

SAMPLE CHARITY

PERFORMANCE REPORT

Tier 4

for the year ended [Financial year end]



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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

[Enter purpose or mission here]

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

[Add information as applicable]

[Any further information to be entered]

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]

Description of Outcomes

[Enter description of outcomes here]

Additional Output Measures

[Enter additional output measures here]

Additional Information

[Enter additional information here]

Statement of Service Performance — Not for Profit Inc

MONTH: MAR 2018

	Apr 2017 - Mar 2018	Apr 2017 - Mar 2018	Apr 2016 - Mar 2017
	This Year Actual	This Year Budget	Last Year Actual

Statement of Receipts and Payments — Not for Profit Inc

APR 2017 - MAR 2018

	This Year	Last Year
Bank at Beginning	32,553	0
Operating Receipts		
Grants	1,169,948	926,351
Fundraising - Gifts	23,809	18,781
Fundraising - Contributions	19,677	15,522
Trading/Operating Activities	43,290	34,147
Total Operating Receipts	1,256,724	994,800
Cost of Sales		
Purchases	(7,215)	(5,691)
Total Cost of Sales	(7,215)	(5,691)
Operating Payments		
Accounting Fees	(9,183)	(7,243)
Audit Fees	(1,518)	(1,576)
Bank Charges	(469)	(370)
Computer Expenses	(19,677)	(15,522)
Fees & Permits	(228)	(240)
Fundraising Expenses - General	(6,559)	(5,174)
Insurance - General	(4,106)	(4,249)
Meeting Expenses	(2,164)	(1,707)
Motor Vehicle Expenses	(23,388)	(18,624)
Postage, Freight & Courier	(577)	(455)
Rent	(3,935)	(3,104)
Repairs & Maintenance	(1,876)	(1,480)
Wages & Salaries	(998,120)	(787,189)
Superannuation	(89,831)	(70,847)
Staff Amenities	(2,623)	(2,069)
Telephone & Fax Charges	(2,164)	(1,707)
Training & Development (Staff)	(36,101)	(28,477)

	This Year	Last Year
Travel & Accommodation	(3,030)	(2,390)
Utilities	(27,384)	(21,601)
Total Operating Payments	(1,232,935)	(974,026)
Operating Surplus or (Deficit)	16,575	15,083
Capital Receipts and Payments		
Other Financial Assets	0	(7,000)
Buildings	0	(101,000)
Motor Vehicles	0	(120,000)
Less: Accum Depreciation	0	53,000
Trade Creditors	(28,860)	(67,656)
Current Liabilities	3,554	182,676
Closing Bank	23,822	32,553



Statement of Resources and Commitments — Not for Profit Inc

MAR 2018

	Mar 2018	Mar 2017
Asset		
Current Assets	23,822	32,553
Other Financial Assets	7,000	7,000
Buildings	101,000	101,000
Motor Vehicles	120,000	120,000
Less: Accum Depreciation	(53,000)	(53,000)
Liability		
Trade Creditors	(96,516)	(67,656)
Current Liabilities	186,230	182,676

Note 1: Accounting 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 Services Tax (GST)*

[Sample Charity] is registered for GST therefore all amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

OR (Delete one not applicable to the entity)

[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 — Not for Profit Inc

MAR 2018

	This Year	Last Year
Income		
Grants	83,875	88,153
Grants (Cwlth) - Op - Rcmt	53,766	56,508
Grants (State) Op - Recurrent	20,431	21,473
Grants (Local) Op - Recurrent	9,678	10,171
Fundraising - Gifts	1,774	1,865
Donations Received	1,774	1,865
Fundraising - Contributions	1,466	1,541
Contributions (Members)	1,466	1,541
Trading/Operating Activities	3,226	3,390
Sales of Goods	3,226	3,390
Total Receipts	90,342	94,949

Note 3 Analysis of Payments — Not for Profit Inc

APR 2017 - MAR 2018

	This Year	Last Year
Expense		
Accounting Fees	9,183	7,243
Audit Fees	1,518	1,576
Bank Charges	469	370
Computer Expenses	19,677	15,522
Fees & Permits	228	240
Fundraising Expenses - General	6,559	5,174
Insurance - General	4,106	4,249
Meeting Expenses	2,164	1,707
Motor Vehicle Expenses	23,388	18,624
Fuel & Oil	1,732	1,366
Repairs & Maintenance	13,118	10,348
Insurance	7,871	6,209
Registration	667	702
Postage, Freight & Courier	577	455
Rent	3,935	3,104
Repairs & Maintenance	1,876	1,480
Wages & Salaries	998,120	787,189
Superannuation	89,831	70,847
Staff Amenities	2,623	2,069
Telephone & Fax Charges	2,164	1,707
Training & Development (Staff)	36,101	28,477
Travel & Accommodation	3,030	2,390
Utilities	27,384	21,601
Total Payments	1,232,935	974,026

Note 4: Correction of Errors

[Enter correction of errors here]

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)

Note 7: Additional Information

[Enter additional information here]

Auditor's Report

[Copy and Paste your Auditor's Report here]