



EXPLANATORY GUIDE A3 (EG A3)
OPTIONAL TEMPLATE AND ASSOCIATED GUIDANCE NOTES FOR
APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING –
ACCUAL (PUBLIC SECTOR)

Issued by the New Zealand Accounting Standards Board

September 2014

Relevant to reporting for periods beginning on or after 1 July 2014

This Explanatory Guide provides a template and associated guidance notes for optional application by Tier 3 public sector entities that are preparing a Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) (PBE SFR-A (PS)).

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**OPTIONAL TEMPLATE FOR APPLYING
PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (PUBLIC
SECTOR)**

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[Name]
Performance Report
For the year ended
[Financial Year End]

Contents

	Page
Non-Financial information:	
Entity Information	[enter page numbers]
Statement of Service Performance	
Financial Information:	
Statement of Financial Performance	
Statement of Financial Position	
Statement of Cash Flows	
Statement of Accounting Policies	
Notes to the Performance Report	

[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]

[Name]
Entity Information
 "Who are we?", "Why do we exist?"
 For the year ended
 [Financial Year End]

Guidance
 Section 3

E11

Legal Name of Entity:*	
------------------------	--

E12

Other Name of Entity (if any):	
--------------------------------	--

E13

Type of Entity and Legal Basis (if any):*	
---	--

E14

Registration Number:	
----------------------	--

E15

Entity's Purpose or Mission: *	
--------------------------------	--

Required sections are marked with an asterisk. "*"

E16

Entity Structure: *	
---------------------	--

[Name]
Entity Information
 "Who are we?", "Why do we exist?"
 For the year ended
 [Financial Year End]

Guidance
 Section 3
 E17

Required sections are marked with an asterisk "*"

Main Sources of the Entity's Cash and Resources:*

E18

Additional Information:*

E19

General Description of the Entity's Outputs* (If no Statement of Service Performance prepared)

Section 3
 E110

Required sections are marked with an asterisk "*"

Contact details

Physical Address:	
Postal Address:	
Phone/Fax:	
Email/Website:	
	
	

[Name]
Statement of Service Performance
 "What did we do?", When did we do it?"
 For the year ended
 [Financial Year End]

Guidance
 Section 4
 SSP1

Description of the Entity's Outcomes*:

Required sections are marked with an asterisk * Entities required by law to publish their budgets are required to complete the "Budget This Year" column. Completion of the Actuals is required where practicable to do so.

SSP2

	Actual*	Budget	Actual*
Description of the Entity's Outputs, Measures of Quantity and Quality (to the extent practicable), and Measures of the Timeliness of Delivery (if this is important):*	This Year	This Year	Last Year

SSP3

Additional Output Measures:

SSP4

Additional Information:

[Name]
Statement of Financial Performance
 "How was it funded?" and "What did it cost?"
 For the year ended
 [Financial Year End]

Required sections are marked with an asterisk (*). Entities required by law to publish their budgets are required to complete the "Budget This Year" column.

Guidance
Section 5

		Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
	Revenue				
SoFPer1	Funding from central or local government*				
SoFPer2	Revenue from non-governmental sources for providing goods or services*				
SoFPer3	Donations, fundraising and other similar revenue*				
SoFPer4	Interest, dividends and other investment revenue*				
SoFPer5	Other revenue				
SoFPer6	Total Revenue*		-	-	-
	Expenses				
SoFPer7	Employee related costs*				
SoFPer8	Costs related to providing goods or services*				
SoFPer9	Expenses related to fundraising*				
SoFPer10	Other expenses				
SoFPer11	Total Expenses*		-	-	-
SoFPer12	Surplus/(Deficit) for the Year*		-	-	-

[Name]
Statement of Financial Position
 "What the entity owns?" and "What the entity owes?"
 As at
 [Financial Year End]

Guidance Section 6		Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
	Assets				
	Current Assets				
SoFPos1	Bank accounts and cash*				
SoFPos2	Debtors and prepayments*				
SoFPos3	Inventory*				
SoFPos4	Other current assets				
SoFPos5	Total Current Assets		-	-	-
	Non-Current Assets				
SoFPos6	Property, plant and equipment*				
SoFPos7	Investments*				
SoFPos8	Other non-current assets				
SoFPos9	Total Non-Current Assets		-	-	-
SoFPos10	Total Assets*		-	-	-
	Liabilities				
	Current Liabilities				
SoFPos11	Bank overdraft*				
SoFPos12	Creditors and accrued expenses*				
SoFPos13	Employee costs payable*				
SoFPos14	Unused donations, grants and government funding with conditions*				
SoFPos15	Other current liabilities				
SoFPos16	Total Current Liabilities		-	-	-
	Non-Current Liabilities				
SoFPos17	Loans*				
SoFPos18	Other non-current liabilities				
SoFPos19	Total Non-Current liabilities		-	-	-
SoFPos20	Total Liabilities*		-	-	-
SoFPos21	Total Assets less Total Liabilities (Net Assets)*		-	-	-
	Accumulated Funds				
SoFPos22	Capital contributed by owners*		-		-
SoFPos23	Accumulated surpluses or (deficits)*		-		-
SoFPos24	Reserves*		-		-
SoFPos25	Total Accumulated Funds*		-	-	-

Required sections are marked with an asterisk (*). Entities required by law to publish their budgets are required to complete the "Budget This Year" col

[Name]
Statement of Cash Flows
 "How the entity has received and used cash"
 For the year ended
 [Financial Year End]

Guidance
 Section 7

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
CF1 Cash Flows from Operating Activities*			
Cash was received from:			
Funding from central or local government*			
Receipts from non-governmental sources for providing goods or services*			
Donations, fundraising and other similar receipts*			
Interest, dividends and other investment receipts*			
Net GST			
CF2 Cash was applied to:			
Payments to suppliers and employees*			
CF3 Net Cash Flows from Operating Activities*	-	-	-
Cash Flows from Investing and Financing Activities*			
CF4 Cash was received from:			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners*			
CF5 Cash was applied to:			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*			
Repayments of loans borrowed from other parties*			
Capital repaid to owners*			
CF6 Net Cash Flows from Investing and Financing Activities*	-	-	-
CF7 Net Increase / (Decrease) in Cash*	-	-	-
CF8 Opening Cash*	-	-	-
CF9 Closing Cash*	-	-	-
This is represented by:			
CF10 Bank Accounts and Cash*	-	-	-

Required sections are marked with an asterisk (*)

[Name]
Statement of Accounting Policies
"How did we do our accounting?"
 For the year ended
 [Financial Year End]

Guidance
Section 8

AP1

Basis of Preparation*

The entity has elected to apply PBE SFR-A (PS) *Public Benefit Entity Simple Format Reporting - Accrual (Public Sector)* on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the performance report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

AP2

Goods and Services Tax (GST)*

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)

Goods and Services Tax (GST)*

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

AP3

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

AP4

[Name of Specific Accounting Policy]*

AP4

[Name of Specific Accounting Policy]*

AP5

Tier 2 PBE Accounting Standards Applied (if any)*

AP6

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year (last year - nil)

OR (Delete one not applicable to the entity)

AP6

Changes in Accounting Policies*

Required sections are marked with an asterisk "*"

[Name]
Notes to the Performance Report
 For the year ended
 [Financial Year End]

Guidance
Section 5

Note 1 : Analysis of Revenue

These are optional notes to allow the entity to provide a breakdown of the revenue and expense categories. Please ensure breakdowns provided agree to the amounts reported in the Statement of Financial

	Revenue Item	Analysis	This Year \$	Last Year \$
SoFPer1	Funding from central or local government			
	Total		-	-
SoFPer2	Revenue from non-governmental sources for providing goods or services			
	Total		-	-
SoFPer3	Donations, fundraising and other similar revenue			
	Total		-	-
SoFPer4	Interest, dividends and other investment revenue			
	Total		-	-
SoFPer5	Other revenue			
	Total		-	-

These are optional notes to allow the entity to provide a breakdown of the revenue and expense categories. Please ensure breakdowns provided agree to the amounts r

Guidance
Section 5

Note 2 : Analysis of Expenses

SoFPer7

Expense Item	Analysis	This Year \$	Last Year \$
Employee related costs			
Total		-	-

SoFPer8

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services			
Total		-	-

SoFPer9

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to fundraising			
Total		-	-

SoFPer10

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses			
Total		-	-

Guidance
Section 6

Note 3 : Analysis of Assets and Liabilities

SoFPos1

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash			
Total		-	-

These are optional notes to allow the entity to provide a breakdown of the asset and liability categories.

			This Year \$	Last Year \$
SoFPos13	Liability Item	Analysis		
	Employee costs payable			
		Total		-

			This Year \$	Last Year \$
SoFPos14	Liability Item	Analysis		
	Unused donations and grants with conditions			
		Total		-

			This Year \$	Last Year \$
SoFPos15	Liability Item	Analysis		
	Other current liabilities			
		Total		-

			This Year \$	Last Year \$
SoFPos17	Liability Item	Analysis		
	Loans			
		Total		-

			This Year \$	Last Year \$
SoFPos18	Liability Item	Analysis		
	Other non-current liabilities			
		Total		-

Guidance

Note 4: Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	-				-
Motor Vehicles*	-				-
Furniture and fixtures*	-				-
Office equipment*	-				-
Computers (including software)*	-				-
Machinery*	-				-
Heritage assets	-				-
Total	-	-	-	-	-

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*

PPE1 - PPE6

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	-				-
Motor Vehicles*	-				-
Furniture and fixtures*	-				-
Office equipment*	-				-
Computers (including software)*	-				-
Machinery*	-				-
Heritage assets	-				-
Total	-	-	-	-	-

PPE1 - PPE6

Required sections are marked with an asterisk**

PPE9

Significant Donated Assets Recorded - Source and Date of Valuation*	

PPE10

Significant Donated Assets - Not Recorded*	

Guidance

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	-	-	-
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		-		-
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	-
Transfer from Reserves*		-	-	-
Closing Balance	-	-	-	-

SofPos22

SofPos23

SofPos24

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	-	-	-	-
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		-		-
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	-
Transfer from Reserves*		-	-	-
Closing Balance	-	-	-	-

SofPos22

SofPos23

SofPos24

Guidance
Section 9

Notes 7-12

Note 7: Other

O1-03 Revenue with Conditions which have not been Recorded as a Liability

Source of Revenue	Original Amt*	Not Fulfilled Amt*	Purpose and Nature of the Condition(s)*

O4-05 Goods or Services Provided to the Entity in Kind

Description*	Amount*

O6-07 Assets Used as Security for Liabilities

Nature and Amount of Borrowing*	Nature and Amount of Asset Used as Security*

O8-09 Note 8: Assets Held on Behalf of Others

Description of the Assets Held*	Name of Entity on Whose Behalf Assets are Held*

O10-012 Note 9: Related Party Transactions

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year*	Last Year*	This Year*	Last Year*
		\$	\$	\$	\$
		Value of Transactions	Value of Transactions	Amount Outstanding	Amount Outstanding

OR (Delete one not applicable to the entity)

Related Party Disclosures

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

Required sections are marked with an asterisk (*)

O13-O15 **Note 10: Events After the Balance Date**

This Year		
Nature of Event*	Estimate of Financial Effect*	Effect, if any on assumption of continuity*

OR (Delete one not applicable to the entity)

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

O16 **Note 11: Ability to Continue Operating***

O17 **Note 12: Correction of Errors***

O18 **Additional Information**

**GUIDANCE NOTES TO THE OPTIONAL TEMPLATE FOR APPLYING
PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (PUBLIC SECTOR)**

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Icon Definitions:



Tip - helpful suggestions



Important – critical piece of information

Section 1 : Introduction

These guidance notes are written in plain language to assist in the application of the *Public Benefit Entity Simple Format Reporting Standard – Accrual (Public Sector) (PBE SFR-A (PS))*.

In these guidance notes we call the Standard the “*Tier 3 public sector standard*”.

Please note that the Standard is the definitive source of requirements. Throughout these guidance notes there are references back to the Standard.



Cross references are provided in the tables under the PBE-SFR-A (PS) column.

Purpose of the templates

The templates are for public sector entities that are eligible for, and elect to, apply the *Tier 3 public sector standard*.

⚠ The use of the templates and accompanying guidance notes is optional. They have no legal status.

All entities may build their own Performance Reports and some entities will already have reports that can be modified to meet the requirements of the *Tier 3 public sector standard*.

Basis of accounting

The templates use the accrual method of accounting.

Under the accrual basis, revenue and expenses are recorded when they are earned or incurred rather than when cash is received or paid. Financial statements prepared under the accrual basis include adjustments for the timing of the revenue or expenses. They include items such as: debtors (money owed to entity), creditors and accruals (money owed by entity), and depreciation. Financial statements prepared in this manner more fairly represent the financial performance and financial position of the entity.

Completion of the templates

The templates conform to the *Tier 3 public sector standard* and completing the templates properly will achieve compliance with this Standard.

How to use the templates

The templates have been designed to cover most circumstances that are likely to apply to Tier 3 public sector entities. However, the governing body must take care that it provides any additional information necessary to give a true and fair view of the entity’s activities, financial performance and financial position. If there are other matters that are significant and necessary to include for users, which are not specifically provided for in the template, then further details should be given by means of additional notes.

Non-financial information

Non-financial information is vital to understanding the performance of public sector entities. Reporting by Tier 3 public sector entities is therefore required to comprise an integrated “**Performance Report**” that contains both financial and non-financial information.

Effective Performance Reports can help:

- Build an entity’s reputation; and
- Make a case for support.

The Performance Report prepared by public sector entities should address the following questions:

- “Who we are?”: an overview of the entity.
- “Why do we exist?”: why the entity was established and what it seeks to achieve (outcomes);
- “What did we do?”: what the entity did during the financial year in providing goods or services (outputs);
- “What did it cost?”: what it cost to provide the goods or services, and to run the entity;
- “How was it funded?”: the sources of revenue used to pay for its activities in providing goods or services;
- “When did we do it?”: the period covered by the report, and a comparison of information with previous reporting periods;
- “How did we do our accounting?”: the accounting policies applied;
- “What do we need to continue operating?”: the ability of the entity to continue achieving its objectives and operate in the foreseeable future. This question can be answered by looking at the Performance Report as a whole.

In line with the objective to provide an integrated Performance Report the *Tier 3 public sector standard* template has been developed.

This is available as an Excel® spread sheet that can be completed electronically and a PDF® file that can be printed out and filled in by hand.

The template includes the following:

Entity Information

- “Who are we?”
- “Why do we exist?”

Statement of Service Performance

- “What did we do?”
- “When did we do it?”

 Optional for some entities, refer section 4.

Statement of Financial Performance

- “How was it funded?”
- “What did it cost?”
 - Did the entity make a surplus or deficit for the financial year?

Statement of Financial Position

- “What do we need to do to continue operating?”
 - What the entity owns;
 - What the entity owes.

Statement of Cash Flows

- “How was it funded?”
- “What did it cost?”
 - How the entity has received cash;
 - How the entity has used cash.

Statement of Accounting Policies

- “How did we do our accounting?”

Notes to the Performance Report

- Additional information that is important to users’ understanding of the Performance Report.

Section 2 : General

Reporting entity

An entity's Performance Report should incorporate all the activities of the entity. The Performance Report includes all branches or other operating units, if the entity is structured into more than one unit.

When preparing a Performance Report, an entity is required to identify its interests in other entities and assess whether any of those interests result in the other entity meeting the definition of a controlled entity, an associate or a joint venture. Refer to paragraphs 4.1 to 4.6 of the Tier 3 public sector standard for the requirements on how to account for these interests.

Reporting period

The templates are for a 12 month period. If the entity's reporting period is other than for 12 months, for example, where an entity is formed, ceases or changes its balance date, include an explanation in the entity's accounting policies, and change the column headings to reflect this.

Reporting currency

All amounts must be presented in New Zealand dollars. If the entity has transactions or balances that are not in New Zealand dollars, it must translate amounts to New Zealand dollars as follows:

- Transactions are to be translated using the exchange rate on the date the revenue, expense or cash flow occurs; and
- Monetary asset and liability balances are to be translated using the exchange rate at balance date.

Amounts should be rounded to the nearest dollar. A higher level of rounding (for example \$000) can be used if relevant.

Comparative information

Except when the *Tier 3 public sector standard* permits or requires otherwise, comparative information is to be reported in respect of the previous period for all amounts reported.

No offsetting of amounts reported

All amounts included in the financial reports are the gross amounts - expenses are not netted off against revenue; and assets are not netted off against liabilities.

Consistency of presentation

Except when the *Tier 3 public sector standard* permits or requires otherwise, the presentation and classification of items should not be changed from one period to the next unless there has been a significant change in the entity's operations.

Cross-referencing

It is important that the Performance Report is internally consistent. The statements that make up the Performance Report include cross-references to the Notes to the Performance Report.

Plans/budgets

The template has a column for "budget this year" and this is to report the budget (or plan) for the year actual information relates to. Completion of the budget column is required for those entities that are required by law to publish their budget. Completion of the budget column is optional for other entities.

Ability to continue operating

The Performance Report is to be prepared on the assumption that the entity will continue its operations for the foreseeable future (normally considered to be a minimum of 12 months from balance date). If this is not the case, please refer to the Standard for an explanation of the extra requirements that must be followed.

First time application of the Tier 3 public sector standard

As entities will come from different reporting backgrounds, Appendix B of the Standard provides assistance to make it as easy as possible for an entity to prepare its first Performance Report under the *Tier 3 public sector standard*.

Section 3 : Entity Information

“Who are we?” and “Why do we exist?”

Background information should be presented to help the reader to understand the entity and the environment in which it operates.

The level of detail provided in the report is likely to be dependent on the size and complexity of the entity and be proportionate to the needs of the users of the report.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Section	PBE SFR-A (PS) Ref	Explanation
EI1	Legal name of entity*	A38(a)	The name of the entity as appears in legislation or in the entity’s founding documents for example, its trust deed.
EI2	Other name of entity (if any)		If the entity is known by another name then that name can be included here.
EI3	Type of entity and legal basis (if any)*	A38(a)	Enter the type of entity and whether or not it has a legal basis, for example, the entity may be a school, registration board or a trust.
EI4	Registration number		Any relevant registration number (such as the entity’s company number) can be entered here if you wish.
EI5	The entity’s purpose or mission (the key difference the entity is trying to make)*	A38(b)	<p>Include here the entity’s mission statement.</p> <p>For many entities their governing legislation, a constitution, a trust deed, or other founding document will set out the entity’s mission.</p> <p>Examples of mission statements:</p> <p>“To manage and enhance sport fish and game resources on a sustainable basis in the recreational interest of anglers and hunters”</p> <p>“To establish and maintain a collection of artworks of merit that have an association with the North Canterbury area for the purposes of education use and public appreciation”</p>
EI6	Entity structure*  A description of the structure of the entity’s operations (including governance arrangements).	A38(c)	Describe the governance structure, including any committees, and the means of electing or appointing members of the governing body.

Row	Section	PBE SFR-A (PS) Ref	Explanation
EI7	The main sources of the entity's cash and resources *	A38(d)	<p>Describe the entity's main funding sources, for example, revenue from government to provide goods or services, revenue from investments, revenue from donations and grants. Include in here any critical reliance on funding.</p> <p>For example: "The entity's activities are primarily funded by the government by way of an annual operating grant. Some additional revenue comes from fundraising activities undertaken by the Parent's Association".</p>
EI8	Additional information*	A38(e)	Include here any additional information that is considered essential to the users' overall understanding of the entity.
EI9	General description of the outputs (goods or services of the entity)*	A40	If the entity does not prepare a Statement of Service Performance (see section 4), the entity must include a general description of the outputs (goods or services) of the entity here.
EI10	Contact details		The entity's contact details can be inserted here if you wish.

Section 4 : Statement of Service Performance

“What did we do?” and “When did we do it?”

Requirement to complete a Statement of Service Performance

Public sector entities which are required by legislation to provide a Statement of Service Performance (by whatever name called including “Statement of Performance”) shall prepare a Statement of Service Performance in accordance with this Standard. This requirement is optional for all other public sector PBEs. However, given the usefulness of this information for the users of simple format reports, all Tier 3 public sector PBEs are encouraged to prepare a Statement of Service Performance.

The purpose of the Statement of Service Performance is to report the activities of the entity over the past year. The reporting of goods or services delivered is a key part of the Performance Report and a powerful opportunity for the entity to tell its story, especially as it relates to achieving its mission.

A Statement of Service Performance is also important in fulfilling the accountability obligations to provide goods or services to others when the entity has contracts with the government or receives grants from funders.

Service performance reporting is most effective when the entity has a budget/plan at the beginning of the year which can be reported against at the end of the year.

The Statement of Service Performance is not expected to include a detailed account of everything the entity does. Rather, it should include the significant matters in relation to the performance of the entity to enable users to gain an understanding of why goods or services are delivered by the entity, and provide a basis for assessing the effectiveness and efficiency of the goods or services delivered by the entity.

Service performance reporting is based around two elements:

- (a) Outcomes: what the entity is seeking to achieve in terms of its impact on society;
- (b) Outputs: the goods or services that the entity delivered during the year.

The Statement of Service Performance in the template is presented in a tabular form with a space for optional information below the table. However, some entities may find that graphical presentation is more user-friendly and may wish to use a combination of charts, tables and pictures to highlight their performance for the year.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Section	PBE SFR-A (PS) Ref	Explanation
SSP1	Describe the outcomes*	A45(a)	<p>A description of the outcome(s) that the entity is seeking to achieve or influence through the delivery of its goods or services. The outcomes are likely to be closely related to the mission/purpose reported in the entity information section of the Performance Report. The main difference is that the mission/purpose is usually stated in broad or general terms and applies over the life of the entity. By contrast, the description of the outcomes in the Statement of Service Performance should be more specific and focused on what the entity is seeking to achieve over the short to medium term.</p> <p>For example, looking at some of the mission statements we used as examples in the entity information section:</p> <p style="text-align: center;">Mission Statement:</p>

Row	Section	PBE SFR-A (PS) Ref	Explanation																																				
			<ul style="list-style-type: none"> ➤ “To manage and enhance sports fish and game resources on a sustainable basis in the recreational interest of anglers and hunters”. <p>Example of possible outcomes:</p> <ul style="list-style-type: none"> ➤ “Increase quantity of fish available in the inland streams”; and ➤ “Improve the enjoyment of recreational hunters”. <p>Mission Statement:</p> <ul style="list-style-type: none"> ➤ “To establish and maintain a collection of artworks of merit that has an association with the North Canterbury area for the purposes of education use and public appreciation”. <p>Example of possible outcomes:</p> <ul style="list-style-type: none"> ➤ “To improve access to local artworks by primary schools in the region”; and ➤ “To increase the public appreciation of local artworks”. 																																				
SSP2	<p>Describe the outputs.*</p> <p> Outputs = goods or services.</p> <p> The entity may use charts, tables and pictures in its Statement of Service performance.</p> <p> Reporting of budget figures for some public sector entities may be a legislative requirement.</p>	A45(b)	<p>Include in here a description of the goods or services (outputs) delivered, together with the following:</p> <ul style="list-style-type: none"> ➤ Quantity measures to the extent practicable; ➤ Quality measures to the extent practicable; and ➤ A measure of the timeliness of delivery of the entity’s goods or services if this is important to the recipient <p>The template allows the entity the option of providing its budget for this year.</p> <p>Please note that the quantity measure is not necessarily in dollar terms. It is normally the number of services provided or numbers of goods produced.</p> <p>An example describing and quantifying outputs is shown in the table below:</p> <table border="1" data-bbox="687 1346 1505 1592"> <thead> <tr> <th>Description:*</th> <th>Actual This Year*</th> <th>Budget This Year</th> <th>Actual Last Year*</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Game bird control</td> </tr> <tr> <td>No. of permits issued</td> <td style="text-align: center;">18</td> <td style="text-align: center;">20</td> <td style="text-align: center;">16</td> </tr> <tr> <td colspan="4" style="text-align: center;">Early Childhood</td> </tr> <tr> <td>No. of Initiatives</td> <td style="text-align: center;">4</td> <td style="text-align: center;">7</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> <p>An entity may have more than one quantity measure for a particular service that it delivers.</p> <p>An example of qualitative measures is shown in the table below:</p> <table border="1" data-bbox="687 1771 1505 2011"> <thead> <tr> <th>Description:*</th> <th>Actual This Year*</th> <th>Budget This Year</th> <th>Actual Last Year*</th> </tr> </thead> <tbody> <tr> <td colspan="4">Training Course:</td> </tr> <tr> <td>Overall attendee satisfaction</td> <td style="text-align: center;">78%</td> <td style="text-align: center;">85%</td> <td style="text-align: center;">75%</td> </tr> <tr> <td>Number of complaints</td> <td style="text-align: center;">3</td> <td style="text-align: center;">0</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> <p>An example of a measure of timeliness of delivery of the entity’s</p>	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	Game bird control				No. of permits issued	18	20	16	Early Childhood				No. of Initiatives	4	7	6	Description:*	Actual This Year*	Budget This Year	Actual Last Year*	Training Course:				Overall attendee satisfaction	78%	85%	75%	Number of complaints	3	0	5
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SSP3	Additional output measures	A47	<p>You may include here any additional output measures that are relevant to users' understanding of what the entity did during the financial year.</p> <p>For example:</p> <ul style="list-style-type: none"> ➤ The entity may wish to provide an allocation of revenue and expenses related to each category of the entity's outputs; and ➤ The entity may wish to provide quantification of the contributions from volunteers in terms of hours or full-time staff equivalents. 																
SSP4	<p>Additional information</p> <p> Reporting of budget figures for some public sector entities may be a legislative requirement.</p>	A47	<p>You may include here an explanation of the actual performance achieved against the entity's budget (if provided); the entity may comment on factors within its control (for example a decision made to provide additional services) and also those factors outside the entity's control (for example, the effect of the global recession on the entity).</p> <p>Following on from the Example 1 above:</p> <p>Game bird control – requests from land owners for assistance to disperse game birds was in line with this year's budget.</p> <p>Number of initiatives– the budget was not achieved due to economic conditions and reduced central government support.</p>																

Section 5: Statement of Financial Performance

The purpose of the Statement of Financial Performance is to report all revenue and expenses of the entity for the financial year. The Statement provides users with information about the entity's financial performance, including its revenue, expenses and the resulting surplus or deficit generated during the financial year.

Revenue “How was it funded?”



The standard includes a helpful table on when to record revenue and how to measure it (*Table 1: Recording of Specific Types of Revenue*).

The *Tier 3 public sector standard* does not require volunteer time or goods or services donated to the entity (goods or services in kind) to be recorded as revenue. However, the entity has the option of doing so if it wishes.

The *Tier 3 public sector standard* requires that in order to make information about revenue understandable to users, revenue must be aggregated and separately presented in categories. The Standard sets out some minimum categories that must be separately reported when the category is applicable and significant to the entity. The template has been developed using these minimum categories but allows for these to be disaggregated or additional categories to be added. The template also allows for breakdowns of revenue categories to be provided in the Notes to the Performance Report.



Be consistent with classifications.

The electronic version of the template includes drop down lists with suggested breakdowns of the minimum revenue categories. The user of the template can edit these lists by clicking on the “Lists” (highlighted in green) worksheet.



SoFPer – Statement of Financial Performance.



Cells that are highlighted contain formulas, and will automatically calculate in the electronic version of the template once the detail has been entered into the template.



If the entity adds any additional rows into the template, please remember to check the formulae to ensure all rows are included in the totals.



The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPer1	Funding from central or local government *	A56-A60 <i>Table 1</i> A65-A68	<p>Include here all funding received from central or local government, including both general funding and funding that is linked to the delivery of specific goods or services.</p> <p>Funding that has conditions attached Where funding from central or local government has conditions attached, it is necessary to determine whether those conditions lead to a liability. Revenue that has a “use or return” condition shall initially be recorded as a liability until the conditions have been met, at which point the revenue should then be recorded.</p>
SoFPer2	Revenue from non-governmental sources for providing goods or services *	A56-A60 <i>Table 1</i>	<p>Include here fees, charges and other revenue from other organisations and individuals that are for the delivery of goods or services, for example:</p> <ul style="list-style-type: none"> ➤ Revenue from sales to the public – for example: course fees, fees for advice or counselling services, student fees, registration fees, licensing fees and examination fees; and ➤ Lease or rental revenue - for example, an entity may own a building and rent out some space to another entity; a conference held on the premises for a fee.
SoFPer3	Donations, fundraising and other similar revenue*	A56-A60 <i>Table 1</i>	<p>Includes grants and donations/koha received from the public and non-governmental organisations. Any revenue from fundraising should also be included here.</p> <p>Donations that have conditions attached Where donations, fundraising and other similar revenue has conditions attached, it is necessary to determine whether those conditions lead to a liability. Revenue that has a “use or return” condition shall initially be recorded as a liability until the conditions have been met, at which point the revenue should then be recorded.</p>
SoFPer4	Interest, dividends and other investment revenue*	A56-A60 <i>Table 1</i>	<p>Include in here any revenue received from investments that the entity has, for example:</p> <ul style="list-style-type: none"> ➤ Interest – include gross interest earned on all bank accounts including any compounding interest on term investments; ➤ Dividends – if the entity holds shares in a company, the entity may receive dividend revenue, could be six monthly or yearly; and ➤ Other investment revenue.
SoFPer5	Other revenue	A56-A60 <i>Table 1</i>	<p>Include in here any other revenue that the entity receives, for example:</p> <ul style="list-style-type: none"> ➤ Gain on sale/disposal of an asset. For example, if the entity has a motor vehicle recorded at \$10,000, and it sells the motor vehicle for \$12,000, the gain on sale of \$2,000 would be recorded here; and ➤ Insurance pay-outs. If the entity received money from an insurance claim for an asset that was damaged or lost, it would



Note that the *Tier 3 public sector standard* permits disaggregation or additional revenue categories to be presented in the Statement of Financial Performance.

Row	Category	PBE SFR-A (PS) Ref	Explanation
			include the money received here.
SoFPer6	Total Revenue* ➤ formula		Total of rows SoFPer1 to SoFPer5

Expenses “What did it cost?”

 The standard includes a helpful table on when to record expenses and how to measure them (*Table 2: Recording of Specific Types of Expenses*).

The *Tier 3 public sector standard* requires that in order to make information about expenses understandable to users, expenses must be aggregated and separately presented in categories. The Standard sets out some minimum categories that must be separately reported when the category is applicable and significant to the entity. The template has been developed using these minimum categories but allows for these to be disaggregated or additional categories to be added. The template also allows for breakdowns of expense categories to be provided in the Notes to the Performance Report.

 Be consistent with classifications.

The electronic version of the template includes drop down lists with suggested breakdowns of the minimum expense categories. The user of the template can edit these lists by clicking on the “Lists” (highlighted in green) worksheet.

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPer7	Employee related costs*	A74-A78 <i>Table 2</i>	<p>If the entity employs staff enter all the related costs here:</p> <ul style="list-style-type: none"> ➤ Salaries and Wages; include any payments to temporary/relief staff; ➤ Employer superannuation contributions for example, KiwiSaver; ➤ Other – ACC Levies, staff training, professional development and staff recruitment. <p>The <i>Tier 3 public sector standard</i> does not require volunteer time to be recorded as an expense. However entities may do so on an optional basis.</p> <p>Reimbursements for expenses incurred by the employee on behalf of the entity are not classified as employee costs, but are recorded under the appropriate category of expense relating to the reimbursement.</p>
SoFPer8	Costs related to providing goods or services*	A74-A78 <i>Table 2</i>	<p>Include in this row any costs related to providing goods or services (costs incurred in relation to the revenue category – “revenue from providing goods or services”).</p> <p>For example, costs involved in delivering health services for pre-school children as contracted by the government.</p> <p>Most overhead or administrative costs of the entity are also in this category, for example:</p> <ul style="list-style-type: none"> ➤ Utilities (rent, rates, power, telephone); ➤ IT (computer) costs; ➤ Insurance, repairs & maintenance; ➤ Stationery;

Row	Category	PBE SFR-A (PS) Ref	Explanation
			<ul style="list-style-type: none"> ➤ Photocopying; ➤ Postage/courier costs; ➤ Software costs; and ➤ Cleaning.
SoFPer9	Expenses related to fundraising*	A74-A78 <i>Table 2</i>	<p>These are the direct costs that were incurred to generate the fundraising revenue listed in row SoFPer3.</p> <p>Direct costs are those costs that were necessary to undertake the fundraising activity. For example: hiring of premises or equipment; promotion or marketing costs; prizes or other goods; fees or commissions.</p> <p>The <i>Tier 3 public sector standard</i> does not require an apportionment of indirect costs and overheads.</p> <p>The entity may provide in the Notes to the Performance Report a breakdown of the net proceeds by fundraising event or activity if it considers this is useful information for users.</p>
SoFPer10	Other expenses  Note that the <i>Tier 3 public sector standard</i> permits disaggregation or additional expense categories to be presented in the Statement of Financial Performance.	A74-A78 <i>Table 2</i>	Any other expenses incurred need to be included here: <ul style="list-style-type: none"> ➤ Interest/debt servicing costs; ➤ Depreciation; ➤ Bad debts; ➤ Other impairment charges (i.e. write down of assets); ➤ Loss on sale or disposal of assets; and ➤ Other – audit fees; sundry expenses.

Row	Category	PBE SFR-A (PS) Ref	Explanation												
SoFPer10	Other expenses  Note land does not depreciate.  Assets under a certain value (usually \$500) are often expensed in the year of purchase.	A74-A78 <i>Table 2</i>	<p>Depreciation: When the entity purchases a physical asset with a life greater than 12 months (for example, a motor vehicle) it will record it as an item of property, plant and equipment in its Statement of Financial Position. These physical assets reduce in value to the entity over time, for example, through use. To reflect this reduction in value the entity records an expense called depreciation. This has the effect of spreading the cost of the asset over its expected life. The <i>Tier 3 public sector standard</i> allows the use of both the straight line and diminishing value methods of depreciation.</p> <p>Examples of calculating the depreciation expense:</p> <p><i>Example 1: Using straight line depreciation:</i></p> <p>A REAP with a 31 March year end bought a car in September for \$7,500, the useful life of the car is 5 years (the simplified assumption is that there is no value at the end of the asset's life).</p> <p>Depreciation is calculated on the original cost price of the asset, and the same amount is claimed each year. If the entity is registered for GST, the cost excludes any GST it has already claimed in the entity's GST return.</p> <p>If an entity buys an asset part way through its financial year it claims depreciation for the number of months it has owned the asset.</p> <p>Based on the above example the depreciation expense to be recorded in the Statement of Financial Performance for the current year would be $(\\$7,500/5 \text{ years}) \times (6\text{mths}/12\text{mths})$ equals \$750. Next year the depreciation expense for this asset would be \$1,500 $(\\$7,500/5 \text{ years})$.</p> <p><i>Example 2: Using diminishing value depreciation:</i></p> <p>Rather than calculating the amount of depreciation on the original cost price the entity calculates depreciation each year on the opening carrying value for example,</p> <p>Depreciate the motor vehicle at 30% DV</p> <table border="1"> <thead> <tr> <th></th> <th>Depreciation Expense</th> <th>Carrying Value</th> </tr> </thead> <tbody> <tr> <td>Year1</td> <td>30% of \$7,500 for 6 mths=\$1,125</td> <td>\$6,375</td> </tr> <tr> <td>Year 2</td> <td>30% of \$6,375 for 12 mths=\$1,913</td> <td>\$4,462</td> </tr> <tr> <td>Year 3...</td> <td>30% of \$4,462 for 12 mths=\$1,339</td> <td>\$3,123</td> </tr> </tbody> </table>		Depreciation Expense	Carrying Value	Year1	30% of \$7,500 for 6 mths=\$1,125	\$6,375	Year 2	30% of \$6,375 for 12 mths=\$1,913	\$4,462	Year 3...	30% of \$4,462 for 12 mths=\$1,339	\$3,123
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Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPer10	Other expenses	A74-A78 <i>Table 2</i>	Bad debts: At the end of the financial year the entity should review its debtors, that is, people who owe the entity money, to determine if it needs to write off/expense any or all of the debt. The entity would only do this where all attempts made to collect on the debt have failed, that is, there is no reasonable likelihood that the debt will be paid, or the debtor has gone into bankruptcy.
SoFPer11	Total Expenses* ➤ formula		Total of rows SoFPer7 to SoFPer10

Surplus/Deficit for the year

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPer12	Surplus/(Deficit) * ➤ formula		SoFPer6 less SoFPer11.

Section 6 : Statement of Financial Position

Assets and Liabilities” What the entity owns?” and “What the entity owes?”

The Statement of Financial Position (also called a balance sheet) reports the assets, liabilities and accumulated funds of the entity at a set point in time (the balance date). It can be laid out in lots of different ways, including:

- Total Assets less Total Liabilities (Net Assets) equals Total Accumulated Funds (Template version); or
- Total Assets equals Total Liabilities plus Accumulated Funds.



The standard includes helpful tables on when to record assets and liabilities and how to measure them:

- *Table 3: Recording of Specific Types of Asset; and*
- *Table 4: Recording of Specific Types of Liability.*

Assets and liabilities are to be classified into current and non-current. Current assets are those which are intended to be converted into cash within 12 months of balance date and current liabilities are those which are due to be settled (paid) within 12 months of balance date.

The *Tier 3 public sector standard* requires that in order to make information about assets and liabilities understandable to users, assets and liabilities must be aggregated and separately presented in categories. The Standard sets out some minimum categories that must be separately reported when the category is applicable and significant to the entity. The template has been developed using these minimum categories but allows for these to be disaggregated or additional categories to be added. The template also allows for breakdowns of asset and liability categories to be provided in the Notes to the Performance Report.

The electronic version of the template includes drop down lists with suggested breakdowns of the main asset and liability categories. The user of the template can edit these lists by clicking on the “Lists” (highlighted in green) worksheet.



SoFPos – Statement of Financial Position.



Cells that are highlighted contain formulas, and will automatically calculate in the electronic version of the template once the detail has been entered into the template.

If the entity adds any additional rows into the template, please remember to check the formulae to ensure all rows are included in the totals.

The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPos1	Bank accounts and cash*	A95 <i>Table 3</i>	This is the total of all bank accounts and cash held by the entity.
	The movement in this balance for the year is what is shown in the entity’s Statement of Cash Flows.		Include the following: <ul style="list-style-type: none"> ➤ Cheque account balances; ➤ Savings account balances; ➤ Petty Cash; and ➤ Cash floats <p>Any bank overdraft balances are to be reported in row SoFPos12 as a current liability.</p>

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPos2	Debtors and prepayments*  Refer SoFPer11 regarding bad debt expense.	A96-A97 <i>Table 3</i>	<p>Debtors, also called accounts receivable, are amounts owed to the entity by others, for example, amounts due in relation to providing goods or services to an individual or another entity.</p> <p> Does the entity have any registration fees owing to it?</p> <p> Has the entity issued invoices for which payment has not been received?</p> <p> Is the entity owed a refund of GST from the IRD?</p> <p>Prepayments are any significant amounts paid in advance, such as insurance or rent. For example, an entity with a balance date of 30 June paid its annual insurance premiums of \$2,400 on the 1st of March. In its Performance Report for the 30th June it would show 8 months of the premium as a prepayment (\$1,600).</p> <p>Include the following:</p> <ul style="list-style-type: none"> ➤ Accounts receivable/debtors; ➤ Prepayments; ➤ GST receivable; and ➤ Other receivables, for example, interest receivable.
SoFPos3	Inventory*  Only record purchased inventory.	A98 <i>Table 3</i>	<p>Include here any inventory/stock at the end of the financial year, for example, goods held for resale.</p> <p>Inventories may include:</p> <ul style="list-style-type: none"> ➤ information brochures printed for the entity but not yet distributed; ➤ consumable stores; ➤ maintenance materials; ➤ spare parts for plant and equipment; and ➤ work-in-progress, such as educational/training course materials under development.
SoFPos4	Other current assets	A104	<p>Include in here any other current assets not disclosed above.</p> <ul style="list-style-type: none"> ➤ Short term deposits, less than 12 months to maturity.
SoFPos5	Total current assets ➤ formula		Total of rows SoFPos1 to SoFPos4

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPos6	Property, plant and equipment*  If a significant asset is donated to the entity (for example, a property), the entity is required to record the asset and depreciate it.  Note land does not depreciate.	A99 Table 3	Property, plant and equipment is tangible assets with useful lives of 12 months or more that are used by the entity to undertake its activities, including: <ul style="list-style-type: none"> ➤ Land; ➤ Buildings; ➤ Motor vehicles; ➤ Furniture and fixtures; ➤ Office equipment; ➤ Computers (including software); ➤ Machinery; and ➤ Heritage assets.  Most property, plant and equipment is measured at cost. If, however, the entity considers that a current value of some assets, for example, land and buildings is useful information for users of their Performance Report, the entity may choose to disclose that current value including the date and source of that value. Significant donated assets with useful lives of 12 months or more are recorded in the Statement of Financial Position at readily obtainable values such as rateable or government valuations. Heritage assets, for example, historical buildings and monuments, archaeological sites, conservaton areas and nature reserves, collections of art and/or artifacts are to be treated in the same manner as other property, plant and equipment. Refer to SoFPer10 for information about how to calculate depreciation on the entity's fixed assets.
SoFPos7	Investments*	A100 Table 3	Investment assets are held in order to generate revenue or gains to fund future activities. These can include: <ul style="list-style-type: none"> ➤ Stocks and shares; ➤ Investment property; and ➤ Cash held in investment portfolios.
SoFPos8	Other non-current assets	A104	This row is completed if an entity has other types of non-current assets that do not fall within property, plant and equipment or investments. For example: <ul style="list-style-type: none"> ➤ Purchased intangible assets, for example: trademarks or patents.
SoFPos9	Total non-current assets ➤ formula		Total of rows SoFPos6 to SoFPos8.
SoFPos10	Total assets* ➤ formula		This is total of SoFPos5 plus SoFPos9.

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPos11	Bank overdraft*  Note this is the amount of the actual overdraft not the overdraft facility.	A121(a) <i>Table 4</i>	If the entity has a bank account that is overdrawn as at balance date it should record that bank account as a current liability.
SoFPos12	Creditors and accrued expenses*	A122- A123 <i>Table 4</i>	Creditors are amounts owing by the entity to suppliers for goods or services received (that will be settled within 12 months). An entity must record an accrual for costs incurred but not yet paid for. Examples are accrued rent, accrued interest. Include here: <ul style="list-style-type: none"> ➤ Trade and other payables; ➤ Accrued expenses; and ➤ GST payable.
SoFPos13	Employee costs payable*	A124 <i>Table 4</i>	Employee costs payable are amounts owing to, but not yet paid to employees. Include here: <ul style="list-style-type: none"> ➤ Wages and salaries earned but not yet paid; ➤ Holidays earned but not yet taken (holiday pay accrual); ➤ ACC contributions owing; ➤ PAYE owing to Inland Revenue; and ➤ Contributions to superannuation schemes (for example, KiwiSaver) collected by not yet paid over.
SoFPos14	Unused donations, grants and government funding with conditions*	A65-A69 A125 <i>Table 4</i>	Unused donations, grants and government funding with conditions attached are donations, grants or government funding that have a “use or return” condition attached to them. This creates a binding obligation on the entity that is recorded as a liability. This category includes unused revenue for service delivery contracts (that is, grants for the provision of a specified service) that have a “use or return” condition attached.
SoFPos15	Other current Liabilities		Any other current liabilities
SoFPos16	Total current liabilities ➤ formula		Total of rows SoFPos11 to SoFPos15.
SoFPos17	Loans*  These are likely to be relatively uncommon amongst entities applying this Standard.	A126 <i>Table 4</i>	Include in this row any loans, for example a term loan from the entity’s bank.  The entity may wish to include in the Notes to the Performance Report the following information in relation to any loans: interest rates, security, repayments dates, and covenants.

Row	Category	PBE SFR-A (PS) Ref	Explanation
SoFPos18	Other non-current liabilities	A130 <i>Table 4</i>	Include in this row any provisions. A provision is a liability of uncertain timing or amount, for example, an entity's lease of office premises may contain conditions that require the premises to be renovated at the end of the lease. The <i>Tier 3 public sector standard</i> sets out the conditions that must be met before a provision should be recorded.
SoFPos19	Total non-current liabilities ➤ formula		This is the total of rows SoFPos17 and SoFPos18.
SoFPos20	Total liabilities* ➤ formula		SoFPos16 plus SoFPos19.
SoFPos21	Total assets less total liabilities* ➤ formula		Row SoFPos10 less SoFPos20.
SoFPos22	Capital contributed by owners* (if any)  The owner is more than likely to be central or local government.	A142- A143 A148	Include in here any contributions made by owners that establish a financial interest in the entity, less any contributed capital returned to owners.
SoFPos23	Accumulated surpluses or (deficits)*	A144 A149	These are the total of all the surpluses or (deficits) from the commencement of the entity, excluding distributions paid to owners in their capacity as owners (if any); and amounts transferred to other reserves. Accumulated surpluses are unrestricted funds and are expendable at the discretion of the governing body of the entity in furtherance of the entity's objectives.
SoFPos24	Reserves*  All transfers to reserves can only be for amounts that have already been recorded in the Statement of Financial Performance and therefore are in accumulated surpluses or (deficits).	A145 A150	Include in here reserves that the entity has. Note 5 requires a breakdown of these reserves and a narrative description of the restrictions or purpose.  The entity would need to record a transfer from accumulated surpluses or (deficits) to reserves.
SoFPos25	Total Accumulated Funds* ➤ formula		Sum of rows SoFPos22 to SoFPos24. The total accumulated funds must agree with row SoFPos21. The template contains a check cell to make sure the entity's Statement of Financial Position balances.

Section 7 : Statement of Cash Flows

“How the entity has received and used cash”

Information about the cash flows of an entity is useful in providing users of reports with information for both accountability and decision-making purposes. Cash flow information allows users to ascertain how an entity has raised the cash required to fund its activities, and the manner in which that cash was used.

In making and evaluating decisions about the allocation of resources, such as the sustainability of the entity’s activities, users require an understanding of the timing and certainty of cash flows.

The Statement of Cash Flows identifies:

- The sources of cash inflows;
- The items on which cash was expended during the reporting period; and
- The cash balance as at the balance date.

The cash flows are classified into two categories: cash flows from operating activities; and cash flows from investing and financing activities.

Investing activities are the acquisition and disposal of long-term assets and investments not included in the cash balance. For example, purchase of property, plant and equipment; or investments. Financing activities comprises receipts and payments relating to borrowing by the entity (the principal amount only); and any capital contributions to/from owners or members (if any).

Operating activities are the activities of the entity that are not investing or financing activities. They include the normal operations of the entity, for example, providing goods or services.

Cash flows are to be prepared on a consistent basis with the other financial statements with respect to GST i.e. either net of GST (GST-exclusive) or on a gross basis (GST-inclusive).

 Remember the Statement of Cash Flows includes only the movement in **cash**.

 For most public sector entities the Statement of Cash Flows is a summary of their cashbook for the financial year.

In order to make information understandable to users, cash flows from operating activities and from investing and financing activities must be aggregated and separately presented in categories. The Standard sets out some minimum categories that must be separately reported when the category is applicable and significant to the entity. The template has been developed using these minimum categories but allows for these to be disaggregated or additional categories to be added.

 If the entity adds any additional rows into the template, please remember to check the formulae to ensure all rows are included in the totals.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Category	PBE SFR-A (PS) Ref	Explanation
CF1	Cash received from operating activities*	A158-A161	<p>Cash received from operating activities is derived primarily from the principal cash-generating activities of the entity.</p> <p>Minimum categories:</p> <ul style="list-style-type: none"> ➤ Funding from central or local government; ➤ Receipts from non-governmental sources for providing goods or services; ➤ Donations, fundraising and other similar receipts; and ➤ Interest, dividends and other investment receipts

Row	Category	PBE SFR-A (PS) Ref	Explanation
			💡 If the entity is not registered for GST there will be no entry required in the Net GST row.
CF2	Cash applied to operating activities*	A158- A161	Cash payments in relation to the normal operations of the entity. Minimum category: ➤ Payments to suppliers and employees.
CF3	Net cash flows from operating activities* ➤ Formula		Total of the cash received from operating activities less cash applied to operating activities (Total CF1 less Total CF2).
CF4	Cash received from investing and financing activities*	A167- A169	All cash received from investing and financing activities. Minimum categories: ➤ Receipts from the sale of property, plant and equipment; ➤ Receipts from the sale of investments; ➤ Proceeds from loans borrowed from other parties; and ➤ Capital contributed from owners.
CF5	Cash applied to investing and financing activities*	A167- A169	All cash paid for investing and financing activities. Minimum categories: ➤ Payments to acquire property, plant and equipment; ➤ Payments to purchase investments; ➤ Repayments of loans borrowed from other parties; and ➤ Capital repaid to owners.
CF6	Net cash flows from investing and financing activities* ➤ Formula		Total of cash received from investing and financing activities less cash applied to investing and financing activities (Total CF4 less Total CF5).
CF7	Net increase (decrease) in cash* ➤ Formula		This is the total of rows CF3 and CF6.
CF8	Opening Cash* ➤ This year formula		This is the entity's cash at the start of the year; this will be the total of all the entity's bank accounts net of any bank overdraft amount. ⚠ This needs to agree with what the entity reported in the Statement of Financial Position for "bank accounts and cash" in the "Last Year" column (SoFPos1).
CF9	Closing cash* ➤ Formula	A172	This is the entity's cash at the end of the year; this will be the total of all the entity's bank accounts net of any bank overdraft amount. This is the total of rows CF7 and CF8.

Row	Category	PBE SFR-A (PS) Ref	Explanation
CF10	Bank accounts and cash* ➤ Formula	A172	<p>This figure is picked up from SoFPos1 and is the bank accounts and cash number the entity reported in its Statement of Financial Position.</p> <p>This is a cross-check to ensure that the entity's Statement of Cash Flow reconciles to the cash the entity reported in the Statement of Financial Position.</p>

Section 8 : Statement of Accounting Policies

“How did we do our accounting?”

The Statement of Accounting Policies reports the specific policies and practices applied by an entity in preparing its Performance Report. This provides users with an understanding of the basis on which the Performance Report has been prepared.

The Statement of Accounting Policies is made up of two components:

- Accounting policies applied; and
- Changes in accounting policies.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Row	Category	PBE SFR-A (PS) Ref	Explanation
AP1	Basis of preparation*	A177- A178	<ul style="list-style-type: none"> ➤ The entity discloses that it has elected to apply the <i>Tier 3 public sector standard</i> and the basis for its eligibility. ➤ The entity discloses that all transactions are reported using the accrual basis of accounting; and ➤ The Performance Report is prepared under the assumption that the entity will continue all, or a substantial part of, its operations in the foreseeable future and does not intend to stop operating either through its own decision or an external decision, for example that of a liquidator. When this assumption is no longer appropriate the <i>Tier 3 public sector standard</i> requires an entity to note that fact and explain why in the Notes to the Performance Report. <p> The entity also needs to consider whether different accounting policies are more appropriate if the going concern assumption doesn't apply.</p>
AP2	Goods and Services Tax (GST)*	A179 A21	<p>Select relevant policy.</p> <p>The <i>Tier 3 public sector standard</i> permits the entity to prepare its Performance Report on either a GST-inclusive or a GST-exclusive basis, provided that GST is reported in a consistent way throughout the Performance Report.</p>
AP3	Bank accounts and cash		Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.
AP4	Specific accounting policies applied by the entity*	A181- A182	<p> The entity can also add any policies adopted additional to those listed.</p> <p> Remember to apply accounting policies consistently from one year to the next.</p>

Row	Category	PBE SFR-A (PS) Ref	Explanation
AP5	Tier 2 PBE Accounting Standards applied* (if any)	A182	Under the <i>Tier 3 public sector standard</i> the entity may elect to apply a provision of the Tier 2 PBE Accounting Standards in place of a requirement in the <i>Tier 3 public sector standard</i> . Where this is the case, the entity must disclose the accounting standard applied.
AP6	Changes in accounting policies*  The initial application of a policy to revalue assets would be a change in accounting policy.	A183- A187	Where there have been no changes to accounting policies during the reporting period, that fact must be reported. If an entity changes an accounting policy it will need to disclose the following: <ul style="list-style-type: none"> ➤ Reason for the change ➤ Description of the change in policy; ➤ How and from when this change in policy has been applied; and ➤ For the current period, for each financial line item affected, the amount as calculated under the previous accounting policy.

Section 9 : Notes to the Performance Report

The Notes to the Performance Report contain information that expands on the information included in the Performance Report as well as providing any other relevant information.

The template has the following notes:

- Note 1: Analysis of revenue (optional note);
- Note 2: Analysis of expenses (optional note);
- Note 3: Analysis of assets and liabilities (optional note);
- Note 4: Property, plant and equipment;
- Note 5: Accumulated funds;
- Note 6: Commitments and contingencies; and
- Note 7: Other - disclosure of information about transactions and events that are required by the *Tier 3 public sector standard* and are not covered elsewhere in the template;
- Note 8: Assets held on behalf of others;
- Note 9: Related party transactions;
- Note 10: Events after the balance date;
- Note 11: Ability to continue operating; and
- Note 12: Correction of errors.

 The sections that are required to be completed have an asterisk “*” after them, all other sections are optional.

Note 1: Analysis of revenue

This is an **optional** note which allows the entity to provide a further breakdown of the revenue categories reported in the Statement of Financial Performance.

		This Year	Last Year
Revenue Item	Analysis	\$	\$
(for example) Revenue from non-governmental sources for providing goods or services	Please select item from the drop down list provided. Go to the "Lists" (green) sheet to edit lists to make appropriate for your entity.	Please enter whole dollars only.	Please enter whole dollars only.
Total		-	-

Note 2: Analysis of expenses

This is an **optional** note which allows the entity to provide a further breakdown of the expense categories reported in the Statement of Financial Performance.

		This Year	Last Year
Expense Item	Analysis	\$	\$
(for example) Costs related to providing goods or services	Please select item from the drop down list provided. Go to the "Lists" (green) sheet to edit lists to make appropriate for your entity.	Please enter whole dollars only.	Please enter whole dollars only.

	Total	-	-

Note 3: Analysis of assets and liabilities

This is an **optional** note which allows the entity to provide a further breakdown of the asset and liability categories reported in the Statement of Financial Position.

Asset Item	Analysis	This Year	Last Year
		\$	\$
(for example) Bank accounts and cash	Please select item from the drop down list provided. Go to the "Lists" (green) sheet to edit lists to make appropriate for your entity.	Please enter whole dollars only.	Please enter whole dollars only.
Total		-	-

Note 4: Property, plant and equipment*

 Also referred to as fixed assets.

The *Tier 3 public sector standard* requires the following information in relation to Property, plant and equipment.

Row	Category	PBE SFR-A (PS) Ref	Explanation
PPE1	Asset class*  Heritage assets are accounted for in the same manner as other property, plant and equipment.	A192(a)	A class of property, plant and equipment is a grouping of assets of a similar nature or function. For example, land, buildings, equipment.  Delete any class not relevant to the entity.
PPE2	Opening carrying amount*  This is the carrying amount at the beginning of the financial year.	A192(b)	Last Year table – enter the entity’s opening carrying amounts for each asset class from your fixed asset register. This Year table – the opening carrying amount for this year will pick up the closing carrying amount from last year.  The carrying amount of fixed assets is the cost less accumulated depreciation (and accumulated impairment losses (if any)), sometimes referred to as the book value.
PPE3	Purchases of property, plant and equipment		Enter property, plant and equipment purchased by the entity this financial year.  Whilst not required by the <i>Tier 3 public sector standard</i> , this column has been added into the template for the benefit of preparers and users.
PPE4	Sales/disposals of property,		Enter property, plant and equipment sold by or disposed of

Row	Category	PBE SFR-A (PS) Ref	Explanation
	plant and equipment		by the entity this financial year.  Whilst not required by the <i>Tier 3 public sector standard</i> , this column has been added into the template for the benefit of preparers and users.
PPE5	Current year depreciation and impairment (if any) *  Should equal depreciation plus impairment expense recorded in SoFPer10.	A192(c)	This is the depreciation expense for the year and should agree with what the entity has reported as its depreciation expense in the Statement of Financial Performance. If the entity needs to write off an asset because for example, it no longer has a use for it, the impairment/write down is to be recorded here.
PPE6	Closing carrying amount* ➤ Formula  This is the carrying amount at the end of the financial year.	A192(d)	This is: Opening carrying amount Plus purchases of items of property, plant and equipment; Less sales of items of property, plant and equipment; Less depreciation and impairment charges (if any).
PPE7	Current valuation*	A193 A115- A118	The <i>Tier 3 public sector standard</i> encourages entities to provide a current value of some assets if it considers it is useful information for users of their Performance Report.
PPE8	Source and date of valuation*	A193	Where did the entity get its current value from?, it could be from the following sources: <ul style="list-style-type: none"> ➤ Rateable value; ➤ Government value; or ➤ Selling price of equivalent items of plant or equipment. <p>The entity is also required to provide the date of the valuation, for example, a valuation from 10 years ago may not be that useful to the users of the Performance Report.</p> <p> There is no requirement in the <i>Tier 3 public sector standard</i> for the entity to provide independent valuations of assets.</p>
PPE9	Significant donated assets - recorded*	A193 A113	Significant donated assets, for example, a building or a motor vehicle are to be recorded in the Statement of Financial Position at readily obtainable values such as rateable or government valuations. The <i>Tier 3 public sector standard</i> requires that the source and date of the valuation for recording these assets in the Performance Report is disclosed in the Notes to the Performance Report.

Row	Category	PBE SFR-A (PS) Ref	Explanation
PPE10	Significant donated assets - not recorded*  Including significant heritage assets not recorded.	A194	These are donated assets that are not recorded in the Performance Report, for example, highly specialised or heritage assets for which values are not readily obtainable. The <i>Tier 3 public sector standard</i> requires a description of the asset, categorised by class where appropriate.

Note 5: Accumulated funds*

The *Tier 3 public sector standard* requires an entity to show the principal movements between the opening and closing balances for all categories of accumulated funds. It also requires details of the nature and purpose of each reserve.

Row	Category	PBE SFR-A (PS) Ref	Explanation
AF1	Name*	A198	The name of the reserve. Example: Mobility vehicle reserve.
AF2	Nature and purpose*	A198	Provide details of the nature and purpose of the reserve: Example: This money has been set aside to purchase a second mobility vehicle for use by the entity in its community programs.
AF3	Amount*	A198	The balance of the reserve as at the balance date.

Note 6: Commitments and contingencies*

A commitment is an undertaking to commit substantial expenditure at a future date.

Although commitments, operating or capital are not yet recorded as liabilities, reporting them is essential for users of reports to gain a proper understanding of the entity's future viability.



The *Tier 3 public sector standard* requires entities to report **significant** commitments.

Likewise it is important to report, and entities are required to report, contingent liabilities.



A contingent liability is a potential liability which depends on a future event occurring or not occurring. For example, if an entity is sued by a former employee for \$500,000 for age discrimination, the entity has a contingent liability. If the entity is found guilty, it will have a liability. However, if the entity is not found guilty, the entity will not have an actual liability.

Row	Category	PBE SFR-A (PS) Ref	Explanation
CC1	Commitments to lease or rent assets	A200(a)	If the entity has any non-cancellable operating leases and rental agreements it needs to disclose its commitments under these agreements, including the timeframe of the commitment.
CC2	Commitment to purchase property, plant and equipment	A200(b)	If an entity has a firm intention at the end of the reporting period to purchase property, plant and equipment in the future it needs to disclose these commitments. A commitment generally arises when an order is placed or a contract signed.

Row	Category	PBE SFR-A (PS) Ref	Explanation
			Please provide the timing and amount.
CC3	Commitment to provide loans or grants	A200(c)	Provide details of any loans or grants that the entity has committed to provide. Please provide the timing and an amount.
CC4	Contingent liability	A201-A202	Examples would be any claims, pending or threatened litigation. For each class of contingent liability at the reporting date an entity must report: <ul style="list-style-type: none"> ➤ a brief description of the nature of the contingent liability; ➤ a best estimate of the amount of the liability (where this can be estimated); ➤ an indication of the uncertainties relating to the amount or the timing of any outflow of resources; and ➤ the possibility of any reimbursement.
CC5	Guarantees provided	A203	The Standard requires disclosure of guarantees provided. For each guarantee an entity must disclose: <ul style="list-style-type: none"> ➤ the nature of the guarantee; ➤ the maximum amount of the guarantees provided to others; and ➤ the likelihood of the entity being required to make payment under the guarantee.

Note 7: Other

Revenue with conditions which has not been recorded as a liability*

Where the entity has (i) received government funding or a significant grant or donation (including donated assets) with conditions attached which have not been fulfilled at balance date, and (ii) the government funding, significant grant or donation was recorded as revenue because the conditions were not “use or return” conditions that resulted in the recording of a liability, the entity must disclose in the following:

Row	Category	PBE SFR-A (PS) Ref	Explanation
O1	Description of the government funding, grant or donation	A191	A description of the funding item concerned.
O2	Amount of the government funding, grant or donation*	A190(b)	In the case of cash funding, donations or grants, provide the amount of the funding, grant or donation received and the amount for which the conditions have not been fulfilled. In the case of significant donated assets, details of the donated assets and, if recorded, the amount of the donated assets.
O3	Purpose and nature of the condition(s)*	A190(c)	A description of the purpose and nature of the conditions of the funding, grant or donation.

Goods or services provided to the entity in kind*

The *Tier 3 public sector standard* does not require donated goods, services and assets (other than significant donated assets) to be recorded in the Performance Report (including services provided by volunteers). To compensate for this, the standard requires disclosure of significant donations in kind in the Notes to the Performance Report.

Row	Category	PBE SFR-A (PS) Ref	Explanation
O4	Description of any significant goods or services provided to the entity in kind*	A191	Provide a description of any significant goods or services provided to the entity in kind, for example, free professional services.
O5	Amount	A191	A dollar quantification may be provided as an optional disclosure.

Assets used as security for liabilities*

If the entity has used any of its assets as security for borrowings, the entity must disclose the following:

Row	Category	PBE SFR-A (PS) Ref	Explanation
O6	Nature and amount of borrowing*	A196	Provide the nature and amount of the borrowing that is secured.
O7	Nature and amount of asset used as security*	A196	The nature and amount of the asset(s) used as security.

Note 8: Assets held on behalf of others*

When an entity is holding assets on behalf of others, the following matters must be included:

Row	Category	PBE SFR-A (PS) Ref	Explanation
O8	Description of assets held*	A197	Provide a description of the assets which the entity holds on behalf of others.
O9	Name of entity on whose behalf assets are held*	A197	Provide the name of the entity on whose behalf the assets are held.

Note 9: Related party transactions*

Related party relationships exist throughout the public sector. Disclosure of related party transactions is necessary for accountability purposes, and to enable users to better understand the entity's Performance Report.

Related parties comprise:

- People that have significant influence over the entity (such as members of the governing body, persons in key management roles or others that are involved in the strategic management of the entity - whether employed or volunteer), and close members of their families; and
- Other entities that have significant influence over the entity.

 People are not related parties if they are only involved in the day-to-day running of the entity and have no involvement in the strategic decision making of the entity.

A related party transaction is a transfer of money or other resource between the reporting entity and a person or other entity that is closely associated to the reporting entity that has the ability to influence the reporting entity. For public sector entities related party transactions comprise transactions that are different from those conducted under normal terms and conditions (including the provision of free goods or services).

The *Tier 3 public sector standard* requires that an entity must report the following information about its transactions with a related party:

Row	Category	PBE SFR-C (PS) Ref	Explanation
O10	Description of the related party relationship*	A209(a)	<p>A description of who the related party is.</p> <p>Example 1, Mr Blog is a member of the governing body and also owns ABC Training Ltd.</p> <p>Example 2, Ms Moore is the daughter of the entity's chief operating officer.</p>
O11	<p>A description of the transaction (whether in cash or amount in kind)*</p> <p> Remember to include free goods or services provided by related parties</p> <p> Remember to include any management fees paid to a related party</p>	A209(b)	<p>Include here a description of the transaction(s) with the related party and amounts paid, including transfers of resources for no consideration:</p> <p>Example 1, ABC Training Limited was involved with the oversight of a new training programme for the entity. The total value of all transactions for the financial year was \$6,000 (Last Year \$5,000).</p> <p>Example 2, Ms Moore sold her house to the entity at the government valuation.</p>
O12	Amounts due from or to*	A209(c)	<p>Quantify amounts due from or to related parties at balance date:</p> <p>Example 1, no amount was outstanding at balance date. (Last Year : Nil)</p> <p>Example 2, \$20,000 is owing to Ms Moore as at balance date. (Last Year : Nil)</p>

Note 10: Events after the balance date*

The *Tier 3 public sector standard* covers disclosure of events after the balance date and before the Performance Report is finalised for approval. The balance date is the date at the end of the entity's financial year end, for example, 30 June.

The *Tier 3 public sector standard* sets out those events that would require adjustments to be made to the Performance Report and those events that would not require adjustments to be made but that would be included in this section of the Notes to the Performance Report.

 The *Tier 3 public sector standard* does not require comparative information for events after the balance date.

For each significant non-adjusting event after the balance date the entity must report:

Row	Category	PBE SFR-A (PS) Ref	Explanation
O13	Nature of the event*	A210(a)	Include a description of the event. For example, subsequent to 30 June 201X the entity was informed of a pending legal claim by one of its employees.
O14	Estimate of financial effect*	A210(b)	Quantify the financial effect, or state that such an estimate cannot be made. In relation to the above example the entity may say that the claim has not been quantified.
O15	Effect, if any, on entity's ability to continue operating*	A210(c)	Does the event have any impact on the assumption that the entity will continue all, or a substantial part of, its operations in the foreseeable future and does not intend to stop operating either through its own decision or an external decision, for example that of a liquidator?

Note 11: Ability to continue operating*

Where the entity plans to stop operating within 12 months from balance date, or it is likely that the entity will be unable to continue operating, the entity shall report the following:

Row	Category	PBE SFR-A (PS) Ref	Explanation
O16	Ability to continue operating*	A212- A213	<p>The <i>Tier 3 public sector standard</i> requires an entity to disclose if it is not intending to continue its activities in the foreseeable future. When the ability to continue operating is no longer appropriate the entity discloses in the Notes to the Performance Report:</p> <ul style="list-style-type: none"> ➤ a statement that the entity intends to stop operating or that it is unlikely the entity will be able to continue operating; ➤ the reason why the entity intends to stop operating or why it may not be able to continue operating; and ➤ the estimated effect of the entity's circumstances on the entity's assets and liabilities.

Note 12: Correction of errors*

When the entity corrects a significant prior period error, it must report the following:

Row	Category	PBE SFR-A (PS) Ref	Explanation
O17	Correction of errors*	A214	<p>When an entity corrects a significant prior period error, it shall disclose:</p> <ul style="list-style-type: none"> ➤ a description of the error and how it was corrected; and ➤ the line items and amounts that have been corrected.

 The revision of an estimate does not relate to prior periods and is not a correction of an error.

Additional information

Row	Category	PBE SFR-A (PS) Ref	Explanation
O18	Additional information	A216	Include any additional information that the entity considers necessary for users to understand the overall financial performance and position of the entity.