



Tier 4 (NFP) Annual Performance Template

About this template

We have designed this template to assist Tier 4 not-for-profit (NFP) entities to meet their annual reporting requirements, as provided for in the Tier 4 (NFP) Standard issued by the External Reporting Board (XRB).

Using the template and its accompanying guidance notes is optional.

The template itself has no legal status.

Can I make changes to the template?

You may tailor the templates to fit your entity's activities.

The template sets out the minimum reporting requirements which are needed to ensure you satisfy your annual reporting requirements, when you have a requirement to report in accordance with the Tier 4 (NFP) Standard as issued by the XRB.

It is important to remember you only need to report information that is applicable to your entity's activities. In addition, many of the required disclosures are only required when the transaction, activity, or event is considered significant to your entity's operations.

The Tier 4 (NFP) Standards described an item as being significant if disclosure of the particular item, whether financial or non-financial, could influence a reader's understanding of the entity's overall performance for the year.

Worksheet protection and password

The Microsoft Excel worksheet as downloaded from the XRB website is password protected. To unlock the worksheet please follow the instructions below:

- Right-click on the "**Tier4 - Template**" tab (at the bottom of your screen).
- Select "**Protect Sheet**" from the drop-down menu.
- Enter the password: **xrb** (note this password is case sensitive) to unprotect sheet.
- Click **OK**.

Annual Performance Report

Entity Name
 For the year ended

Entity information

Legal name of entity

Type of entity

Entity structure

Other entities controlled by the entity	Entity name	Ownership interest or relationship

Statement of Service Performance

Description of medium to long term objectives

Description of key activities	Quantity	
	Current year	Last year
Key activity 1 description	-	-
Key activity 2 description	-	-
Key activity 3 description	-	-
Key activity 4 description	-	-

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

Date
 Signature
 Name
 Position

Date
 Signature
 Name
 Position

Annual Performance Report

Entity Name
For the year ended

Statement of cash received and cash paid

	Note	Current year \$	Last year \$
Opening balance in bank account(s) - at the start of the financial year		-	-
Plus cash received from operating activities			
Donations, koha, bequests and other fundraising		-	-
Grants received		-	-
Funding from service delivery grants/contracts		-	-
Membership fees and subscriptions	2	-	-
Sale of goods or services (commercial activities)		-	-
Interest or dividends received		-	-
Other cash received		-	-
Total		-	-
Less cash paid for operating activities			
Fundraising costs		-	-
Employee remuneration		-	-
Volunteer and other employee costs		-	-
Costs related to sale of goods or services (commercial activities)	3	-	-
Other costs related to delivery of entity objectives		-	-
Grants and donations paid		-	-
Other cash paid		-	-
Total		-	-
Total GST paid or refunded in the financial year		-	-
Cash surplus or (deficit) from operating activities		-	-
Plus cash received from other activities			
Sale of investments		-	-
Sale of other assets	4	-	-
Advance of loans and borrowings		-	-
Total		-	-
Less cash paid for other activities			
Purchase of investments		-	-
Purchase of other assets	5	-	-
Repayment of loans and borrowings		-	-
Total		-	-
Cash surplus or (deficit) from other activities		-	-
Net increase/(decrease) in cash		-	-
Closing balance in bank account(s) - at the end of the financial year		-	-
Represented by:			
Closing balance of bank account(s)		-	-
Balance invested in term deposit(s)		-	-
Cash on hand		-	-
Total cash balances held		-	-

Annual Performance Report

Entity Name
 For the year ended

Note 1 - Accounting policies

Basis of preparation

This performance report is prepared in accordance with the XRB's Tier 4 (NFP) Standard. The entity is permitted by law to apply this standard and has elected to do so. All transactions included in the Statement of Cash Received and Cash Paid and related notes to the Performance Report have been reported on a cash basis.

Treatment of GST

All amounts are recorded on a GST exclusive basis, except for Debtors and Creditors which are stated inclusive of GST

Note 2 - Analysis of cash received from operating activities (Optional disclosure)

Category	Analysis	Current year	Last year
Donations, koha, bequests and other fundraising			
	Total	-	-

Category	Analysis	Current year	Last year
Grants received			
	Total	-	-

Category	Analysis	Current year	Last year
Fundng from service delivery grants/contracts			
	Total	-	-

Category	Analysis	Current year	Last year
Membership fees and subscriptions			
	Total	-	-

Category	Analysis	Current year	Last year
Sale of goods or services (commercial activities)			
	Total	-	-

Annual Performance Report

Entity Name
For the year ended

Note 3 - Analysis cash paid for operating activities (Optional disclosure)

Category	Analysis	Current year	Last year
Fundraising costs			
Total		-	-

Category	Analysis	Current year	Last year
Employee remuneration			
Total		-	-

Category	Analysis	Current year	Last year
Volunteer and other employee costs			
Total		-	-

Category	Analysis	Current year	Last year
Costs related to sale of goods or services (commercial activities)			
Total		-	-

Category	Analysis	Current year	Last year
Other costs related to delivery of entity objectives			
Total		-	-

Annual Performance Report

Entity Name
For the year ended

Note 4 - Analysis of cash received from other activities (Optional disclosure)

Category	Analysis	Current year	Last year
Sale of investments			
Total		-	-

Category	Analysis	Current year	Last year
Sale of other assets			
Total		-	-

Category	Analysis	Current year	Last year
Advance of loans and borrowings			
Total		-	-

Note 5 - Analysis of cash paid for other activities (Optional disclosure)

Category	Analysis	Current year	Last year
Purchase of investments			
Total		-	-

Category	Analysis	Current year	Last year
Purchase of other assets			
Total		-	-

Category	Analysis	Current year	Last year
Repayment of loans and borrowings			
Total		-	-

Annual Performance Report

Entity Name
For the year ended

Note 6 - Significant assets

Description of asset	Current year	Last year
Significant amounts owed to the entity by external parties	-	-
Land and buildings	-	-
Investments (shares, bonds, units in managed funds)	-	-
Other significant assets	-	-

Where an estimate of the asset value is provided, disclose the basis for the estimate.

Note 7 - Significant liabilities

Description of liability	Current year	Last year
Loans and other borrowings	-	-
Other significant amounts owed to external parties	-	-
Money held on behalf of others	-	-

Note 8 - Unused donations, grants, bequest, and pledges

Unused Donations, Grants, Bequests and Pledges with Expectations over Use				Unspent amount	
Description	Purpose and nature of the condition(s)	Date condition(s) expected to be met	Original Amount \$	Current year \$	Last year \$

Note 9 - Related Party Transactions

Description of related party relationship	Description of the Transactions (whether in cash or amount in kind)	Value of Transactions		Amount Outstanding	
		Current Year \$	Last Year \$	Current Year \$	Last Year \$

OR (Delete one not applicable to the entity)

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

Annual Performance Report

Entity Name
For the year ended

Note 10 - Events After the financial year

Nature of the Event	Estimate of the 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 11 - Correction of Errors

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