



The Air Training Corps Association Of New Zealand Incorporated.

PO Box 6198
Marion Square
WELLINGTON 6141

Incorporated Society Number – 217389
Charities Registration Number – CC27894

Newsletter 3

Welcome

This is the third newsletter for 2016. I hope everything is going well for you all as we work our way through winter.

The principal purpose of this edition is to continue the theme of getting ready to report to Charities Services using the new reporting requirements that took effect from 1 April 2015. For us this means significant change as we must develop a single set of accounts for audit in 2017.

Charities Reporting

Data

It is necessary for us to have a whole of organisation set of accounts audited for the 2016 year. To facilitate the creation of this common accounting dataset:

- I need Branches to provide me with a copy of their Chart of Accounts, if they have one, **as soon as possible** but no later than 31 August 2016
- I need Branches that have software that will generate a Trial Balance to provide me with a Trial Balance for the 2016 year (January 1 2016 to July 31 2016) as soon as possible after the 31st of July but no later than 31 August 2016, and
- For Branches that cannot provide a Trial Balance and Chart of Accounts I need a copy of whatever 2016 data they do have no later than 31 August 2016

Please provide this information as soon as you can so that I can work out how to develop the necessary processes to enable the construction of the combined data set. I will of course need the full year's data as soon as possible after December 31.

Budgeting

One of the Charities Reporting requirements is that we state our budget and compare our financial performance to our budget.

In past years the only budget presented at the ATCANZ AGM has been that relating to funds controlled by the Management Committee. The requirement now is that we have a budget for the entire organisation.

Section Six of the Branch Operations Manual gives guidance on how this should be managed. A copy of the Branch Operations Manual template is attached to the email with this newsletter.

For the 2016 year we will need to make some general assumptions about what the budgets should have been. However, now is the time for Branches to be undertaking this work so that we can more accurately report to Charities Services in 2018. It will also be necessary to include Branch budgets in the budget documentation presented to our own AGM in May next year.

Accounting Software Offer

Please let me know if your Branch wishes to take up the offer of discount accounting software as described in the last Newsletter.

Glider Fund Distribution

This has now been completed and you should find an additional \$361.38 in your nominated bank account.

The distribution was calculated by taking Glider Fund balance at 31 December 2015, adding interest at 2.5% and dividing the total by 49.

In the first instance this funding flow will show as an expense in the Management Committee accounts and should show as income in Branch accounts. However, when the accounts are combined this flow will simply show as a transfer of funds from the Management Committee bank account to each of the Branch bank accounts. When the funds are spent on gliding they should show as an expense.

Communications

My preference for providing you with information is via email so it is important that I have up-to-date email contacts for all Branch Support Committees. I am aware that there are frequent changes and I do endeavour to keep track of them all. I can be contacted at atcanzgensec@gmail.com. If you think I might not have the correct contact email for your Branch please let me know.

I now use the collective Cadet Forces ATCANZ email distribution system. This should reach the Chair, the Secretary, and the Treasurer for each Branch.

If you received a copy of this newsletter by email then I believe I do have a valid email address for your Branch. However, if you are not (or are no longer) the Chair, Secretary, Treasurer or a person who has agreed to accept email to pass on please email me and let me know the correct details for your Branch.

Peter Nalder
General Secretary
August 2016