

# *Add/update financial statements*

Last Modified on 13/10/2022 1:57 pm NZDT

**Important:** If your organisation is a TEO subsidiary, a council-controlled organisation, a regional gallery or museum, funded less than \$75,000 per annum by CNZ, or a multi-national subsidiary, you are **not required** to complete financial statements.

The following guidelines will help you to complete the financial statements. Definitions for the financial terms used can be found in the [Glossary](#).

## Statement of financial performance

Submit a projected statement of financial performance as at 30 June and 31 December.

The projections entered for 30 June should cover the 6-month period from 1 January to 30 June, while the projections entered for 31 December should cover the 12-month period from 1 January to 31 December.

The Statement of Financial Performance is for your organisation as a whole, not just the CNZ-funded aspect. Include all infrastructure costs, expenditure and income, even if they are not directly related to the CNZ-funded activities. The layout of this section should be similar to your organisation's annual accounts, although we require revenue and costs to be classified as either fixed or variable.

## Statement of financial position

Submit a projected statement of financial position as at 31 December.