

Additional Disclosures for Charities from 2016 (Tier 4)

From Financial Years ending 31 March 2016 onwards registered Charities are required by the Charities Act to comply with Financial Reporting Standards issued by the External Reporting Board. CCA may already have made some changes to your Financial Statements in 2015 in preparation to this.

Other than the financial information your Statements are showing at the moment, we will require the following **additional information** for future audits or when putting together your Statements from next year onwards:



- **Entity Information:**
 - Your purpose (e.g. from your Trust Deed or Rules)
 - Description of how you operate (including governance).
 - Main method of how you raise funds
 - Your reliance on volunteers (perhaps an estimate of weekly hours)
- **Outputs:**
 - Quantifiable outputs, such as number of workshops/events held; number of participants; trees planted etc. **Only if the information is 'practicable' to obtain.**
- **Related Party Transactions:**
 - Related parties are any person or organisation that potentially has influence over your operations, such as Board/Committee members and their spouses or children; 'parent' bodies; employees or volunteers, or similar. Transactions between related parties and the organisation must be disclosed if (a) they are significant or (b) they are below 'market value' (significant or not). This includes gifting of time for professional services by such persons.
- **Donated Assets, Goods or Services**
 - Information about any significant donated assets, goods or services in kind must be provided, including a dollar value if 'practicable' to obtain.
- **Details about Unexpended Grants**
 - In addition to a dollar value for each grant you received which is not fully expended at the end of the year, a description of what the balance has to be spent on is also required.
- **Accruals**
 - Information is required about unpaid invoices and bills at the end of the year (their dollar-value), including accrued interest if it is significant.

Further Information

The list on the previous page is information that CCA will need in addition to what you already supply us with each year. [It is not a full list of all the disclosures required](#) (some of them we will be able to make from the supplied financial information).

CCA will publish information regularly in its newsletter and on its web site as March 2016 approaches. Remember, we are here to help you.

The full Financial Reporting Standard is available from the XRB web site: www.xrb.govt.nz

The web site also has a template for the new report. CCA does not recommend using this template, but it may be helpful if you are preparing your Statements yourself.

Privacy and Accuracy in Non-Financial Information



The Privacy Commission advised us that there is a risk inherent in the new Tier 4 Financial Reporting Standard that organisations disclose information about individuals that those persons may prefer to keep private (such as their earnings with you, donations or receipts as 'related parties'). The Privacy Act does not apply to such disclosures, however CCA advises that you give as little information about individuals as possible in public reports for this reason.

Information that you disclose as 'outputs' or in other sections must not contradict the financial information given in other parts of the report. CCA advises that you only disclose those outputs which you can clearly document, especially if your Financial Statements are audited.