

## A guide to completing the year end Finance Pack 2023 Questionnaire

	Question	Notes
1.	Please select your Centre's name from the list	
2.	Have you fully reconciled Xero to 31 August 2023	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 2023	This can be tricky but is also very important. See the <a href="#">Treasurer's Guide</a> for instructions. <a href="https://www.playcentre.org.nz/wp-content/uploads/2020/08/Balancing-the-bank-to-Xero-003.pdf">https://www.playcentre.org.nz/wp-content/uploads/2020/08/Balancing-the-bank-to-Xero-003.pdf</a>
4	Please scan all bank and term deposit statements at 31/8/23 (or take screenshots showing the account name, that date is at 31/8/23 and balance, and send these to askfinance@playcentre.org.nz	This is a request from our auditors so we can provide audited Group financial statements to support our charity status and to the Ministry of Education, as we are required to do.
5.	Have you completed the fixed asset registration per the "fixed asset guide for treasurers" document	Here is the <a href="#">Fixed Asset Guide</a>
6.	Have you "run depreciation" for the year to 31 August 2023	Refer to the guide above – just go to Xero, Accounting tab, choose Fixed Assets, Accounting – click "run depreciation" – set the date for 31 August 2023 – hit "confirm" and you that's it! Just make sure you do Step 5 first.
7.	Are you aware of any Fraud, litigation (including matters settled) or significant safety breaches that have or could impact your Centre?	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: Stephen.oneil@playcentre.org.nz
8.	Does your Centre charge fees to members, ask for donations, or both?	The government is making changes to how fees can be charged to parents and we need to know how many Centres will be affected. Fees are expected contributions, while donations are only a suggested contribution, with no follow-up or consequences if not paid.

9.	Is your centre running any Bi Cultural or Te Reo sessions?	
10.	Does your centre host (or lease to) any home based ECE playgroups e.g. Porse	We are keen to know how many of our centres are being used as a place to offer socialisation for home-based care.
11.	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.
12.	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.
13.	If your centre works in collaboration with the local community, including local hapu or iwi, please provide a brief description.	
14.	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.
15	If your Centre received Equity Funding in 2022/23, have you reported to members yet on how this was spent?	If your Centre receives Equity Reporting during the year you will need to put together a report of how the money was spent. Finance will collate this to submit to the Ministry of Education but this is not required yet – we will be in touch about this if it applies to your Centre. It is a requirement that this report is presented to your membership, which can be done whenever you have completed it.