

# Budget reporting guidelines

Last Modified on 15/06/2022 1:11 pm NZST

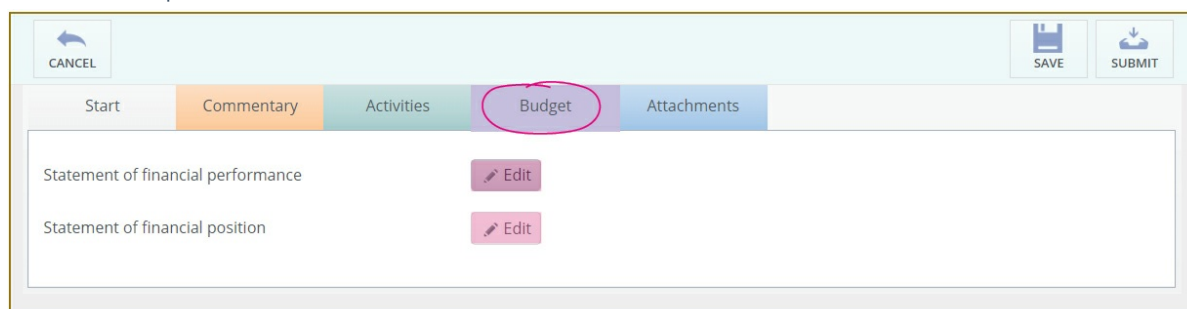
As part of each 6 Month Report you must\* complete the actual figures as at 30 June or 31 December for your organisation's Statement of Financial Performance and Statement of Financial Position.

\*If you are a Tertiary Education Organisation (TEO), Council-Controlled Organisation (CCO), a subsidiary of a multi-national company or receiving less than \$75,000 per annum you do not need to provide us with financial statements.

If actual results are more than 10% higher or lower than the approved projections in either the statement of financial performance OR statement of financial position you **must** provide an explanation for this variation. Include this explanation on the 'Commentary' tab under the Financial Health heading or in your Performance Report attached on the 'Attachments' tab.

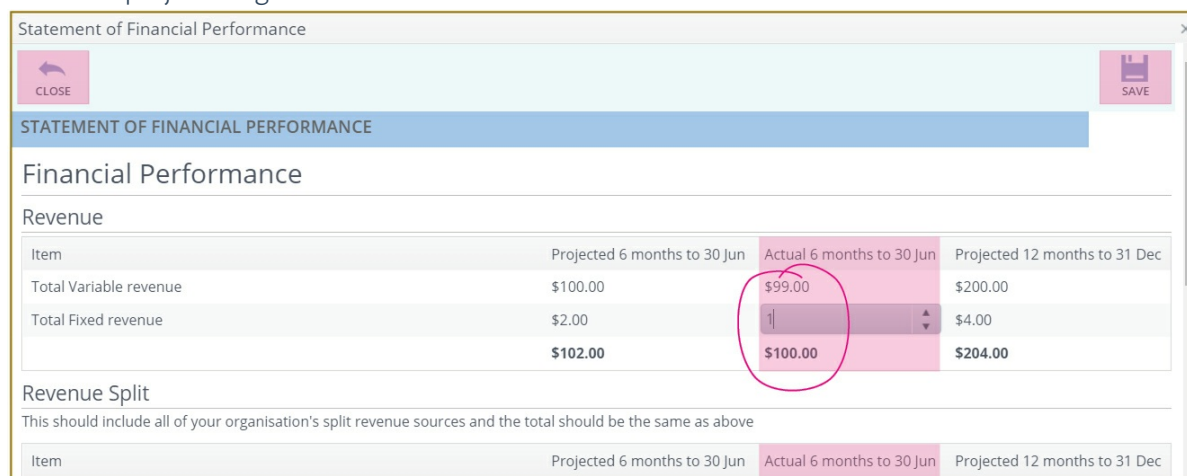
## Steps:

1. Click 'Edit' to open the Statement of Financial Performance.



2. Enter your organisation's actual figures 6 Months to 30 June or 12 Months to 31 December, as applicable. Please make sure you complete the summary information (total variable/fixed revenue/expenditure) as well as the detailed information (revenue/expenditure split).

**Note:** The projected figures are visible but cannot be edited.



The screenshot shows a 'Statement of Financial Performance' form. It has a 'CLOSE' button on the left and a 'SAVE' button on the right. The form title is 'STATEMENT OF FINANCIAL PERFORMANCE'. Below this is a section for 'Financial Performance' with a sub-section for 'Revenue'. The revenue table has the following data:

Item	Projected 6 months to 30 Jun	Actual 6 months to 30 Jun	Projected 12 months to 31 Dec
Total Variable revenue	\$100.00	\$99.00	\$200.00
Total Fixed revenue	\$2.00	\$100.00	\$4.00
	<b>\$102.00</b>		<b>\$204.00</b>

Below the revenue table is a section for 'Revenue Split' with a note: 'This should include all of your organisation's split revenue sources and the total should be the same as above'. It has a table with the same columns as the revenue table.

3. Click 'Save' then 'Close'.
4. Repeat steps 1-3 for the Statement of Financial Position, entering your organisation's actual figures 6

Months to 30 June or 12 Months to 31 December, as applicable.

Statement of Financial Position		
STATEMENT OF FINANCIAL POSITION		
<b>Current Assets</b>		
Item	Projected at 31 Dec	Actual 6 months to 30 Jun
Cash and cash equivalents	\$1.00	\$1.00
Short term deposits	\$1.00	\$1.00
Receivables	\$1.00	\$1.00
Prepayment	\$1.00	\$1.00
Inventory	\$1.00	\$1.00
Other	\$1.00	\$1.00
	<b>\$6.00</b>	<b>\$6.00</b>
<b>Current Liabilities</b>		
Item	Projected at 31 Dec	Actual 6 months to 30 Jun
Creditors and other payables	\$2.00	\$1.00