# We’re changing treasurers, what do we need to do?

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Here is a link to a Webinar done by Xero for Playcentre Treasurers.
https://vimeo.com/336471083/63659a6cb4

### Update your bank account signatories

Make sure the change is passed at a meeting and the minutes are signed. Download a change of bank signatories and change of Online Banking signatories form from your bank’s website and complete carefully. The new signatories will need to take this into the bank with current ID. It may pay to check with your bank first as different banks have different rules and you may need to make an appointment.

- Ensure there is a minimum of three signatories on the bank accounts, with two to sign. If you are changing signatories remember to update your Business Online internet banking as well.
- Arrange for signatories to be updated as required.

### Give your new treasurer access to Xero

To invite a new user to Xero, send an email to askfinance@playcentre.org.nz.
Include the new person’s name and email address (do not use a generic address such as your@playcentre address, this is for their own safety and future Treasurers safety).
Finance team will then send the person an invite and they will need to click on the accept link and set themselves up with a password.

### Show them around Xero

Sit in with the new Treasurer for the first few weeks and show them how things are done and where to find everything, don’t forget to help them with uploading the coming years budget. Encourage them to reconcile at least monthly to keep on top of it. Send them the link to the Xero webinar: https://vimeo.com/336471083/63659a6cb4 and, the link to the Playcentre website and look at the resources in the Finance tab:
https://www.playcentre.org.nz/member/finance/

If they are a Facebook user encourage them to join the **Playcentre Treasurers** page for a great connection with other Treasurers and staff of Playcentre Aotearoa.

## Update the IRD with the new contact person

You will need to complete an IR401 to appoint your new Treasurer as an Executive Office Holder (EOH) to act on behalf of your organisation. The EOH has the ability to:

- make enquiries
- receive statements
- have financial authority
- register for and manage a myIR Secure Online Services account for your organisation

Click on the link below to download the EOH form from the IRD website https://www.ird.govt.nz/managing-my-tax/getting-someone-to-act-on-my-behalf/executive-office-holders/appoint-an-executive-office-holder-to-act-on-my-behalf

## GST

If your Centre is GST registered the new Treasurer will need to know what GST cycle your Centre is on (monthly, bi-monthly or six monthly) and diarise the dates to ensure returns are filed and paid on time to avoid penalties and interest imposed by the IRD for late filing and/or payment.

## Update the Charities Register with new office bearers

Following your AGM, you will need to update your details on the Charities Register which can be done via the Update Details form online or via paper copies. We recommend you make the changes online as it is easier and faster however if you prefer paper copies, please click on the link below to download the required form. Please note that you must notify the Charities Register within 3 months of the change taking place.

https://www.charities.govt.nz/assets/Update-Details-Form.pdf

## End of the financial year

Our end of financial year is 31 August. A short questionnaire will be sent out to the Centre email address around mid-July for you to complete once you are fully reconciled to 31 August. If you are part of our Charities Reporting group, you don't need to get an independent audit or file a return. You can check if you're part of this by clicking on the link below:

https://www.register.charities.govt.nz/CharitiesRegister/ViewCharity?accountId=4a8a545c-1d2e-e811-8102-00155d6b7730&searchId=c50c6eff-ee68-421d-a542-6abc11ff8c8e

## Budgeting tool

The finance team have put together a budgeting tool to help Centres prepare for their AGMs. We have created both GST and non-GST versions so please select the one that best relates to your Centre.

Find it here: https://www.playcentre.org.nz/member/finance/finance-documents/

## Xero webinar

We have an excellent Xero webinar available specifically designed by Treasurers for Treasurers.

Find it here: https://www.playcentre.org.nz/member/finance/finance-kit/

## Bulk funding

Bulk funding comes in 3 times per year as per table below:

| Months included in FCH (Funded Child Hours) | Payment Date |
|---|---|
| 1st October – 31st January | 1st March |
| 1st February – 31st May | 1st July |
| 1st June – 30th September | 1st November |

Some Centres also receive "wash-up" payments on the 1st of next 3 months following initial payment (March = 1st April 1st May 1st June).

The bulk funding, we pay to Centres has several components:

- Funded hours for the current period
- Equity funding i.e.
    - Targeted Funding for Disadvantage
    - EQ1 - low socio economic
    - EQ2 – Special Needs
    - Language (where English isn't first language) and
    - Isolation
    - ATIS (Annual top-up for Isolated Services). **Only paid in July each year.**

All Equity funding is needs specific, determined by MOE, and is not levied by NZPF and is paid out each round except for ATIS which is only paid in July.

If you receive Equity Funding, each June you need to report to MoE on what you used the funding for during the previous year. Finance will remind you and collate responses to send to MoE on your behalf. Note that MoE also require you to report to your members what this money was spent on.

- ECC Occupancy fee
    - Applies to Centres whose building is on MoE occupied land, called "pods"
    - is not levied
    - is charged out in March only –this is deducted at MoE level ($11.50 per year). Shows on MoE bulk funding data, we include it in Xero records and is on the letters that go to Centres so they can account for it on their records.

RS7's (MoE report of funding hours) is submitted through Discover by 5/7th of month prior to the bulk funding round. (i.e., March bulk funding must be submitted by 5th of February). If the RS7 is submitted by the 5/7th then payment will be made by the MoE to Playcentre Aotearoa on the 1st of the month. Any late submissions or re-submissions will be accounted for in future payments from the MOE.

## Contact your local WINZ if you receive fees subsidies from them

Families at your Centre can choose to access the Childcare Subsidy from WINZ. The subsidy is needs/income based and the family will need to apply to WINZ for it. Both the family and the Centre will need to complete the Childcare Assistance application form and then the family will need to return the form (and any other documents requested) to WINZ for processing. The subsidy is paid directly to the Centre. Below is a link to more information and the application form which you can download

https://www.workandincome.govt.nz/products/a-z-benefits/childcare-subsidy.html

## Make sure your treasurer knows who their important contacts are

Space Co-ordinator, CA, RSL, Property Person, Regional Office,
Playcentre Aotearoa contacts:

accounts.receivable@playcentre.org.nz (bulk funding queries and invoice queries)
accounts.payable@playcentre.org.nz (bill queries)
payroll@playcentre.org.nz (all payroll queries)
askgrants@playcentre.org.nz (grants queries)
askfinance@playcentre.org.nz (all other finance queries)

## Wages invoices

If you employ staff at your Centre, they will submit their hours via TimeFiler which are approved by your RSL at your Regional Office. You will receive an invoice from Playcentre Aotearoa each fortnight, usually within 2 days of pay day.

This will be broken down by employee and include their ordinary hours for that fortnight, 8% holiday pay (you pay this per pay, so you don't get landed with a big bill when most staff take holidays in January), sick or bereavement leave, stat days, mileage and your Employer Kiwisaver contribution if the employee is enrolled in Kiwisaver. The invoice is emailed to the Centre email address as well as a TimeFiler report which breaks down the hours each employee submitted so you can check this against the invoice. **The TimeFiler report only shows hours submitted on TimeFiler, it won't include any manual timesheets submitted.** Staff should only submit manual timesheets if they have missed claiming in TimeFiler which is only available for the current pay period. The invoice is due for payment on the 20th of the following month. You can pay both invoices for the month in one payment