

# Playcentre Aotearoa

## Guide to register as a charity

Playcentre 

Last updated 5 August 2021

## Registration as an Individual Charity

All Playcentres are members of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Incorporated (“Playcentre Aotearoa” or “PCA”), and as such, are considered to be registered charities (due to PCA being registered). Being a registered charity gives you certain advantages, such as not having to pay income tax.

If you currently have your own Charities number – whether or not you joined the PCA group – you can skip this information.

You can no longer use your Association’s Charities Number as they are not a legal entity, so if your Playcentre is not currently registered, has previously been deregistered, and/or you have been using your Association’s Charities Number – please read, and consider the information below!

Whilst all Playcentres are covered by the PCA Charities Number, it can be useful for centres to also have their own Charities Number, especially when applying for grants. This highlights for grant funders that you are a separate group, operating in a local area. It also means that if you join the PCA group, your Centre name appears in the list of Playcentre Aotearoa Group members on the Charities site which makes it easy for funders to confirm you are part of the group.

### **How do we get a Charities Number?**

- 1) Agree at a centre meeting that you wish to apply for registration as a charity.
- 2) At your meeting agree to adopt a set of basic rules (if you do not already have a set for your Playcentre that would meet Charities requirements - <https://charities.govt.nz/ready-to-register/need-to-know-to-register/charitable-purpose-and-your-rules/> ). A sample set of rules has been created and is in the Playcentre Members Grants section of the website.
- 3) Ask all officers (who this is will vary based on your rules) to complete an officer form (attached), certifying their ability to be listed as an officer of the centre.
- 4) Complete the online application – <https://www.charities.govt.nz/ready-to-register/ready-to-apply/>
- 5) Charities Services will process the request, and may come back to you for further information.
- 6) Once you have your Charities number, request to be added to the Playcentre Aotearoa group by emailing [askfinance@playcentre.org.nz](mailto:askfinance@playcentre.org.nz)

NB: If you previously had your own Charities number and were deregistered, you will also need to get your old annual returns completed (usually this involves providing financial statements and any other information for the missing years).

### **What do we have to do as a Registered Charity with our own number?**

- 1) Each year you will need to login, complete key sections of the annual return and update your list of officers on the Charities Service website. Add this to your AGM agenda to ensure it is completed each year and not missed.
- 2) If you are a member of the Playcentre Aotearoa group, then you will not need to pay the annual fee (currently \$51) or provide your own set of Tier 4 accounts. If you are not a member of the group then you will need to carry out these actions as well.

If you have any questions please contact [askfinance@playcentre.org.nz](mailto:askfinance@playcentre.org.nz)

## Guidance for completing the online application form to register as a Charity

Note: the grey text is from the Charities Services site. Black text in italics is PCA guidance, and black text non-italicised is suggested wording to complete the section. You will need to complete the actual application online and can amend the information below to fit your Playcentre.

To complete this online go here:

<https://www.charities.govt.nz/ready-to-register/ready-to-apply/apply-now/>

The online application will ask you for the following information:

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- ✓ Your organisation's legal or most formal name, and any other names it is also known as (including any trading names).  
*Enter your Playcentres full name e.g. National Park Playcentre*
  
  - ✓ Your organisation's contact details including postal and street addresses: *Enter the physical address of your centre, phone number, @playcentre.org.nz email address and if you have a PO Box that address as well.*
  
  - ✓ Contact details for a primary contact for your organisation. (You can also provide details for a second/alternative contact person).  
*Name, address, phone number and/or email address for your President and/or Secretary, or someone else who can answer questions about your Playcentre and this application.*
  
  - ✓ If your organisation is an incorporated society, registered charitable trust or company.  
  
*Most Playcentres are not a company, incorporated society or charitable trust – so most will need to click 'No'*  
  
*If your Playcentre is incorporated, you need to enter your incorporated society number. You can search on [societies.govt.nz](https://www.societies.govt.nz/) to find out if you are registered and what your number is. Do check your current status as a lot of previously incorporated Playcentres have been 'Struck Off' or deregistered and are no longer incorporated societies.*  
*You do not need to be incorporated.*
  
  - ✓ IRD (Inland Revenue) number if you have one.  
  
*Self explanatory.*
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- ✓ Areas of operation of your charity (regional/national/international). **Regional - choose from the list of regions which area your centre is in.**
  
  - ✓ If you are a Marae on Maori land reservation, we will need a copy or link to the Gazette notice relating to the reservation of your land, or the block number. [Click here for more information.](#) **Not applicable.**
  
  - ✓ Details on your officers, including position held, date of appointment, home address details and dates of birth, and confirmation that they are not disqualified from being officers under section 16(2) of the Charities Act 2005.

Tip: Certify the correct number of officers. We check to make sure that you have certified all your officers – but if we find some are missing, we need to hold up your application while we ask you for the missing information. If your rules say that you have - for example - five officers, you must certify five officers. If you're not sure who to certify as an officer, see our information about Officer Certification.

*List the required details for the officers of your Playcentre –officers are those who have decision making power in your centre. The Rules of the centre will usually outline who these are. This is likely to be any key office holders.*

*Attached is a form you can get those officers to complete to provide you with the necessary details listed above, and confirmation that they are not disqualified from being an officer.*

The registration form asks for the full name, date of birth and home address details of your charity's officers. The Information Privacy Principles in the Privacy Act 1993 enable agencies, including Charities Services, to collect personal information for lawful purposes connected with a function or activity of the agency. Previously we have only collected an officer's first and last name. This is not enough information for us to accurately identify officers when we need to. **The date of birth and residential address information will not be publicly available**, and will only be used by Charities Services and other agencies where authorised by law.

We have updated the Privacy Statements in our registration form to clearly set out what personal information is collected, what it will be used for, who can access the information, and the consequences of not supplying the information.

For instance, if the identifying information about officers is not provided as part of the registration process, we will not be able to progress your application.

- ✓ The charitable purpose of your organisation (i.e. the key difference your organisation is trying to make).

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Playcentre philosophy and practice are based on "Whanau Tupu Ngatahi - Families Growing Together". Playcentre recognises parents as the first and most important educators of their children and supports them to educate their children.

Playcentre provides quality early childhood educational sessions for young children (birth to school age) through quality play experiences and supported by a high child to adult ratio. Adults participate in the Playcentre Education Programme which supports children's learning & growth through their Playcentre journey & beyond. Playcentre is a family organisation where we empower adults and children to play, work, learn & grow together.

Each Playcentre is a cooperative. Parents decide how their centre will run and are responsible for the education of their children. Parents also make decisions giving direction to how PCA (national body) will run.

- ✓ Structure of your organisation (including governance arrangements and any relationships with other bodies, such as any affiliations with umbrella groups). XXX Playcentre is a volunteer co-operative managed and governed by the parents of the children who attend our centre. Every family with an enrolled child has a whanau member/parent who is a member of the committee and decisions are made via consensus.

XXX Playcentre is a member of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa Incorporated who provide support and guidance to our centre and work to ensure compliance requirements are met.

- ✓ Your organisation's rules (constitution, trust deed or other governing document of your organisation).

*Attach a copy of your Playcentre's rules – a sample version of rules that would meet requirements is available on the members section of the PCA website under Grants - Grants Kit and Supporting Documents. You would need to adopt these at a centre meeting.*

*This document will need to be signed by all the people listed as officers above.*

IMPORTANT: We can't register any organisation if there is a possibility that it could be used to create or maintain a private financial profit for anyone. All the money and benefits flowing from a charity must be directed at achieving its charitable purposes.

We will check your rules for clauses that ensure that the payment of money, advantage, or benefit is only directed at achieving your charitable purposes. This includes the payment of salary or wages.

If your organisation is not a trust - for example, if it is a company, incorporated society, or is unincorporated - you must include a winding-up clause in your rules. It must clearly specify that any remaining assets, after you've settled any debts and liabilities, must be used for a charitable purpose (or given to another

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organisation with charitable purposes). It's not enough for your rules to simply say that the assets will be given to a "similar" purpose. For more details, see [Charitable purpose and your rules](#).

- ✓ Activities of your organisation (including a description of each activity, and information about who is involved in the delivery of each activity, where each activity takes place, and who participates in and/or benefits from each activity).

*This is a tick box section – the bold one should be the MAIN response.*

**Activities:** Provides Services, Education Services

**Sector:** Education/training/Research, Community Development,

**Fundraising, Promotion of Volunteering**

**Who Benefits:** Family/Whanau, Children/Young People

- ✓ Whether your organisation receives donations/koha.  
**Yes, Playcentres receive donations.**

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- ✓ Estimated percentage of how much of your organisation's funds will go towards carrying out charitable purposes overseas  
**0%**

- ✓ Latest financial statements (if your organisation has these)  
**IMPORTANT:** If you have previously been registered, but were deregistered for failing to file your annual return, you must supply us with copies of any missing financial statements, for each of the financial years since you were last registered. Send the financial statements with your application. If we re-register you, we will display the financial statements on the Charities Register. You don't need to complete an annual return form for each missing financial year, just provide the financial statements.

*If you were previously registered individually, you will need to supply your centres financial statements. If you were not individually registered, you can supply a copy of the consolidated accounts of PCA. These can be found on the members section of the Playcentre website under either Grants or Finance.*

- ✓ Other supporting documents (e.g. annual report, etc.)  
The more information you provide us about your organisation, the more likely we will be able to process your application faster. You can attach a covering letter, a copy of a brochure you give to the public, a link to your website/social media page, or any other relevant information.

*If you have a public Facebook page, you could add a link here.*

- ✓ Whether you require information in your application to be restricted from public view, and the reasons for this.  
**No.**

CHARITIES COMMISSION OFFICE HOLDER CONFIRMATION FORM

Centre \_\_\_\_\_ Year \_\_\_\_\_

Position			Personal Details				
Office Position Held	Date appointed to position	Signature confirming of right to hold position *	First	Middle	Surname	DOB	Address

Charities Services requires us to provide the attached information as part of our application/annual return.

Addresses and Date of birth are used for identification purposes only and will not be made public on the Charities Services website.

\*As detailed in Form 2, being the "Officer Certification form" provided by the Charities Commission of New Zealand, in order to qualify to be an Office Holder under the Charities Act, an officer must NOT be:

- An undischarged bankrupt
- Under the age of 16 years
- Convicted of a crime involving dishonesty (section 2(1) of the *Crimes Act 1961*) and sentenced within the last 7 years
- Prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the *Companies Act 1993*, the *Securities Act 1978*, the *Securities Markets Act 1988* or the *Takeovers Act 1993*
- Disqualified by the Charities Commission under section 31(4) of the *Charities Act 2005*

- Subject to a property order made under the *Protection of Personal and Property Rights Act 1988*, or having their property managed by a trustee corporation under section 32 of that Act (this relates to people who are not fully able to manage their affairs)
- A body corporate that is being wound up, is in liquidation or receivership, or is subject to statutory management under the *Corporations (Investigation and Management) Act 1989*
- Disqualified from being an officer under the rules of their charity

If any of the above disqualifying factors apply to an officer who has been appointed under an Act or by the Governor-General, Governor-General in Council, or Minister of the Crown, that officer will automatically qualify as an officer. If this applies, please tick as indicated on the form.