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How to use this template

We have designed this template to cover most circumstances that are likely to apply to Tier 4 Not-for-profit entities. Using the template and its accompanying guidance notes is optional, but these can be a very useful basis for preparing your performance reports as they will ensure you meet the accounting standard that applies to you.

The template itself has no legal status.

You may make any necessary changes to the templates to fit your entity's reporting needs, so long as those changes still ensure you comply with the Standard.

Check to see if the standard has changed since you last used it. There may be new requirements for your financial reporting. If it has changed, the template will also have changed, so you need to verify you are using the latest version.

[View the latest version of the standard here](#)

Help is at hand!

Problems with working with the templates, about worksheet protection and appearance?

[View our FAQs](#)

Worksheet protection and password

This Excel workbook contains a series of worksheets, shown in the tabs to the right. These worksheets contain a number of formulae and other features designed to help you complete them easily. However, to avoid inadvertent overwriting of their functionality, each worksheet has been password protected. The single password is noted below. We recommend you take particular care if you do change anything. Note you have to unprotect each worksheet you want to change individually. You cannot unprotect the whole workbook at once.

To unprotect a single worksheet:

- Right-click on the worksheet tab (at the base of your screen).
- Select 'Unprotect Sheet' from the list that displays.
- Enter the password: xrb (note this password is case sensitive)
- Click OK.

This then unlocks the particular sheet. Make any changes you require.

Once you have completed your changes, repeat the above process to protect or lock the worksheet again. This time select 'Protect Sheet' and use the same password to re-protect it (you will be asked to enter the password twice).

Red asterisk

* A red asterisk throughout the worksheets tells you that the information required in the cell or group of cells in a worksheet is mandatory.

Delete these asterisks once you have completed the worksheet, so as not to confuse anyone who reads your reports.

Page numbering

To change a page number, you need to select 'Page Layout' (from the menu at top of your screen).

Then go into 'Page Setup', where you can change the 'First page number' of the worksheet.

Instructional text

Prior to printing, you can delete any red instructional text such as 'OR (Delete one not applicable to the entity)' where it appears once the worksheet is completed.

OPTIONAL TEMPLATE FOR APPLYING PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – CASH (NOT-FOR-PROFIT)

STEP ONE - BASIC INFORMATION

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of entity:

Owhiro Bay School Parentlink ("Parentlink")

For the year ended:

31 December 2022

Owhiro Bay School Parentlink ("Parentlink")

Performance Report

For the year ended:
31 December 2022

Contents

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Non-Financial Information:	
Entity Information	1
Statement of Service Performance	2
Financial Information:	
Statement of Receipts and Payments	3
Statement of Resources and Commitments	4
Notes to the Performance Report	5

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

Ōwhiro Rau School Parentlink ("Parentlink")
Entity Information
"Who are we?", "Why do we exist?"
For the year ended:
31 December 2022

Guidance
Section 3

E11	Legal Name of Entity:*	Ōwhiro Bay School Parentlink
E12	Other Name of Entity (if any):	Parentlink
E13	Type of Entity and Legal Basis (if any):*	Unincorporated Society, Registered Charity
E14	Registration Number:	Registered Charity No. CC42291
E15	Entity's Purpose or Mission:*	<p>The purpose of Parentlink Ōwhiro Bay School is to:</p> <ol style="list-style-type: none"> 1) Provide a link between the young person, parents/caregivers and the school. 2) Bring parents/caregivers and teachers together in social or informative activities. 3) Help in raising funds to provide improved facilities and opportunities for members of the school community. 4) Encourage greater family involvement at school. 5) Carry out other activities consistent with the charitable objects of the organisation.

E16	Entity Structure:*	<p>Parentlink is run by a committee consisting of a Chairperson, Treasurer and Secretary who are elected at the Annual General Meeting. Any parent, caregiver, teacher or interested adult may become a member of Parentlink. Committee meetings are held in the school staff room or online on a regular basis (about twice per school term) - any member can attend. The purpose of the meetings is to identify and plan future fundraisers, and to implement ways we can support the school community.</p>
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Section 3

E17	Main Sources of the Entity's Cash and Resources:*	Parentlink's activities are funded by Parentlink organised fundraising activities.
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E18

E18	Main Methods Used by the Entity to Raise Funds:*	<p>The bulk of our fundraising income each year usually comes from the Ōwhiro Bay Community Fair, which is run in term 4. This is run in conjunction with the Kindergarten and proceeds are split based on an agreed percentage (documented in the Ōwhiro Bay School and Ōwhiro Bay Kindergarten Memorandum of Understanding). Currently the agreed split is 67%/33% school/Kindergarten respectively. From time to time, different fundraisers are run, as other opportunities or ideas are identified.</p>
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E19	Entity's Reliance on Volunteers and Donated Goods or Services:*	<p>Parentlink is 100% reliant on volunteers giving their time and energy to organise and assist with fundraising.</p>
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E110	Additional Information:*	This year, we have run more events with the Ōwhiro Bay Kindergarten and plan on continuing and improving our collaboration.
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Section 3

Contact details		
E111	Physical Address:	Ōwhiro Bay school, Happy Valley Road, Ōwhiro Bay, Wellington
	Postal Address:	Ōwhiro Bay school, Happy Valley Road, Ōwhiro Bay, Wellington
	Phone/Fax:	(+64) 04 383 7180 (School Office)
	Email/Website:	Email: parentlink@owhiro.school.nz Website: https://www.owhiro.school.nz/17/pages/23-parentlink
		None
		None

Required sections are marked with an asterisk *

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Owhiro Bay School Parentlink ("Parentlink")

Statement of Service Performance

"What did we do?"

For the year ended
31 December 2022

Guidance
Section 4
SSP1

Description of the Entity's Outcomes:

To fund top priority items as agreed between Parentlink and Ōwhiro Bay School.
To encourage a network of parents which supports the school and other parents.

Required sections are marked with an asterisk **

SSP2	Description and Quantification (to the extent practicable) of the Entity's	Actual*	Budget	Actual*
		This Year	This Year	Last Year
	Projects supported by Parentlink: outdoor shed	\$8,633.00	\$15,964.00	\$4,102 (Junior reader and kapa haka uniforms)
	Fun/social events hosted by Parentlink (Disco, Movie night, Country fair)	\$31,821 raised including \$226 donated to Unicef Ukraine	-	\$11,001.23 (clothing sale/raffle/Trademe, kids market and disco)
	Other fundraisers (Calendar art, pencils, T-shirts)	\$679.00	-	\$1,602.39 (Calendar art and Bunnings sausage sizzle)
	Pastoral care provided	\$2,777.00	\$3,390.00	-

SSP3	Additional Output Measures:

SSP4	Additional Information:
	In April 2022, Parentlink donated \$9,000 to Ōwhiro Bay school that have been partially used for an outdoor shed. The rest will be carried over to 2023.

Owhiro Bay School Parentlink ("Parentlink")

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:
31 December 2022

Guidance

Notes

Section 5

		Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
	Operating Receipts			
R&P1	Donations, fundraising and other similar receipts*	54,729		14,925
R&P2	Fees, subscriptions and other receipts from members*	-		8
R&P3	Receipts from providing goods or services*	-		-
R&P4	Interest, dividends and other investment income receipts*	96		5
R&P5	Other operating receipts	-		-
R&P6	Total Operating Receipts	54,825	-	14,938
	Operating Payments			
R&P7	Payments related to public fundraising*	19,066		2,529
R&P8	Volunteer and employee related payments*	-		-
R&P9	Payments related to providing goods or services*	2,777		-
R&P10	Grants and donations paid*	19,500		8,181
R&P11	Other operating payments	134		99
R&P12	Total Operating Payments	41,477	-	10,809
R&P13	Operating Surplus or (Deficit)	13,349	-	4,129
R&P14	Capital Receipts			
	Receipts from the sale of resources*	-		-
	Receipts from borrowings*	-		-
R&P15	Capital Payments			
	Purchase of resources*	-		-
	Repayments of borrowings*	-		-
R&P16	Increase/(Decrease) in Bank Accounts and Cash*	13,349	-	4,129
R&P17	Bank accounts and cash at the beginning of the financial year*	13,924		
R&P18	Bank Accounts and Cash at the End of the Financial Year*	27,273	-	13,924
R&P19	Represented by:*			
	Cheque account(s)	27,272		
	Savings account(s)	-		
	Term Deposit account(s)	-		
	Cash Floats	-		
	Petty Cash	-		
R&P20	Total Bank Accounts and Cash at the End of the Financial Year*	27,272	-	-
		FALSE		FALSE

just \$1 difference probaly due to roundings

This performance report has been approved by the
[Trustees/Committee/Officers/Board], for and on behalf of [Entity name]:

Date _____	Date _____
Signature _____	Signature _____
Name _____	Name _____
Position _____	Position _____

Required sections are marked with an asterisk "*"

Owhiro Bay School Parentlink ("Parentlink")
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"
 As at
31 December 2022

Guidance
Section 6

	SCHEDULE OF RESOURCES	This Year	Last Year
		\$	\$

SORC1	Bank Accounts and Cash (from Statement of Receipts and Payments)*	27,272	13,924
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SORC2	Money Held on Behalf of Others*		
	Description*	Amount*	Amount*
		-	-

SORC3	Money Owed to the Entity*		
	Description*	Amount*	Amount*
		-	-

SORC4	Other Resources*		
	Description and Source of Value* (cost or current value required if practicable to obtain)	Cost or Current Value*	Cost or Current Value*
		-	-

	SCHEDULE OF COMMITMENTS	This Year	Last Year
		\$	\$

SORC5	Money Payable by the Entity*		
	Description*	Amount*	Amount*
		-	-

SORC6	Other Commitments*		
	Description*	Amount*	Amount*
		-	-

SORC7	Guarantees*		
	Description*	Amount*	Amount*
		-	-

	SCHEDULE OF OTHER INFORMATION	This Year	Last Year
		\$	\$

SORC8	Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*		
		Amount*	Amount*
		-	-
	Resources Used as Security for Borrowings*	-	-

Required sections are marked with an asterisk **

Owhiro Bay School Parentlink ("Parentlink")

Notes to the Performance Report

For the year ended
31 December 2022

Guidance
Section 7

Note 1: Accounting Policies "How did we do our accounting"

AP1

Basis of Preparation*

Owhiro Bay School Parentlink ("Parentlink") is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

AP2

Goods and Services Tax (GST)*

Owhiro Bay School Parentlink ("Parentlink") is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

required sections are marked with an asterisk "*"

Owhiro Bay School Parentlink ("Parentlink")

Notes to the Performance Report

For the year ended
31 December 2022

Guidance
Section 7

Note 2 : Analysis of Receipts "How was it funded?"

	Receipt Item	Analysis	This Year	Last Year
R&P1	Fundraising receipts	Calendar art	2,397	1,906
		Disco	201	410
		Movie night	227	-
		Fair	45,660	-
		Tshirts	2,788	-
		Pencils	67	-
		Trade Me	-	1,138
		Bunnings Sausage sizzle	-	1,098
		Kids market	-	219
		Raffle	-	5,233
		Clothing sale	-	4,922
		Total		51,339
R&P1	Grants and donations	Pastoral care donations	3,390	-
		Donations/koha from the public	-	8
		Total		3,390
R&P2	Fees, subscriptions and other receipts from members		-	-
		Total		-
R&P3	Receipts from providing goods or services		-	-
		Total		-
R&P4	Interest, dividends and other investment income receipts	Interest	96	5
		Total		96
R&P5	Other receipts		-	-
		Total		-
R&P14	Capital receipts		-	-
		Total		-

These are optional notes to allow the entity to provide a breakdown of the receipt and payment categories. Please ensure breakdowns provided agree to the amounts reported in the Statement of Receipts and Payments.

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Owhiro Bay School Parentlink ("Parentlink")
Notes to the Performance Report
For the year ended
31 December 2022

Guidance
Section 7

Note 3 : Analysis of Payments "What did it cost?"

		This Year	Last Year
		\$	\$
R&P7	Payment Item		
	Payments related to public fundraising		
	Calendar art	1,933	1,536
	Disco	50	72
	Bunnings Sausage sizzle	-	73
	Raffle	-	702
	Clothing sale	-	146
	Movie night	227	
	Fair	14,216	
	Tshirts	2,641	
Total		19,066	2,529

		This Year	Last Year
		\$	\$
R&P8	Payment Item		
	Volunteer and employee related payments		
	Total		-

		This Year	Last Year
		\$	\$
R&P9	Payment Item		
	Payments related to providing goods or services		
	Pastoral care	2,777	-
	Total		2,777

		This Year	Last Year
		\$	\$
R&P10	Payment Item		
	Grants and donations paid		
	Donation to Ōwhiro Bay School	9,000	4,700
	Donation to Ōwhiro Bay Kindergarten	10,500	3,481
Total		19,500	8,181

		This Year	Last Year
		\$	\$
R&P11	Payment Item		
	Other operating payments		
	Miscellaneous expenses	117	99
RWT	17	1	
Total		134	100

		This Year	Last Year
		\$	\$
R&P15	Payment Item		
	Capital payments	-	-
Total		-	-

Owhiro Bay School Parentlink ("Parentlink")

Notes to the Performance Report

For the year ended
31 December 2022

Guidance

Section 7

Notes 4-7

01

Note 4: Correction of Errors*

None

02-04

Note 5: Related Party Transactions

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

05-07

Note 6: Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

Note 7: Additional Notes

-

07

Required sections are marked with an asterisk "*"

DROP DOWN LISTS

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Below are the drop down lists to assist you to enter details into the optional notes contained in the template (Notes 2 and 3). These are suggestions only and you can modify them.

Statement of Receipts and Payments	Statement of Resources and Commitments
Operating Receipts	Resources
Fundraising receipts [Receipts1]	Bank accounts and cash [Resources1]
Calendar art	Cheque account(s)
Disco	Savings account(s)
Trade Me	Term Deposit account(s)
Bunnings Sausage sizzle	Cash Floats
Kids market	Petty Cash
Raffle	
Clothing sale	
Election day Bake sale	
Tshirts	
Movie night	
Fair	
Pencils	
Other events	
Grants and donations [Receipts2]	Money held on behalf of others [Resources2]
Grants not directly related to service delivery	key money
Donations/koha from the public	just money
Pastoral care donations	
<i>Entity may like to list donors and grant providers together with summary of contributions</i>	
Fees, subscriptions and other receipts from members [Receipts3]	Money owing to the entity [Resources3]
Fees and subscriptions from members	Grants owing to the entity
Donations, koha or offerings from members	Subscriptions owed by members
Receipts from sales to members	Receipts due as a result of providing goods or services
	Interest receivable
	Dividends receivable
	GST receivable
Receipts from providing goods or services [Receipts4]	
Receipts from grants or contracts for service with central government	Other resources [Resources4]
Receipts from grants or contracts for service with local government	Land and Buildings at quotable value valuation
Receipts from grants or contracts for service with non-governmental agencies	Motor vehicles at purchase price
Receipts from sales to the public	Computers, donated, used current value
Receipts from commercial activities	Software at cost
Lease or rental receipts	Furniture and Fittings at cost
Commission received	Office Equipment at cost
	Investments at cost
Interest, dividends and other investment income receipts [Receipts5]	Inventory on hand at cost
Interest	Assets held on behalf of others at cost
Dividends	Other assets at cost
Other receipts [Receipts6]	Commitments
Insurance payouts	Money Payable by the entity [Commitment1]
Royalties received	Unpaid invoices for payments for goods or services
Net GST	Unpaid invoices
	Wages and salaries
	ACC levies
	PAYE
Operating Payments	KiwiSaver
Payments related to public fundraising [Payment1]	GST payable
Calendar art	Interest payable
Disco	Loans payable
Bunnings Sausage sizzle	Grants payable
Raffle	Other commitments [Commitment2]
Clothing sale	Commitments to make future payments under a lease
Election day Bake sale	Commitments to purchase property, plant and equipment
Movie night	Commitments to provide loans
Fair	
Tshirts	
Other events	Commitments to provide grants
	Cash received relating to activities to be undertaken in a future period
Volunteer and Employee related payments [Payment2]	
Salaries and Wages	
Superannuation contributions	
ACC Payments	
Payments related to providing goods or services [Payment3]	Guarantees [Commitment3]
Administration and overhead costs	
Direct costs relating to service delivery	
Other service delivery costs	
Pastoral care	
Grants and donations paid [Payment4]	
Donation to Owhiro Bay School	
Donation to Owhiro Bay Kindergarten	
Other operating payments [Payment5]	
Interest payments	
Affiliation fees	
Audit fees	
IRWT	
Miscellaneous expenses	
Capital Receipts [Receipts7]	
Sale of Land and Buildings	
Sale of Motor Vehicle	
Sale of Investments	
Receipt of Loan Proceeds	
Capital Payments [Payments5]	
Purchase of Land and Buildings	
Purchase of Motor Vehicle	
Purchase of Investments	
Repayment of Loan	
Accounting Policies	
is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - is registered for GST. Therefore amounts recorded in the Performance Report are exclusive of is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive	

