

Process for Winding up an Association

Please complete all tasks below by **NO later than the 31st of July 2019** to allow time for full Federation Amalgamation of records prior to the yearend date 31 August 2019.

The legal Amalgamation took place on the 4th of June 2019. As such all Associations must now comply with the Playcentre Aotearoa Delegated Financial Authority and obtain appropriate National Approval prior to any payments.

Distributions to centres after Amalgamation date are not to be made.

Close Bank Accounts

- Transfer balances to one account.
- Contact any organisation that takes payment by direct debit and request that they cancel it.
- Take a letter signed by two signatories to the bank in person requesting the closure of ALL accounts and transfer of balances to NZPF -12-3115-0033068-00, ref: Association name – if a Roopu account, please include in the reference.
- Cancel online banking (ASB requires an additional letter signed by two signatories be emailed to fnbhelpdesk@asb.co.nz, other banks will have a different process).

Cancel GST/PAYE Registration with IRD

- Cancelling the GST registration can be done in MyIR > GST > Cancel account registration
 - On advice from IRD, reason for cancelling should be 'cancelling activity under one entity and starting under another':



Reason for cancelling

Choose the reason for cancelling this registration

Cancelling activity under one entity and

Enter the registration cancellation date

04-Jun-2019



Enter the associated entity's name

New Zealand Playcentre Federation

Enter the associated entity's GST number

010-700-957

Enter the date of transfer

04-Jun-2019



- If you do not have a MyIR account linked to the Association, the IRD requests this information be sent in.
- A final GST return will need to be completed to 4 June 2019. No adjustment needs to be made for assets retained.
- Cancelling the PAYE registration can be done in the MyIR Payroll account, on the final IR348 return, or by calling IRD. This can be cancelled from the date you stopped paying employees.

Accounting Records

- Download the General Ledger from 1 September 2018 – 4 June 2019* and the Trial Balance at 4 June 2019* in Excel format. Send this to gemma.scott.csw@playcentre.org.nz.



If there have been any transactions since 5 June 2019, please send the general ledger to and trial balance at the date the bank account was closed.

- Cancel any accounting software subscriptions you have.
- MYOB – you need to call 0800 606 962 and request cancellation on the phone (a confirmation email will be sent confirming this). You may want to take a full backup before the subscription is cancelled.



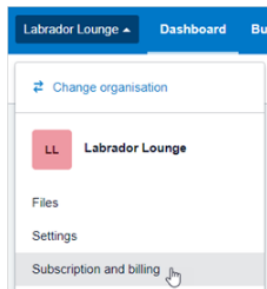
- Xero – this can be done on the website but will need to be cancelled by the listed ‘subscriber’ on the account. There is no option to take a full backup, so you may wish to download the general ledger for the 2018 financial year in addition to the current year.

Cancel your subscription

Only the subscriber can cancel a subscription. If you're unsure who the subscriber for your organisation is, [you can find out in My Xero](#).

To change your pricing plan:

1. Click on the organisation name, select **Subscription and billing**.



2. Click **Manage Subscription**.
3. Click **Options**, then select **Cancel subscription**.
4. Click **Confirm cancellation**.
5. Select the reason for cancelling, then click **Send feedback**.

Debtors and Creditors

- If there is any money owing to the Association from a Centre or third party as at 4 June 2019, please provide details to cfo@playcentre.org.nz.
- If there are any payments owed to third parties that have not been paid before 4 June 2019, please email the invoice and any details to accounts.payable@playcentre.org.nz.
- If there are any creditors in dispute that Federation need to know about please inform cfo@playcentre.org.nz.

Employees

- It has come to our attention that some of our Associations have continued to employ staff beyond the Amalgamation date. If these employees have not been employed by Federation for these activities then they will need to be made redundant as the Association is acting outside of the Playcentre Aotearoa Structure and Delegated Authorities by retaining these employees. If this situation exists please contact sd.mgr@playcentre.org.nz for assistance with Employment processes.



Tagged funds

Funds that are being tagged for a specific purpose must be in compliance with the Ring Fencing Policy and Application found here: <https://www.playcentre.org.nz/wp-content/uploads/2019/06/Ring-Fencing-of-Funds-and-Property.pdf> We must receive clear application as to what the funds were given for and what they are to be used for, a line in the General Ledger will not be sufficient.

Clean out of Association offices

- Given the delayed timeline for the Amalgamation Associations have had sufficient time to clear out office space where these are not being utilised for Playcentre Aotearoa Purposes post Amalgamation. Any that are not complete will be the responsibility of the remaining Association members.
- Any Treasures held by Associations that would like to be transferred to Playcentre Aotearoa should be done so with coordination of the General Manager general.mgr@playcentre.org.nz.

Playcentre Shops

Playcentre shops will continue to operate as they were prior to Amalgamation and will be contacted separately for review of processes and year end procedures.

