

Submit a Financial Year End Report

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A Financial Year End Report is a yearly record of an organisation's financial performance and condition. It typically includes a description of the organisation's operations, as well as balance sheet, income statement, and cash flow statement information.

We require Financial Year End Reports because they are a more robust record of an organisation's financial performance than the figures that are entered into our portal every six months.

- They follow an organisation's own financial year end, not the Investment Programmes' calendar.
- They present detail in a way that befits the organisation's operating model, instead of our reporting formats which are standardised.
- They are often 'more final' as they can capture EOY adjustments made by accountants or bookkeepers.
- They involve a review by an external party, auditor and require the approval of your governance body.

We also use this report to check the accuracy of the financial information organisations provide at 6-monthly reporting milestones, as part of our responsibility as a public entity.

In November 2021, we announced changes to our Financial Year End Report process to align with Charities Services requirements. **Details of your Financial Year End Report obligations can be found in your Funding Agreement.**

The following guidance describes how to submit your Financial Year End Report.

Steps

1. Before you start, you need a copy of your organisation's Financial Year End Report. Make sure that they've been signed by the relevant authorisers.
2. [Log in to the Portal.](#)
3. Click your name in the upper right-hand corner.
A menu will drop-down. Select 'Report Dashboard'.
Your 'Report Dashboard' will display the reports that you need to complete and submit to Creative New Zealand.
 **TIP:** If you can't see your organisation's reports, or if you'd like another person to see the reports, [ask Creative New Zealand for access.](#)
4. Click 'Edit' to open the Financial Year End Report.
5. Select the 'Attachments' tab and click '+ Add New Attachment' to add each item of support material. (For more advice on this, [refer to these guidelines for adding documents and support material](#)).

6. You **must** attach:
 - a) The Financial Year End Report

7. You **may** also be required to attach:
 - b) A signed auditor's report/ findings letter, or
 - c) A signed letter from an independent qualified accountant confirming that they have reviewed the annual accounts being submitted.

8. On the 'Commentary' tab enter an explanation for any significant differences between the information you submitted for your last CNZ reporting period (e.g. 31 January or 31 July) and the Financial Year End Report you just have attached. This might include changes to how revenue or expenses are treated, changes to accounting procedures, or a different financial year end date.

9. Click 'Submit'.

FREQUENTLY ASKED QUESTIONS:

- **How many signatures do I need?**

It depends on the level of Financial Year End reporting required. Refer to your Funding Agreement for more information.

- **Can I submit a draft now and a final version once the auditors have finished?**

No. Providing a draft version of the accounts isn't effectual as information may still change. If there is a genuine reason you can't submit the final report by the deadline, select 'Request an Extension' in the Portal.

- **What is the Audit Report and do I need one?**

An Audit Report (also known as an auditor's findings letter) provides key observations from the audit and recommendations for areas where the auditors have identified potential improvements. You only need to submit this if an audit is required.

- **Do we need to have our accounts audited?**

Changes to the Charities Act 2005 created statutory audit and review requirements for medium and large registered charities. The current thresholds have come into effect from 1 January 2022. You can learn more about this [here](#).