

# SAMPLE CHARITY

## PERFORMANCE REPORT

### Tier 4

for the year ended 31 March 2015



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## Auditor’s Report

These reports present a true and accurate view of the organisation’s finances

# Entity Information – Sample Charity

**Legal Name of Entity** Sample Charity  
**Other Name of Entity (if any)**  
**Type of Entity and Legal Basis (if any)** Charity  
**Registration Number** 1234567890

## Entity's Purpose or Mission

We exist to reduce poverty by:

- educating children
- helping those in need
- building better communities

## Entity Structure

Incorporated Association

## Main Sources of the Entity's Cash and Resources

Fundraising from the general public

Door to door collections from the public

## Main Methods Used by the Entity to Raise Funds

90% of collection is done by volunteers

## Entity's Reliance on Volunteers and Donated Goods or Services

1234 Main Street AUCKLAND

The charity is the oldest in the country

## Additional Information

There is no relevant additional information

## Contact Details

Physical Address	123 Main Street AUCKLAND
Postal Address	PO Box 1234 AUCKLAND
Email/Website	info@samplecharity.co.nz www.samplecharity.co.nz
Phone	09 1234 5678
Facebook	www.facebook.com/samplecharity
Twitter	@samplecharity

## Statement of Service Performance — Sample

	Apr 2015 - Mar 2016 This Year Actual	Apr 2015 - Mar 2016 This Year Budget	Apr 2014 - Mar 2015 Last Year Actual
Education Services Provided	3,996	3,996	4,059
Hours of client contact	4,500	3,996	4,104
Nights of Accommodation Provided	2,592	2,196	3,803

Description of Outcomes

Additional Output Measures

Additional Information

## Statement of Receipts and Payments — Sample

Apr 2015 -Mar 2016

	This Year	Last Year
<b>Bank at Beginning</b>	<b>44,819</b>	<b>44,819</b>
Income		
Donations, fundraising and other similar revenue	169,362	149,450
Fees, subscriptions and other revenue from members	1,028,043	900,460
Revenue from providing goods or services	42,292	37,320
<b>Total Income</b>	<b>1,239,698</b>	<b>1,087,230</b>
Expense		
Expenses related to public fundraising	(8,522)	(7,520)
Volunteer and employee related costs	(1,142,132)	(1,001,262)
Costs related to providing goods or services	(7,049)	(6,220)
Grants and donations made	(228)	(218)
Other Expenses	(65,498)	(58,246)
<b>Total Expense</b>	<b>(1,223,428)</b>	<b>(1,073,467)</b>
<b>Net Profit</b>	<b>16,269</b>	<b>13,763</b>
Asset		
Other Resources	0	(21,000)
<b>Total Asset</b>	<b>0</b>	<b>(21,000)</b>
Liability		
Money Payable By the Entity	(23,545)	14,664
Other Commitments	0	(27,181)
<b>Total Liability</b>	<b>(23,545)</b>	<b>(12,516)</b>
<b>Closing Bank</b>	<b>37,543</b>	<b>25,065</b>

## Represented By:

Bank Accounts and Cash		
	This Year	Last Year
Cash at Bank - Unrestricted	6,543	13,819
Cash at Bank - Restricted	31,000	31,000
Total Bank at End of Year	37,543	44,819

# Statement of Resources and Commitments — Sample

Mar 2016

	This Year	Last Year
<b>Asset</b>		
Bank Accounts and Cash	37,543	44,819
Money Owed to the Entity	7,000	7,000
Other Resources	168,000	168,000
<b>Total Asset</b>	<b>212,543</b>	<b>219,819</b>
<b>Liability</b>		
Money Payable By the Entity	20,558	44,104
Other Commitments	0	0
Grants or Donations with Conditions Attached	120,000	120,000
<b>Total Liability</b>	<b>140,558</b>	<b>164,104</b>
<b>Net Assets</b>	<b>71,984</b>	<b>55,715</b>



# Note 1: Policies

## Basis of Preparation

Sample Charity 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.

## Goods and Service Tax (GST)

Sample Charity 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.

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

## Note 2 Analysis of Receipts — Sample

	Apr 2015 - Mar 2016 Actuals	Apr 2014 - Mar 2015 (YTD)Actuals
<b>Income</b>		
Fundraising Receipts	42,485	37,490
Fundraising - Gifts	23,261	20,526
Fundraising - Contributions	19,224	16,964
Grants and Donations	1,154,921	1,012,420
Grants (Cwlth) - Op - Rcmt	704,873	622,000
Grants (Cwlth) Op - Non-R	0	0
Grants (Cwlth) - Capital	0	0
Grants (State) Op - Recurrent	267,852	236,360
Grants (State) Op - Non-R	55,319	42,100
Grants (State) - Capital	0	0
Grants (Local) Op - Recurrent	126,877	111,960
Grants (Local) Op - Non-R	0	0
Grants (Local) - Capital	0	0
Grants - Other	0	0
Receipts from providing goods or services	42,292	37,320
Sales of Goods	42,292	37,320
Interest, dividends and other investment income receipts	0	0
Interest - Restricted	0	0
Other receipts	0	0
Other/Sundry Income	0	0
<b>Total Income</b>	<b>1,239,698</b>	<b>1,087,230</b>

## Note 3 Analysis of Expenses — Sample

	Apr 2015 - Mar 2016 Actuals	Apr 2014 - Mar 2015 (YTD)Actuals
<b>Expense</b>		
Expenses related to public fundraising	8,522	7,520
Fundraising Expenses - General	6,408	5,654
Insurance - Public Liability	0	0
Legal Fees	0	0
Meeting Expenses	2,115	1,866
Volunteer and employee related costs	1,142,132	1,001,262
Wages & Salaries	985,858	863,906
Annual Leave Expense	0	0
Long Service Leave Expense	0	0
Sick Leave Expense	0	0
Superannuation	88,727	77,752
Workers' Compensation	0	0
Staff Amenities	2,563	2,262
Training & Development (Staff)	35,269	31,123
Travel & Accommodation	2,960	2,612
Utilities	26,753	23,608
Costs related to providing goods or services	7,049	6,220
Purchases	7,049	6,220
Grants and donations made	228	218
Dpcn - Building	0	0
Dpcn- Motor Vehicle	0	0
Dpcn - Plant & Equip	0	0
Fees & Permits	228	218
Other Expenses	65,498	58,246
Accounting Fees	8,971	7,916
Advertising & Promotion	0	0
"Assets Purchases <\$5,000"	0	0
Audit Fees	1,518	1,431
Bank Charges	458	404
Computer Expenses	19,224	16,964
Insurance - General	4,106	3,895
Insurance - Prof Indemnity	0	0
Membership Fees Paid	0	0
Motor Vehicle Expenses	22,865	20,262
Postage, Freight & Courier	564	498
Printing & Stationery	0	0
Rent	3,845	3,393
Repairs & Maintenance	1,833	1,617
Telephone & Fax Charges	2,115	1,866
<b>Total Expense</b>	<b>1,223,428</b>	<b>1,073,467</b>

# Note 4: Correction of Errors

# 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)

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

# Note 6: Events After the Balance Date

This Year		
Nature of Event*	Estimate of Financial Effect*	Effect, if any on the entity's ability to continue operating*

OR (Delete one not applicable to the entity)

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last Year Nil)

# Additional Information