

Finance pack 2021 – year end questionnaire

	Question	Notes
1.	Please select your Centre's name from the list	
2.	Have you fully reconciled Xero to 31 August 2021	Before you start, please reconcile all transactions up to the end of the financial year. At this point also load all Accounts payable invoices.
3.	Please confirm the bank balances in Xero agree to the bank statement at 31 August 2021	This can be tricky but is also very important. See the Treasurer's Guide for instructions here .
4.	Have you completed the fixed asset registration per the "fixed asset guide for treasurers" document	https://www.playcentre.org.nz/wp-content/uploads/2019/03/Fixed-Asset-Guide-for-Treasurers.pdf
5.	Have you "run depreciation" for the year to 31 August 2021	Refer to the guide above – just go to Xero, Accounting tab, choose Fixed Assets, Accounting – click "run depreciation" – set the date for 31 August 2021 – hit "confirm" and you that's it! Just make sure you do Step 4 first.
6.	Are you aware of any Fraud, litigation (including matters settled) or significant safety breaches that have or could impact your Centre or Association?	This is a standard audit question: if you do have any concerns you would like to discuss confidentially, please do feel free to contact Stephen O'Neil: finance.mgr@playcentre.org.nz
7.	Is your centre running any Bi Cultural or Te Reo sessions?	Self-explanatory
8.	Does your centre host (or lease to) any home based ECE playgroups e.g. Porse	This is fairly self-explanatory, but we are really keen to know how many of our centres are being used as a place to offer socialisation for home-based care.
9.	Does your centre host (or lease to) any other non Playcentre community Playgroups	This is similar to the above question, but just asking if you host other Playgroups or ECE providers.
10.	Does your centre host (or lease to) any other community groups e.g. toy library, music groups, birthday parties?	This one is anything non-ECE.
11.	If your centre works in collaboration with the local community, including local hapu or iwi, please provide a brief description.	
12.	So that we can acknowledge any grants or large donations (over \$200) in the Annual Report, please fill in the full name of the provider, the amount given and what was funded.	We would really like to acknowledge all our wonderful supporters whom we couldn't do without. Please include anyone you feel deserves a mention, including all grantors, the local supermarket that donated the sausages for fundraisers or the builders who offered to fix your fence for free.