

How to notes:

- Green boxes are mandatory if applicable to your organisation
- Yellow boxes are only required if the information is easily available.
- Further **Guidance Notes** are provided on the right of each mandatory requirement

Annual Performance Report

Organisation name

For the year ended

Entity information

Legal name of entity

Type of entity

Statement of Service Performance

Description of key activities	Quantity	
	Current year	Last year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Date

Signature

Name

Position

Date

Signature

Name

Position

Annual Performance Report

Organisation 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			
General grants received			
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 and other employee related costs			
Volunteer related 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		
Cash received from 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			
Income tax paid or refunded (if applicable)			
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

Organisation name

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For the year ended

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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 inclusive basis

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
General grants received			
	Total		

Category	Analysis	Current year	Last year
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

Organisation name

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For the year ended

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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 and other employee related costs			
Total			

Category	Analysis	Current year	Last year
Volunteer related 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

Organisation name

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For the year ended

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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
Cash received from 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

Organisation name

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For the year ended

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Note 6 - Significant assets

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

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Note 7 - Significant liabilities

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

Note 8 - 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 above if there was no related party transactions and use the disclosure below.

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

Note 9 - Correction of Errors

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Required? Check

Guidance notes

Required
Required

This is the organisation name that you use when communicating your activities to external parties.
The balance date of your organisation, the Performance Report is typically for a 12 month period ending on your balance date.

Required

The entity's legal name

Required

Charitable trust, incorporated society, company, or other. In addition you may want to mention whether your organisation is a registered charity.

Required

Describe the main activities undertaken during the financial year in support of your organisation's not-for-profit objectives. Quantify, as far as possible, the main activities undertaken during the financial year.

You may add or remove the number of main activities described - you may have only one main activity or you may want to include more than 4.

Required

Note here the date the Performance Report was authorised for issue and the name of the person who gave that authorisation.

Required? Check

Guidance notes

Required

This is the organisation name that you use when communicating your activities to external parties.

Required

The balance date of your organisation, the Performance Report is typically for a 12 month period ending on your balance date.

Each line is required if applicable

This section of Performance Report involves providing information about the cash received and cash paid by your organisation in the past financial year, by grouping transactions based on the categories as provided. You are not required to provide information for all categories as provided for in the template, only those categories that are applicable to your organisation.

OK

As the objective of the statement of cash received and cash paid is to explain how cash in the bank account changed during the year, the closing balance in bank accounts for each year should equal the total of all the entity's bank accounts, term deposits, and cash on hand at your organisation's balance date.

Required? Check

Guidance notes

Required

This is the organisation name that you use when communicating your activities to external parties.

Required

The balance date of your organisation, the Performance Report is typically for a 12 month period ending on your balance date.

Required

This section has been completed and no further amendments are required.

Required

This section has been completed and no further amendments are required.

Optional

OK

OK

You can choose to use these optional notes if you wish to provide a further breakdown of cash received during the financial year.

If you change the category labelling above, the title in the dropdown menu will also be changed.

The indicator on the left will read OK if the total of the breakdown you provide matches the total in the statement of cash received and cash paid above.

OK

OK

OK

Required? Check Guidance notes

Required
Required

This is the organisation name that you use when communicating your activities to external parties.

The balance date of your organisation, the Performance Report is typically for a 12 month period ending on your balance date.

Optional	
	OK
	OK
	OK

You can choose to use these optional notes if you wish to provide a further breakdown of cash paid during the financial year.

If you change the category labelling above, the title in the dropdown menu will also be changed.

The indicator on the left will read OK if the total of the breakdown you provide matches the total in the statement of cash received and cash paid above.

Required? Check Guidance notes

Required	This is the organisation name that you use when communicating your activities to external parties.
Required	The balance date of your organisation, the Performance Report is typically for a 12 month period ending on your balance date.

Optional	OK	You can choose to use these optional notes if you wish to provide a further breakdown of cash received during the financial year. If you change the category labelling above, the title in the dropdown menu will also be changed. The indicator on the left will read OK if the total of the breakdown you provide matches the total in the statement of cash received and cash paid above.
	OK	
	OK	

Optional	OK	You can choose to use these optional notes if you wish to provide a further breakdown of cash paid during the financial year. If you change the category labelling above, the title in the dropdown menu will also be changed. The indicator on the left will read OK if the total of the breakdown you provide matches the total in the statement of cash received and cash paid above.
	OK	
	OK	

Required? Check

Guidance notes

Required

This is the organisation name that you use when communicating your activities to external parties.

Required

The balance date of your organisation, the Performance Report is typically for a 12 month period ending on your balance date.

Required; if applicable

The purpose of this note is to provide information about any significant assets owned by your organisation. These assets may have been purchased or donated. The note is not expected to list all assets owned by your organisation, just those assets that would be considered significant to the readers of the Performance Report.

The total balance of bank accounts held at the end of the financial year is one type of asset. As bank accounts are already reported in the Statement of Cash Received and Cash Paid, this note is focused on providing information about any other significant assets you own - such as a vehicle, land, or building.

Required; if applicable

The purpose of this note is to provide information about any significant liabilities, being amounts which your organisation owes to external parties (where the settlement of the liability cannot be avoided – i.e., the external party can enforce payment of the debt).

The note is not expected to list all amounts owed by the entity, just those liabilities that would be considered significant to readers of the Performance Report - such as a loan from a bank or other external organisation/person.

A 'related party' includes any person or organisations (or close family members thereof) that has significant influence over the operating decisions of your organisation (i.e. anyone who has the ability to control or direct what you do,

Required

The purpose of this note is to provide readers with information about any significant transactions with related party's that have occurred in the financial year.

The notes shall include for each significant related party transaction:

- (a) A description of the related party relationship;
- (b) A description of the transaction (e.g., the services provided by the related party);
- (c) The total amount paid to (or received from) the related party during the financial year; and
- (d) The balance of any significant amounts owed to (or owing from) a related party at the end of the financial year (including any amounts loaned).

If your organisation has entered into no transactions with related parties during the year you can delete the table and retain the box below which states there are no transactions involving related parties.

Required

If you have identified and corrected a significant prior period error, this note requires a description of the error and how it was corrected.