Board (XRB). Over 50% of these charities have annual expenditure of between \$140,000 and \$2 million, placing them in 'Tier 3' for reporting purposes. The XRB developed PBE FRS 48 - Service Performance Reporting to guide these entities' reporting; thus, these charities must report on their non-financial or service performance in addition to their financial reports. Further, legislation also requires a subset of Tier 3 charities to have their performance reports assured.

This research was funded by the External Reporting Board (XRB) under the Victoria University of Wellington summer scholarship scheme. The XRB commissioned this research to identify areas where additional support would assist assurance practitioners to apply appropriate standards, and to inform the XRB as it plans a new audit standard for Less Complex Entities.

This research examined Tier 3 charity reports to ascertain which charities engaged reviewers or auditors for their annual performance reports, the guidance or standards used by these assurance practitioners, and any modifications, Key Audit Matters and Emphases of Matter they included in their assurance reports.

A representative sample of 290 recent Tier 3 performance reports published on the Charities Services Register were analysed. These were distributed between 67 requiring a mandatory audit (annual total expenditure >\$1.1 million), 127 requiring at least a review (annual total expenditure >\$550,000) and 96 for which a review or audit was not mandatory. Standards referred to by the assurance practitioner in their reports include the ISAs (NZ), ISRE (NZ) 2400, ISAE (NZ) 3000 (Revised), and NZ AS 1. No assurance practitioner had adopted NZ AS 1 (Revised) in our sample - it was published only in July 2023.

All audits or reviews were carried out by accounting firms with the majority being completed by firms that were not from the Big Four or mid-tier accounting firms. For most charities, their audit fees had increased from the prior year fee amount, along with annual total expenditure. Few PBEs are receiving modified audit opinions on service performance information. There are no Key Audit matters (KAMs) or Emphases of Matters (EOM) that relate to service performance information.

Methodology

All charities on the "All currently registered charities 13112023" Excel workbook provided by the XRB staff to the researcher, were sorted by total expenditure. In total there were 5,758 Tier 3 charities. These were distributed between 666 requiring a mandatory audit (annual total expenditure >\$1.1 million), 1,273 requiring at least a review (annual total expenditure >\$550,000) and 3,819 for which a review or audit was not mandatory. Due to the arbitrary cut-off date of this list of 'all' charities, some charities may have filed annual returns after this date and potentially moved tiers. No subsequent adjustments were made to tiers to preserve the integrity of the sample.

Based on these assurance report requirements the population was stratified into three groups. Tier 3 Group 1 charities were defined as those with total expenditure of between \$1.1 million and \$2 million (requiring an audit) and Tier 3 Group 2 charities are those with total expenditure of between \$550,000 and \$1.1 million (requiring a review at least). A 10% sample was taken from the group 1

and 2 categories. This resulted in a total sample of 67 Tier 3 Group 1 charities and 127 Tier 3 Group 2 charities.

Tier 3 Group 3 charities were defined as those with total expenditure of between \$140,000 and \$550,000 (with no assurance requirements unless mandated within the charity’s rules/constitution/trust deed). A 2.5% sample was taken from Group 3. This was lower than the 10% sample for Groups 1 and 2 because an audit or review report is not mandatory and due to the project’s time constraints. This resulted in a total sample of 96 Tier 3 Group 3 charities. A 10% sample would have resulted in 382 Group 3 charities, with no statutory obligation to provide an audit or review report and as such data would swamp the Group 1 and 2 samples without providing extra useful information.

The total sample size for Tier 3 charities was 290, a similar size to that for project 1 (295). The sample was sorted alphabetically. Substitutions were permitted when the data was not available. The substitution rule was that if you had to substitute an entity, the next entity below the entity that needed to be substituted was chosen.

A summary of the sample used for this project is provided in Table 1.

Tier 3 Charities (total expenses by group)	Population	% sample	
Group 1 - \$1.1m - \$2m	666	10%	67
Group 2 - \$550k - \$1.1m	1,273	10%	127
Group 3 - \$140k - \$550k	3,819	2.50%	96
Total	5,758		290

Table 1. Data sample for project 2.

Data collection

Data for the Tier 3 charities was collected from the Charities Register (<https://register.charities.govt.nz/CharitiesRegister/Search>) using the charity’s registration number. Any charity without an assurance report was emailed to request one. If no report was received a substitution was made. The data variables collected for Project 2 are listed in Appendix 1.

Data analysis

The data contained in an Excel workbook was analysed based on the Tier 3 assurance report questions specified by the XRB. A separate worksheet was created for each question. Total numbers and percentages were calculated where appropriate along with descriptive statistics for financial data (i.e., total expenditure and audit fees). The data was analysed, and charts and graphs were produced where relevant. The results of the analysis are presented by group, starting with Tier 3 Group 1.

Findings

Group 1 – between \$1.1 million - \$2 million expenditure

Total Expenditure

Between 2022 and 2023, the average total expenditure increased from \$1,353,546 in the prior year to \$1,736,372 in the current year, a 28% increase. Of the 67 charities, 13% decreased their total expenditure from the prior year while 87% increased their total expenditure. The maximum total expenditure in the current year was \$5,983,204 while the minimum total expenditure was \$1,057,359.

We did note that 17 of the 67 charities in this category had differing expense figures between the filing in their annual return and that shown in their Statement of Financial Performance.

Audit Fees

The average audit fee increased from \$5,913 in the prior year to \$7,398 in the current year, a 25% increase. The maximum audit fee expenditure for the current year was \$55,909 which was an increase from the prior year audit fee maximum of \$36,750.

When analysing the relationship between the audit fee reported and the presence of an assurance report, it was interesting to note that 10% recorded in their annual report an audit fee but did not have an assurance report. This indicates that a report was prepared but was not submitted to the Charities Register. A further 28% had an assurance report but did not disclose an identifiable audit fee. As the Tier 3 reporting standards do not require separate disclosure of audit fees, this disclosure is optional. However, 61% disclosed their audit or assurance fee even though there was no requirement.

Relationship between Audit Fees and Assurance Report

A comparison between current year audit fees and prior year audit fees for those that had an assurance report confirms a 25% increase in audit fees. When considering the reported audit fees for those charities missing an assurance report, the current year is also higher than the prior year, however this increase was greater at 30%.

Financial Reporting Tiers

Of the 67 charities sampled in this category, 65 elected to report in accordance with Tier 3 and two elected to report in accordance with Tier 2. There were no charities that did not file their performance report.¹

¹ The charities that reported in accordance with Tier 2 met the size criteria in XRB A1 to report in accordance with Tier 3 accounting requirements but elected to apply Tier 2 accounting requirements instead.

Assurance Report

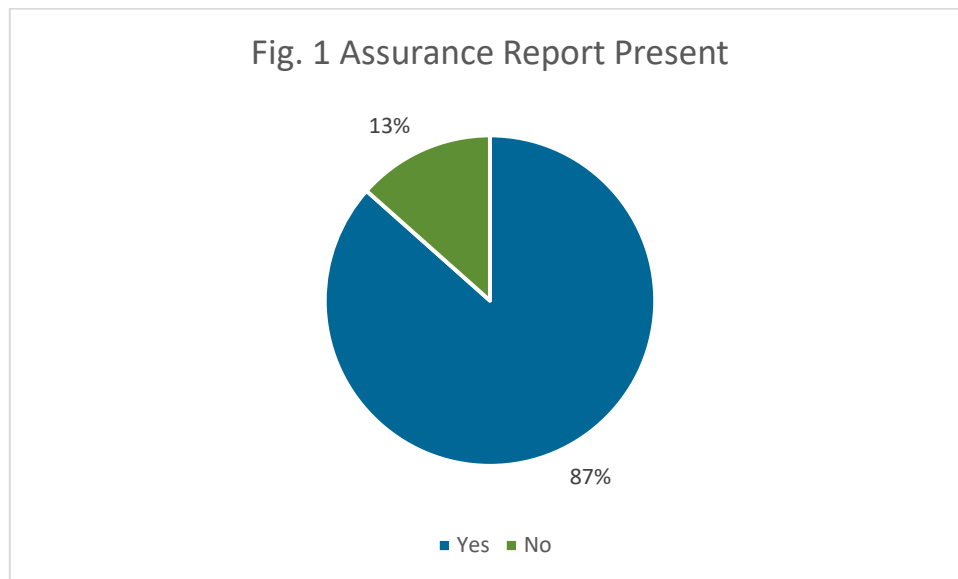


Figure 1 shows the percentage of charities that filed an assurance report. 58 out of 67 (87%) charities filed an assurance report and 9 (13%) had not filed an assurance report. This is concerning because charities between \$1.1 million - \$2 million are required to file an assurance report by the Charities Act 2005. Emails were sent out multiple times to these charities with no assurance report present to request a copy of the report. However, not all charities were forthcoming with a response.

Type of Assurance Report

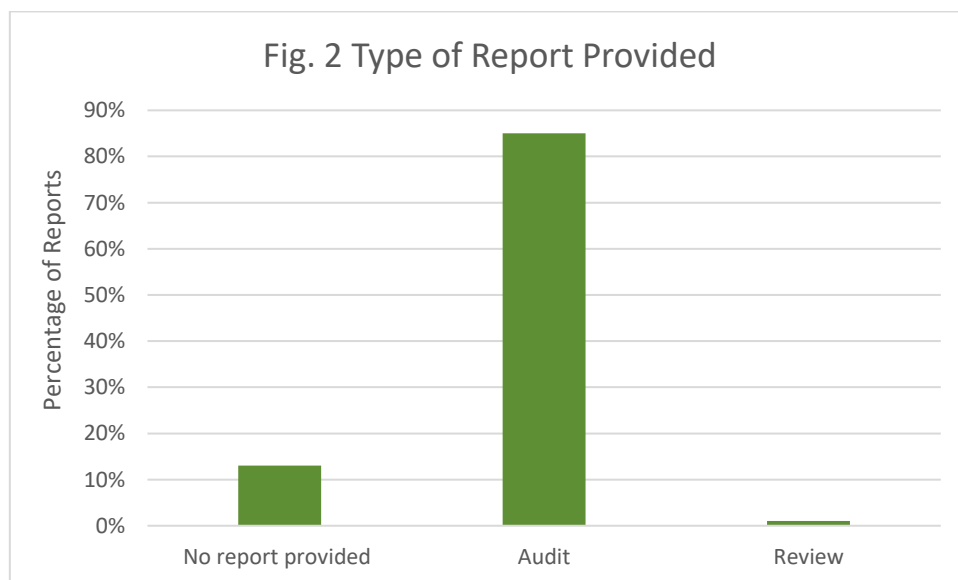


Figure 2 displays the type of assurance report presented by the 67 charities. Overall, audits were the most common form of assurance in this section. 57 (85%) of the charities had an audit report, only one (2%) of the 67 charities filed a review report and nine (13%) did not provide an assurance report at all.

Assurance Provider

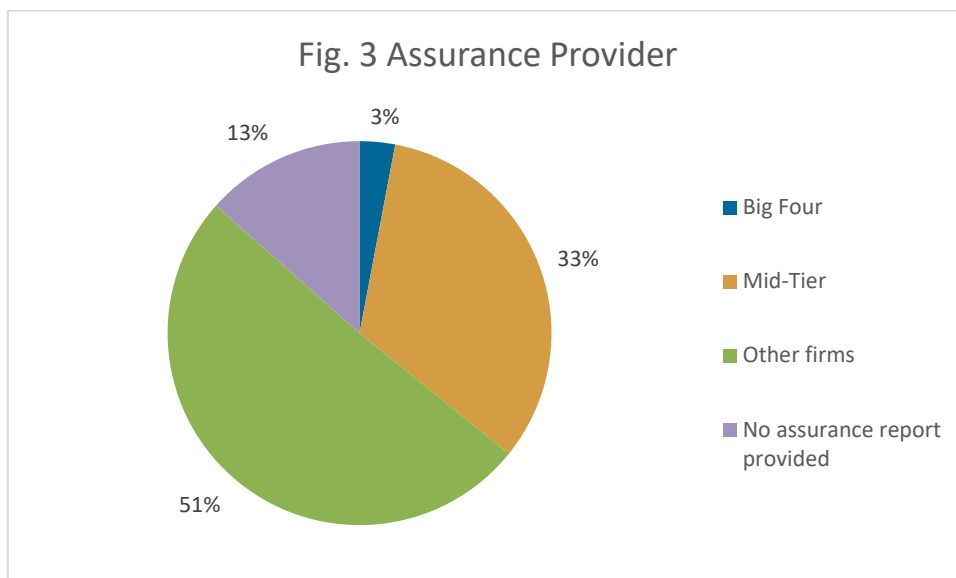


Figure 3 shows the groupings of assurance providers engaged by the 67 charities. They have been grouped into: Big Four, mid-tier, other accounting firms, and no assurance report provided. Other accounting firms were the most common assurance providers, accounting for 34 of the 67 (51%) charities, while mid-tier accounting firms assured 22 (33%) charities, the Big Four assured two (3%), and 9 (13%) did not have an assurance report. The following were considered mid-tier firms: Baker Tilly Staples Rodway, BDO, Grant Thornton, PFK, RSM, Nexia, Johnston Associates, and Moore Markhams.

Standards Used in Assurance Reports

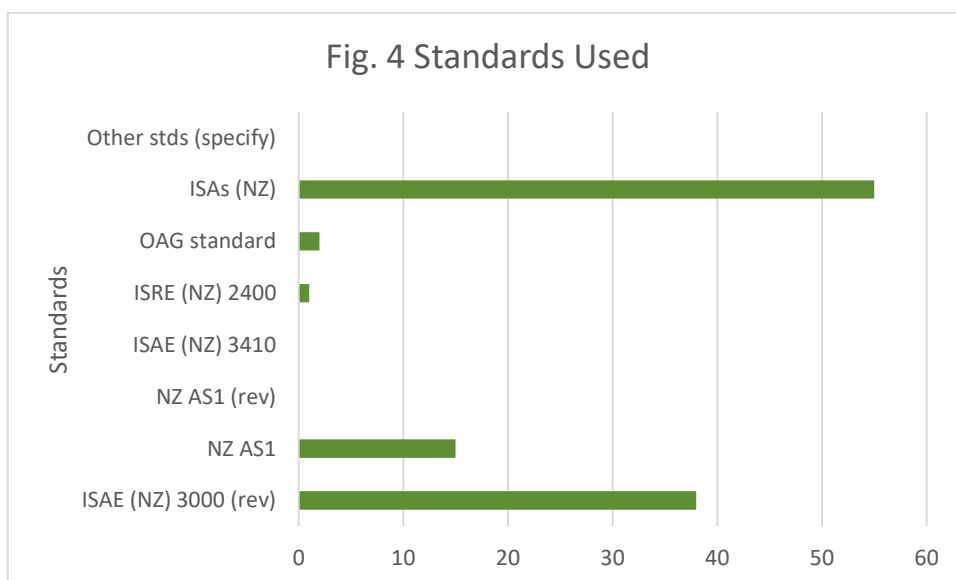


Figure 4 shows the standards applied by each charity’s assurance provider. Of the 58 charities that filed assurance reports, 55 (95%) of those were audited in accordance with the ISAs (NZ), two (3%) were audited in accordance with the OAG auditing standards and one (2%) charity was reviewed in accordance with ISRE (NZ) 2400. Fifteen Statements of Service Performance were audited in

accordance with NZ AS 1, and 38 Statements of Service Performance were assured in accordance with ISAE (NZ) 3000 (Revised).²

Modified Assurance Report

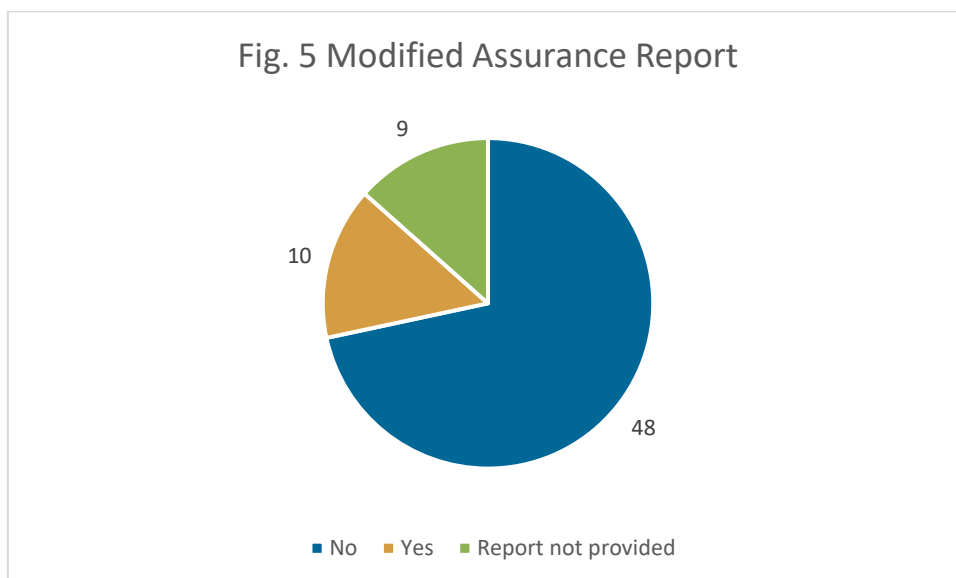


Figure 5 presents the number of charities whose assurance reports were modified. There were 10 (15%) modified assurance reports, 48 (72%) were unmodified, and nine (13%) charities did not provide an assurance report. Nine of the 10 modified reports were audit reports and one was a review report.

Modification Type

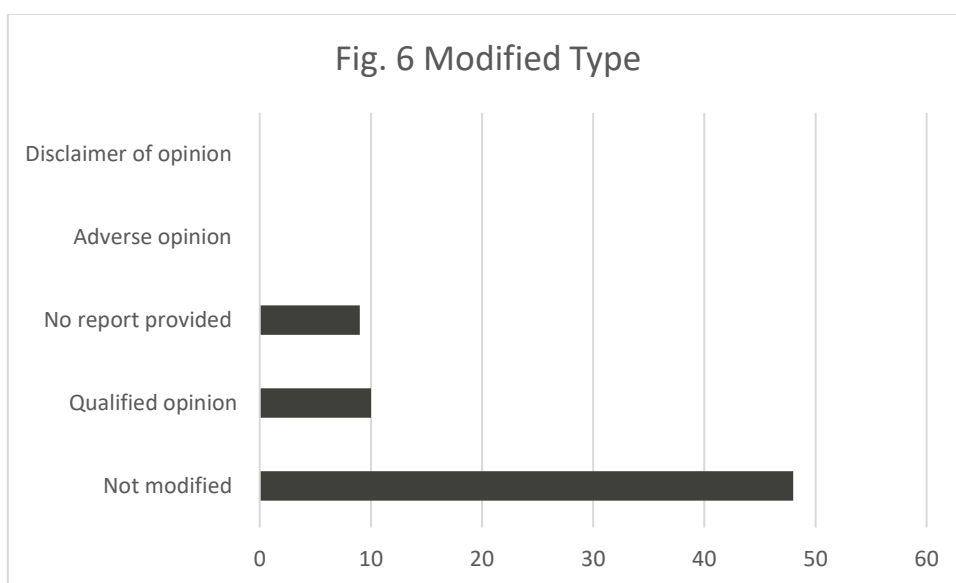


Figure 6 shows the nature of the modification. Of the 10 modified assurance reports, all were qualified. There were no adverse opinions or disclaimer of opinions in the assurance reports.

² 53 entities filed an assurance report which included an opinion on the entity's service performance information.

In Group 1, of the 10 charities with qualified assurance reports:

- Three were due to financial matters only (one was a review, the other two audits). These included qualifications over cash income and accounting treatments, such as not depreciating buildings.
- Four were due to matters related to both their financial statements and their Statement of Service Performance. These included qualifications due to the auditor being unable to obtain sufficient appropriate audit evidence over the valuation of assets and cash income. For three of these four assurance reports, no rationale for qualification of the Statement of Service Performance and entity information was provided in the Basis for Qualification.
- Three were due to matters related to the Statement of Service Performance only. These included prior year qualification, insufficient information being presented in the Statement of Service Performance, and the auditor being unable to obtain sufficient appropriate audit evidence on the Statement of Service Performance.

Key Audit Matters

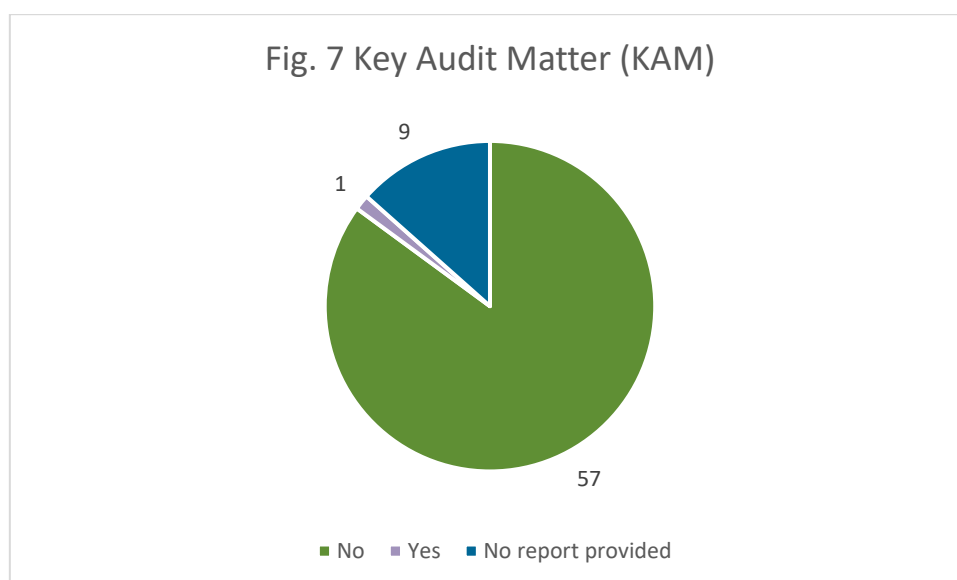


Figure 7 shows the number of assurance reports that included Key Audit Matters (KAM). Only one audit report included a KAM over financial matters (accounting for grant income). There is no requirement in the ISAs (NZ) for KAMs to be included in audits of this size.

Emphasis of Matter

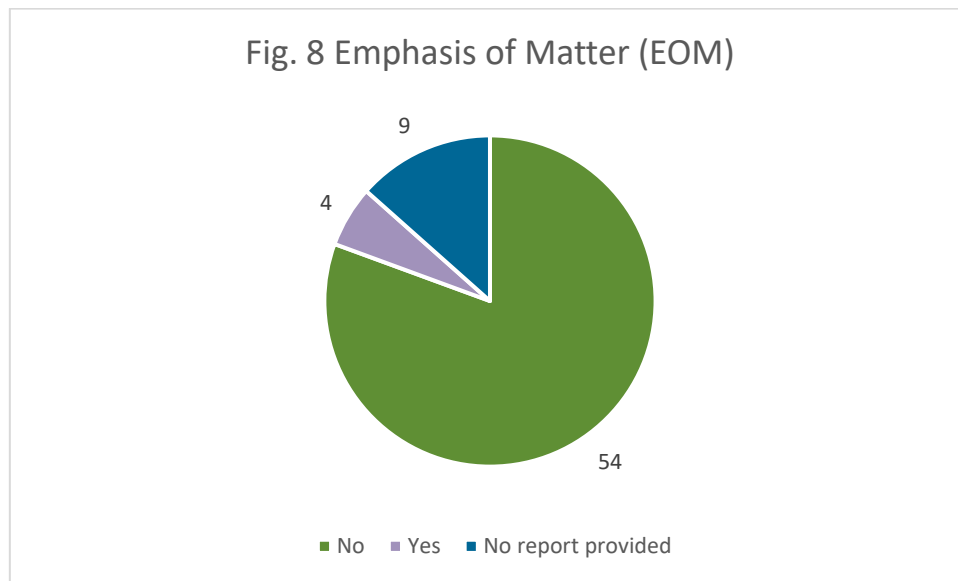


Figure 8 shows the number of assurance reports that included an Emphasis of Matter (EOM) in charities' assurance reports. An EOM was included in the audit reports of four charities, all were focused on the going concern of the charities.

Group 2 – between \$550,000 - \$1.1 million expenditure

Total Expenditure

Between 2022 and 2023, the total expenditure average for charities increased from \$732,604 in the prior year to \$851,350 in the current year, a 16% increase. The maximum total expenditure for the current year was \$3,507,346 while the maximum for prior year was \$2,875,244, showing a 22% increase.

Audit Fees

The average audit fees for charities increased from \$3,446 in the prior year to \$3,845 in the current year, a 12% increase. The maximum audit fees for the current period was \$30,250 which was an increase from the maximum audit fees of the prior year of \$21,314.

When analysing the relationship between the audit fee reported and the presence of an assurance report, it was interesting to note that 9% recorded an audit fee in their annual report, but did not file an assurance report. This indicates that a report was prepared but has not been submitted to the Charities Register. A further 20% had an assurance report but did not include an identifiable audit fee. As the Tier 3 Standard does not require separate disclosure of audit fees, this disclosure is optional. However, 57% disclosed their audit or assurance fee even though there was no requirement.

Relationship between Audit Fees and Assurance Report

A comparison between the current year audit fees and the prior year audit fees for those that filed an assurance report shows an increase in audit fees of approximately 10%. When considering the reported audit fees for those charities missing an assurance report, the current year is also higher than the prior year, however this increase was larger at 18%.

Financial Reporting Tiers

Of the 127 charities sampled in this category, 117 were Tier 3, seven were Tier 2, and three did not file their performance report.

Assurance Report

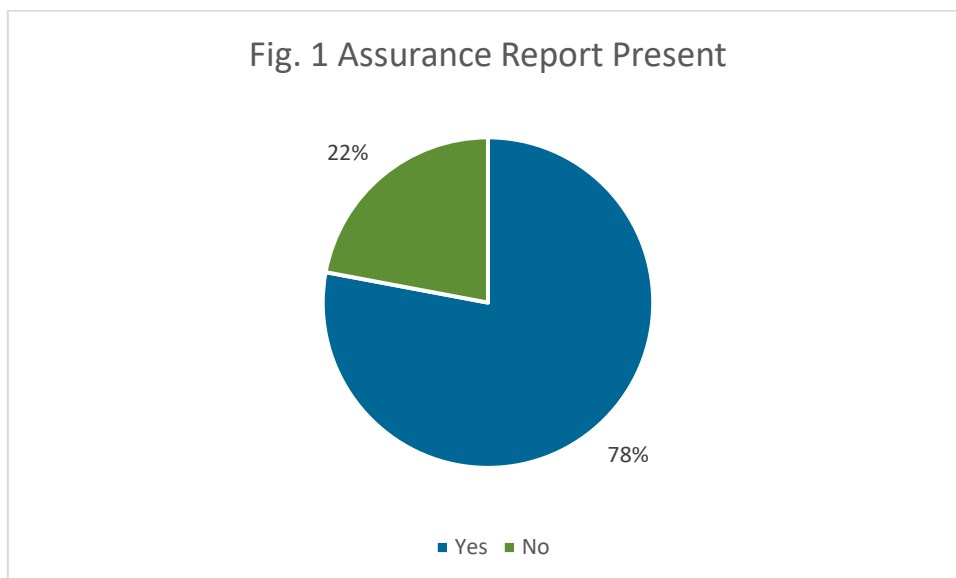


Figure 1 shows whether an assurance report was present for charities with total expenditure between \$550,000 - \$1.1 million. A total of 99 out of the 127 (78%) charities had assurance reports present and 28 (22%) did not have an assurance report present. This is unexpected as under the Charities Act 2005, charities with expenditure between \$550,000- \$1.1 million for each of the previous two accounting periods, are required to have their financial statements audited or reviewed by a qualified auditor.

Type of Assurance Report

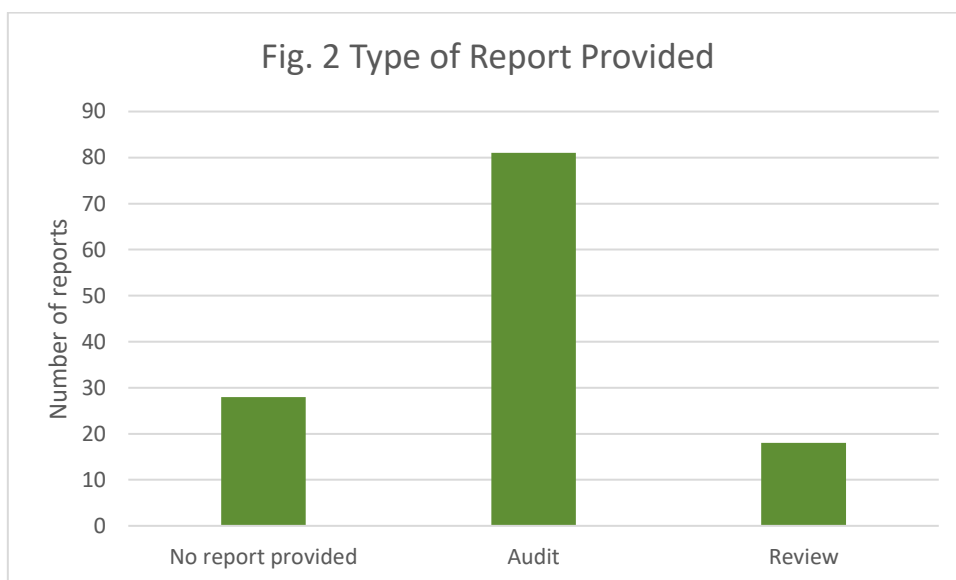


Figure 2 displays the type of assurance report presented by the 127 charities. Overall, audits were the most common form of assurance, with 81 (64%) of the charities having performance reports that were audited, 18 (14%) having performance reports that were reviewed, and 28 (22%) not providing an assurance report at all.

Assurance Provider

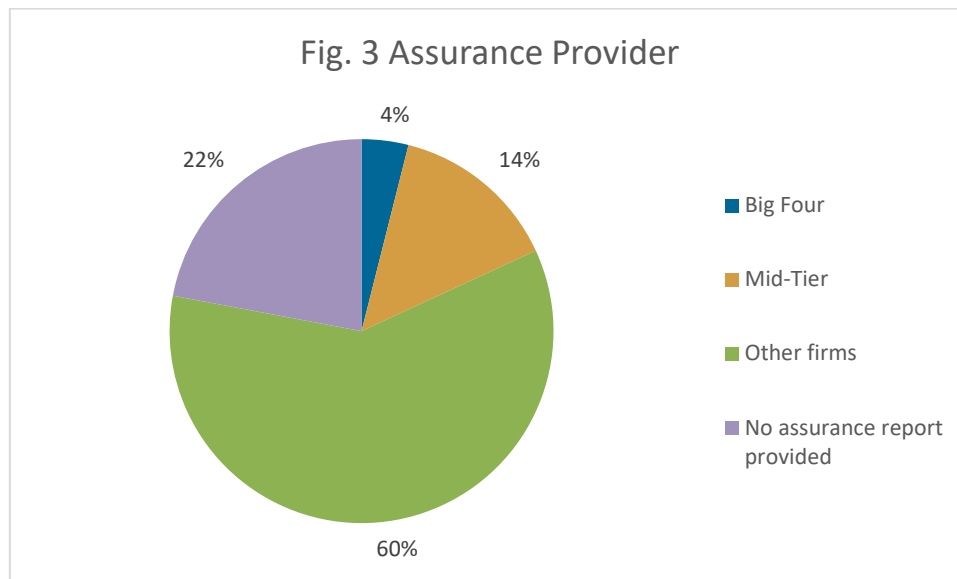


Figure 3 shows the groupings of assurance providers engaged by the 127 charities. They have been grouped into: Big Four, mid-tier, other accounting firms, and no assurance report provided. Other accounting firms were the most common assurance providers, accounting for 76 (60%) of the assurance providers, while mid-tier accounting firms accounted for 18 (14%), the Big Four accounted for five (4%), and 28 (22%) did not provide an assurance report. The mid-tier and other assurance providers were the most common firm types providing assurance services across this data sample. The following were considered mid-tier firms: Baker Tilly Staples Rodway, BDO, Grant Thornton, PFK, RSM, Nexia, Johnston Associates, and Moore Markhams.

Standards Used in Assurance Reports

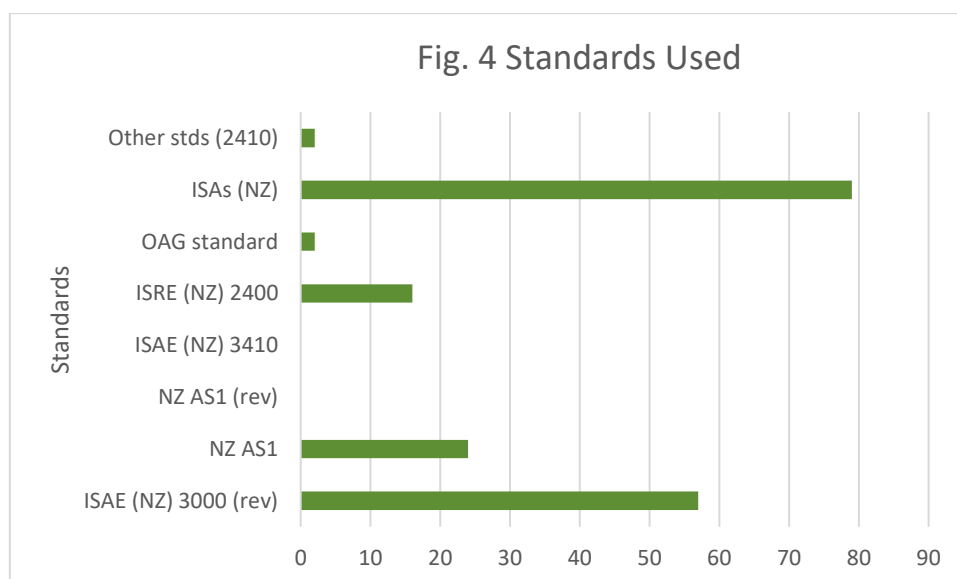


Figure 4 provides information on what type of assurance standards were used in the 127 charities showing that 79 of the 81 (98%) audited charities were audited in accordance with ISAs (NZ) and two (2%) were public sector organisations audited in accordance with the OAG standards. 16 (89%) of the 18 charities reviewed were in accordance with ISRE (NZ) 2400 and the other two (11%) were

reviewed in accordance with NZ SRE 2410 (Revised). For the Statements of Service Performance, 24 (29%) were audited in accordance with NZ AS 1, and 57 (70%) Statements of Service Performance were assured in accordance with ISAE (NZ) 3000 (Revised).

Modified Assurance Report

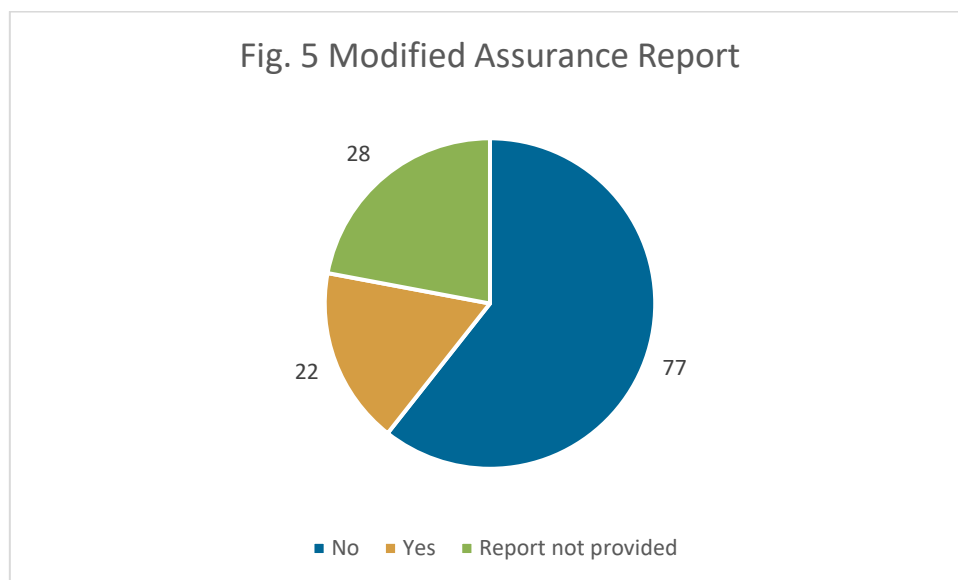


Figure 5 presents the number of the 127 charities whose assurance reports were modified. There were 22 (17%) modified assurance reports, 77 (61%) were unmodified, and 28 (22%) charities did not provide an assurance report.

Modification Type

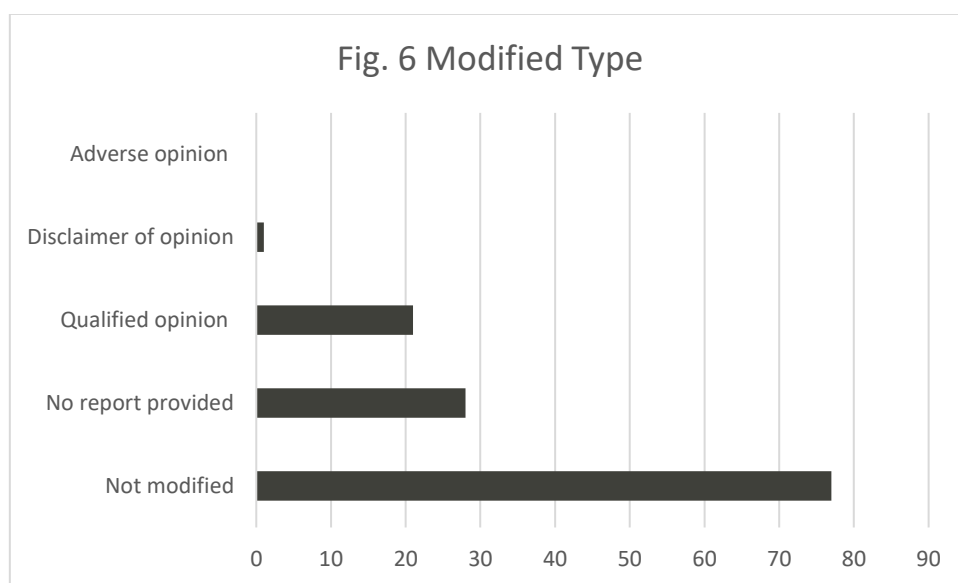


Figure 6 shows the nature of the modification. Most (77 (61%)) were not modified, 21 (17%) had a qualified opinion and one (1%) had a disclaimer of opinion. There were no adverse opinions.

In Group 2, Of the 22 charities with a qualified opinion or disclaimer, all were due to financial matters only. No modifications related to the Statement of Service Performance were identified.

Key Audit Matters and Emphasis of Matter

In this category there were no Key Audit Matters in the audit reports sampled.

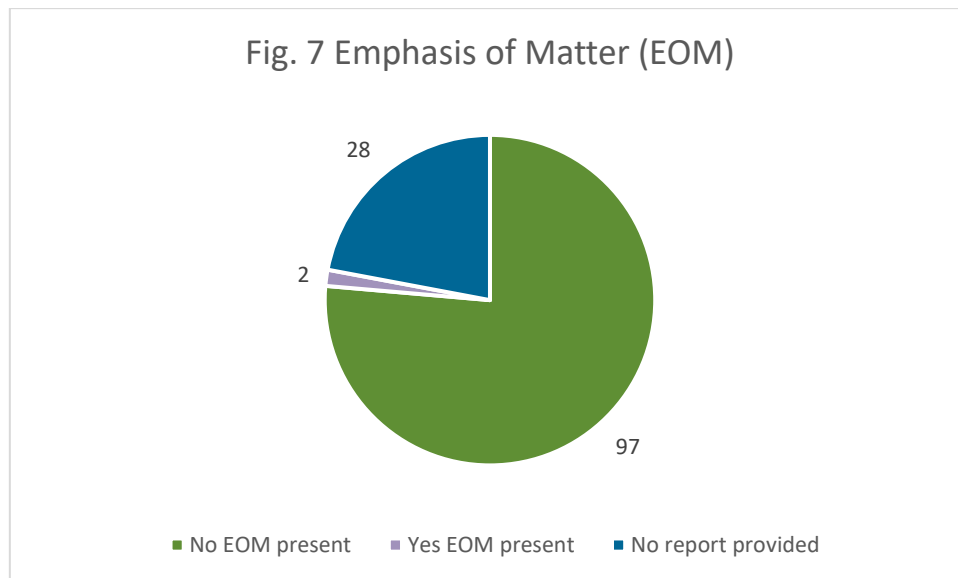
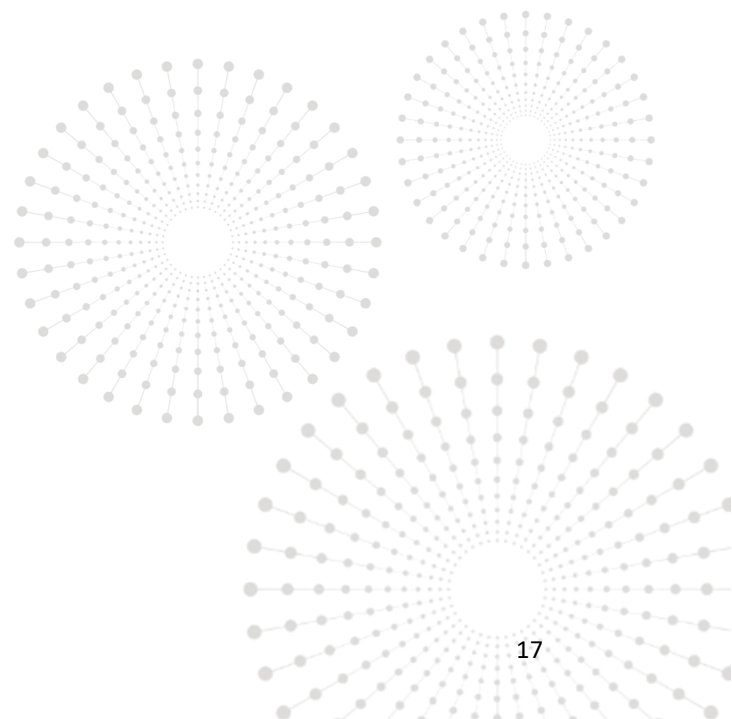


Figure 7 focuses on the Emphasis of Matter (EOM) Group 2 charities' assurance reports. Two out of the 127 (2%) charities had an EOM in their audit report. The report for Charity A emphasised going concern with financial vulnerability and that for Charity B emphasised the entity's operating deficit.



Group 3 – between \$140,000 - \$550,000 expenditure

Total Expenditure

Between 2022 and 2023, the average total expenditure for \$140,000 to \$550,000 charities had increased from \$294,582 total expenditure in the prior year to \$336,756 total expenditure in the current year. This was a 14% increase between the current year's total expenditure and prior year total expenditure. Interestingly, of the 96 charities, 28% decreased their expenditures from the prior year and 72% increased their total expenditure. The maximum total expenditure for the prior year was \$561,827 and the current year maximum total expenditure was \$1,103,415.

Audit Fees

The audit fees for charities with total expenditure between \$140,000 to \$550,000 had increased to \$1,397 from \$1,215, a 15% increase between the current year's audit fees and prior year audit fees. The maximum audit fee expenditure for the current year was \$9,296 which was an increase from the prior year audit fee maximum of \$8,975.

When analysing the relationship between the audit fee reported, and the presence of an assurance report it was interesting to note that 14% disclosed an audit fee in their performance report but did not have an assurance report attached to their performance report. This indicates that a report was prepared but was not submitted to the charities register. A further 14% had an assurance report but did not include an identifiable audit fee. As the Tier 3 reporting standards do not require separate disclosure of audit fees, this disclosure is optional. However, 34% disclosed their audit or assurance fee even though there was no requirement.

Relationship between Audit Fees and Assurance Report

A comparison between the current year audit fees and the prior year audit fees for those that had an assurance report indicates a 16% increase in audit fees. When considering the reported audit fees for those charities missing an assurance report, the current year was also higher than the prior year, however this increase was smaller at 12%.

Financial Reporting Tiers

Of the 96 charities sampled in this category, 93 were Tier 3 and one was Tier 2. Two did not file their performance report.

Assurance Report

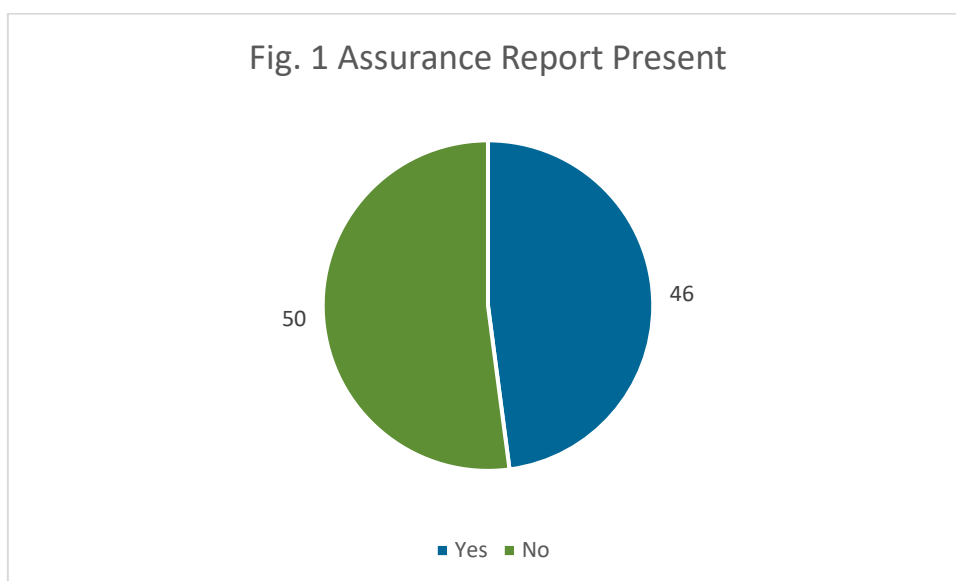


Figure 1 shows whether an assurance report was present for the charities with total expenditure between \$140,000 and \$550,000. A total of 96 charities were included in this randomised dataset with 46 of the 96 (48%) charities having assurance reports and 50 (52%) not providing an assurance report. This was to be expected because charities below \$550,000 are not legally required to have an assurance report unless stated in their own charity’s rules/constitution/trust deed.

Type of Assurance Report

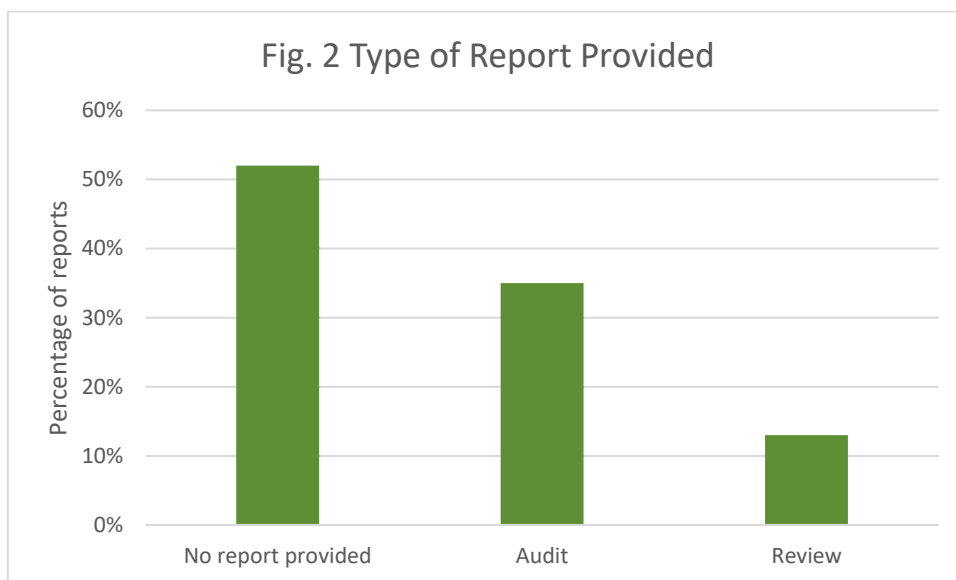
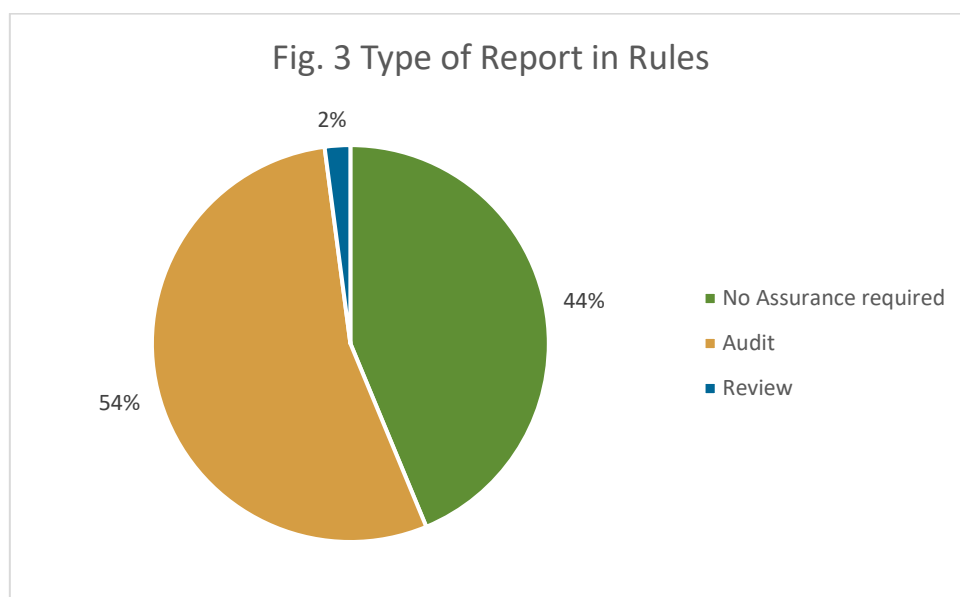


Figure 2 displays the type of assurance report presented by the 96 charities. Overall, 34 (35%) filed an audit assurance report, 12 (13%) filed a review assurance report, and 50 charities (52%) did not provide an assurance report at all.

Type of Assurance Report in Charity Rules



We reviewed the rules (or constitution or trust deed) of the 96 charities in this category to ascertain if their rules required either an audit or review of their financial statements. The findings are summarised in Figure 3, which shows that 52 of the 96 (54%) were required to engage an auditor, and two (2%) were required to engage a reviewer. The rules of the remaining 42 (44%) charities did not specify an assurance requirement.

This is interesting because in Group 3 - Figure 1, 50 of the 96 charities did not provide an assurance report, while 54 were required to have an audit or review.. This indicates that there is some demand for assurance services for these types of entities even when there is no legislative requirement to have an audit or review.

Assurance Provider

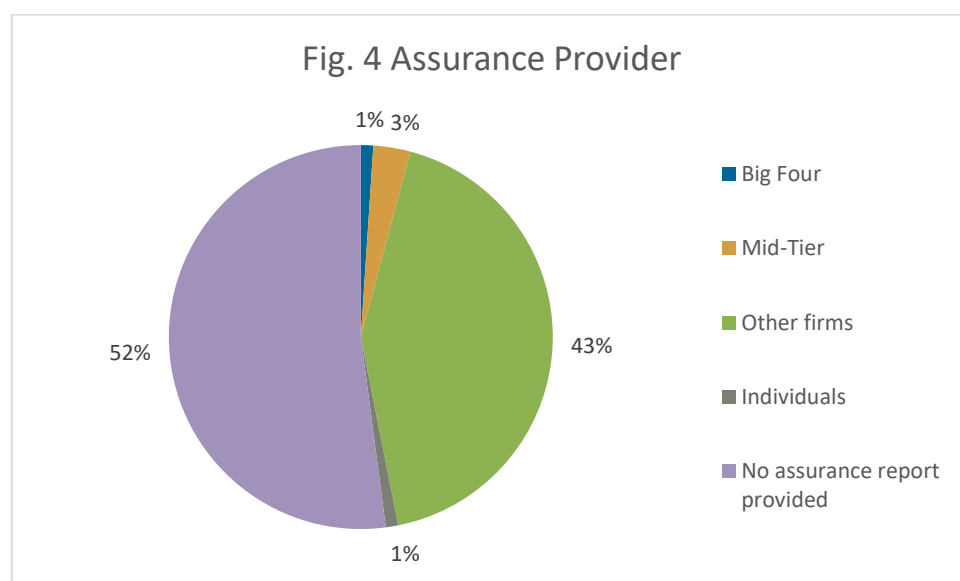


Figure 4 provides further information about the assurance providers used by the 46 Tier 3 charities that were assured in the \$140,000-\$550,000 expenditure bracket. Other accounting firms were the

most common assurance provider for a total of 41 assurance reports (43%), the mid-tier firms wrote three (3%) reports and the Big Four and Individuals provided one (1%) assurance report each. The remaining 52% of charities did not provide an assurance report. The following were considered mid-tier firms: Baker Tilly Staples Rodway, BDO, Grant Thornton, PFK, RSM, Nexia, Johnston Associates, and Moore Markhams.

Standards Used in the Assurance Report

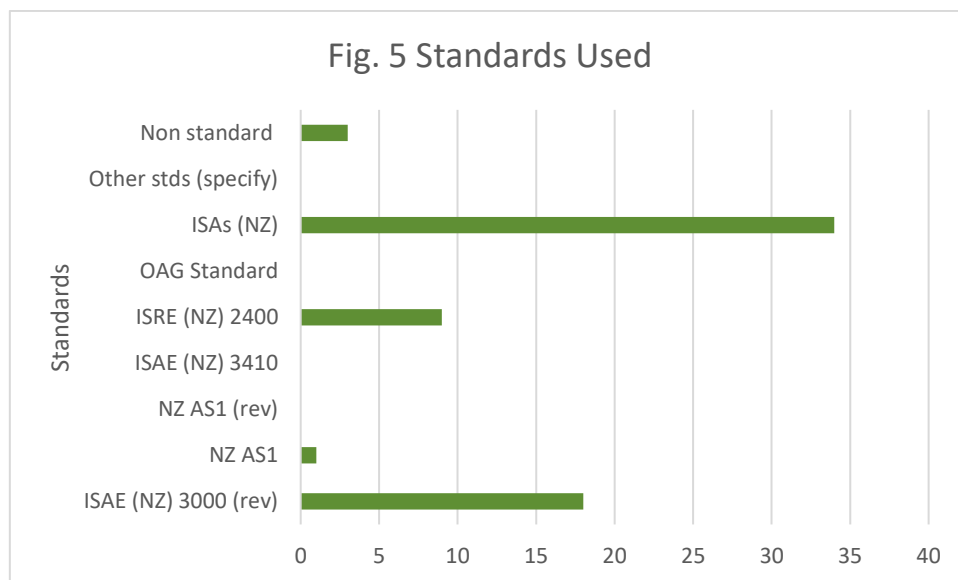


Figure 5 displays the standards used by the assurance providers of the 96 charities. Of the 46 charities that filed their assurance reports, 34 of those were audited in accordance with the ISAs (NZ), nine were reviewed in accordance with ISRE (NZ) 2400 and three were not reviewed in accordance with XRB standards. One audit report was reported to be audited in accordance with the ISAs (NZ), however their audit report placed the opinion at the bottom of the report which is not in accordance with the ISAs (NZ). One Statement of Service Performance was assured in accordance with NZ AS 1, and 18 Statements of Service Performance was assured in accordance with ISAE (NZ) 3000 (Revised).

Modified Assurance Report

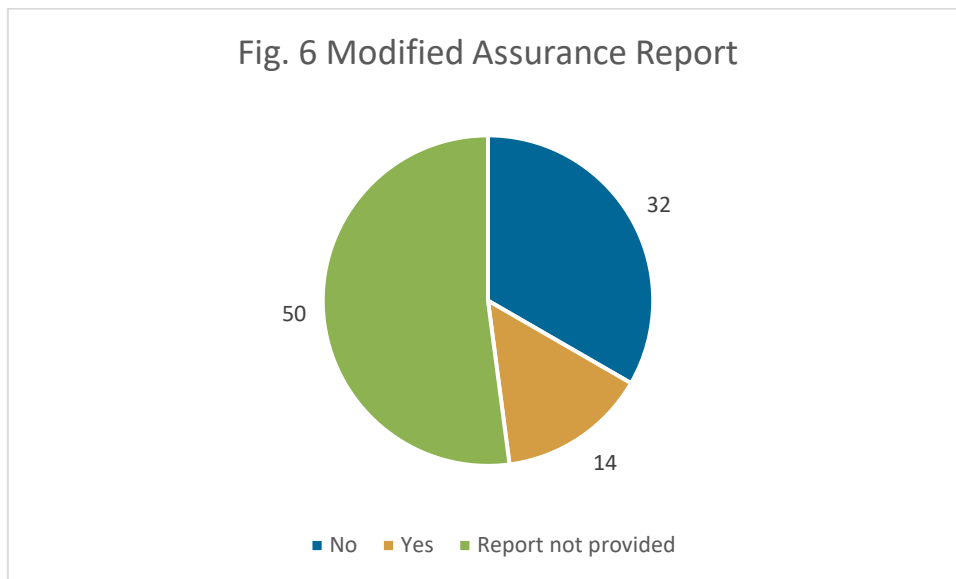


Figure 6 indicates that out of the 96 charities, 14 (15%) charities had assurance reports that were modified, 32 (33%) were not modified, and 50 (52%) did not provide an assurance report.

Modification Type

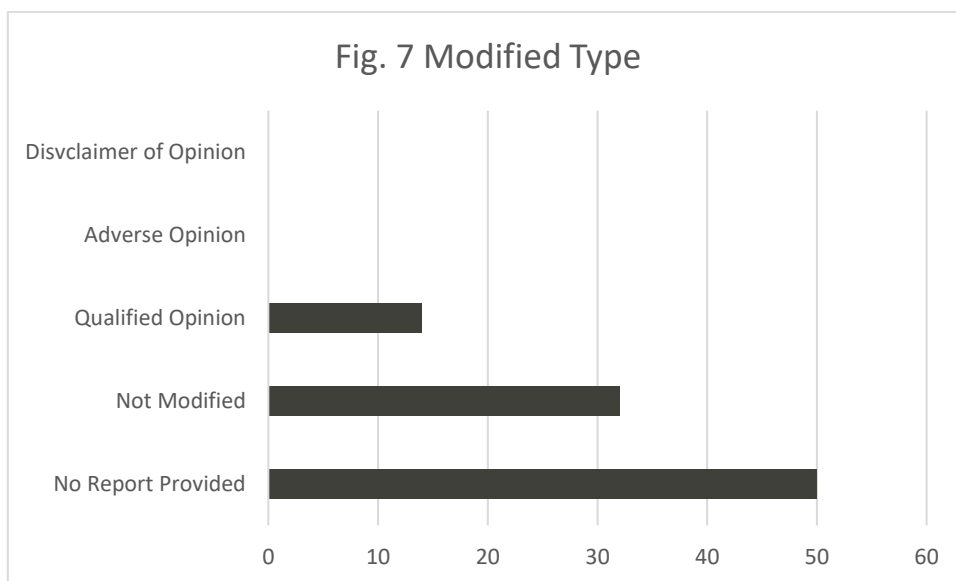
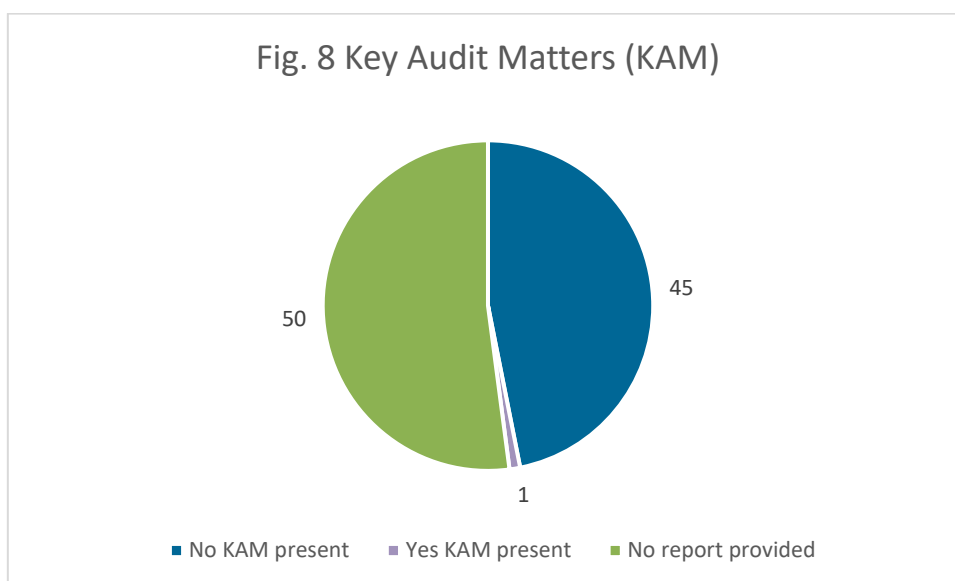


Figure 7 shows the modification type of the 96 charities. There was 32 (33%) non-modified assurance reports and 14 (15%) qualified opinion assurance reports. However, 50 (52%) charities did not file an assurance report. There were no disclaimers of opinion or adverse opinions.

For this charity sample based of total expenditure between \$140,000 to \$550,000, this was to be expected as many charities are not legally required to present an assurance report unless their charity rules/constitution/trust deed requires it.

Key Audit Matters



In Figure 8 we can see whether there were Key Audit Matters (KAM) included in the assurance reports. Only one audit report included a KAM; this was over financial matters. However, there is no requirement in the ISAs (NZ) for KAMs to be included in audits of entities of this size.

Emphasis of Matter

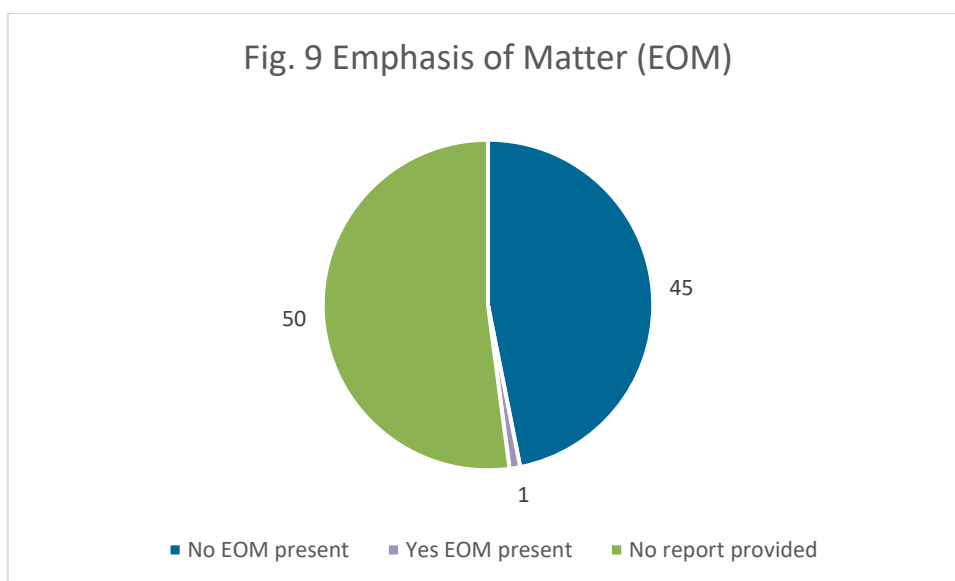


Figure 9 shows if an Emphasis of Matter (EOM) was included or not in the Group 3 charities data sample. An EOM was included in the audit report of only one charity, Charity C, which discussed the viability of the charity and its dependency on breaking even in the following year. Given the current financial climate, it is interesting that there is only one EOM in this area regarding possible financial problems.

Discussion

Throughout the data gathering, cleansing and analysis findings, there have been some valuable insights on this randomised data sample of Tier 3 charities. There were a range of key insights I found throughout this project.

- Often charity rules require an assurance report, however a large number of these charities did not provide one even when asked. This was particularly noticeable for the charities between \$140,000 to \$550,000. This indicates that some charities do not know their own rules or have not updated their rules on the charity's websites.
- Other accounting firms and mid-tier accounting firms were the most common assurance providers across all three groups of the charities. This may be due to the average low audit fees found in the sample.
- The total expenses/expenditure reported in the annual returns did not always align with the total expenses in the Statement of Financial Performance.
- There was inconsistent disclosure of audit fees. For example, some performance reports included their fees, and some do not. While there is no requirement to disclose the audit practitioners' fees, this contributes to a lack of consistency across charity reporting.
- Regularly I saw "International Standards on Auditing (New Zealand)" being mentioned but not the abbreviation "ISA (NZ)", even though the abbreviation is mentioned in the illustrative reports in ISA (NZ) 700 (Revised) *Forming an Opinion and Reporting on Financial Statements*. This inconstant terminology could lead to some confusion amongst readers about the standard being used.
- Across all three groups of Tier 3 charities, the reports also mentioned a code of ethics, particularly Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand)*.
- Often PES 1 (Revised) was mentioned. However, the correct way to reference this standard is PES 1. This suggests that the auditor may not know the proper standards they should be using, or they may be using an old template.

Personal reflections

As a non-assurance or accounting professional, this Project gave me a different perspective on the work provided. I have noticed the following that may be useful for future assurance work.

- Two negatives in a review report does not make the conclusion clearer in the report. From a non-auditor perspective, the report language is already quite complex, so repeating the two negatives does not always make sense and fails to make the assurance conclusion easier or clearer to understand.
- The total expenses are often not the total. For example, I came across many financial reports that laid out their total expenditures inconsistently. Some broke down the total expenditure in different formats and layouts. Some total expenditures did not include donation expenses, grant expenses etc., leading to confusion as to what the actual total expense is.
- The heading and labelling could be clearer in the assurance reports. One example is a review I came across that was labelled as 'Other Matter', when it should have been labelled as Emphasis of Matter. This could help increase clarity for readers particularly for those who do

not have an assurance or accounting background, so they do not miss what is important in the assurance report.

Appendix

List of variables collected for as part of this project

Variable name	Description
CC# (registration number) and name of charity	Charities registration number and the Name of the entity
Reported Tier	Tier reported in the annual report
Current year total expenses	Total expenses value collected from annual accounts
Total expenses prior year	Prior year expenses value collected from annual accounts
Assurance cost this year	Cost for current year audit of financial statements from annual accounts
Assurance cost prior year	Cost for prior year audit of financial statements from annual accounts
Assurance report present?	Was the assurance report filed with their annual report?
Assurance type	Type of assurance report provided
Standard format?	Does the report cite expected standards? And what standards were used?
Summary of non-standard format	Explanation of the above if applicable
Assurance rule?	Is there an assurance rule for small tier 3's (<\$550,000) and the type of assurance report (<\$550k) required in rules?
Modification present?	Was the audit report modified?
Modification type	Was it an adverse opinion, disclaimer of opinion, or qualified opinion?
Modification detail	Reason(s) for modification
Modification category	Was the modification for financial or non-financial reasons, or both?
SSP Issues?	Describe issues mentioned in the modified report regarding the Statement of Service Performance (SSP) in the assurance report:
Key Audit Matter?	Was there a Key Audit Matter(s)
Key Audit Matter category	Was the Key Audit Matter for financial reasons or non-financial reasons, or both?
SSP issues?	Describe statement of service performance issues listed in Key Audit Matter if applicable
Emphasis of Matter?	Was there an Emphasis of Matter(s)?
What was emphasised?	Description of what was cited in the Emphasis of Matter
Emphasis of Matter regarding SSP?	Did the Emphasis of Matter relate to statement of service performance information?
ISAs (NZ)	Were the International Standards on Auditing (New Zealand) cited in the audit report?
ISAE (NZ) 3000 (Revised)	Was the International Standard on Assurance Engagements (New Zealand) 3000 (Revised) cited in the audit report?
NZ AS1	Was the New Zealand Auditing Standard 1 cited in the audit report?
NZ AS1 (Revised)	Was the New Zealand Auditing Standard 1 (Revised) cited in the audit report?
ISAE (NZ) 3410	Was the International Standard on Assurance Engagements (New Zealand) 3410 cited in the audit report?
OAG standards	Were the Office of the Auditor General standards cited in the audit report?
Other assurance standards	Description of other audit standards used
Ethics standards	Which, if any, ethics standards were cited in the audit report?
Assurance provider?	Which organisation carried out the assurance? If the audit was performed by an individual, their name and qualifications were recorded
Notes	General observations or peculiarities identified within the annual accounts