



The Air Training Corps Association Of New Zealand Incorporated.

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Incorporated Society Number – 217389
Charities Registration Number – CC27894

Newsletter 4

Welcome

This is the fourth newsletter for 2016. I hope everything is going well for you all as we work our way towards the end of the year.

Sainsbury Bequest Allocation

At the AGM in May 2016 the Sainsbury bequest allocation formula was discussed in detail. The general consensus was that in 2017 grants totalling \$10,000 would be appropriate and that this grant funding should not normally be awarded to a single Branch.

The funding is open to all Branches regardless of size or location and available for a range of purposes excluding only administration and wages. Grants will be awarded on the basis of the most benefit for cadets and take into account the Purposes of the Association as set out in the Constitution.

If your Branch has not yet considered applying for some or all of the funds available now is the time to do so. Applications must set out the benefit to be gained by cadets and take into account the Purposes of the Association as set out in the Constitution. Applications need to reach the Management Committee no later than the end of March 2017.

Annual Levy

The Annual Levy Invoices were posted to all Branches yesterday. Please look out for them at your notified postal address. If your Branch has not received the Invoice by the end of next week (9 September) please let me know by email at atcanzgensec@gmail.com

Charities Reporting

A big thank you to the Branches who have supplied me with the data I requested in Newsletter 3. For those Branches that have not done so **please do so as soon as possible**. I need to understand what the data for each Branch looks like so that I can develop a methodology by which I can build a combined accounts dataset for the organisation in early 2017.

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**
- 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**, and

- For Branches that cannot provide a Trial Balance and Chart of Accounts I need a copy of whatever 2016 data they do have **as soon as possible**

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 and copies of all bank statements for 2016 as soon as possible after December 31.

Having had a chance to see some of the Branch accounts some issues have come to light:

- Assets
 - If you are listing fixed assets in your accounts you will need to provide me with an asset register showing the asset, date of purchase, purchase price and depreciation if any
 - It is not a legal requirement to depreciate your assets but if you do chose to do so I suggest you use IRD rates which can be found on their website www.ird.govt.nz (click the Business & employers tab).
 - Debtors:- If you have any money owing to you at the end of the year I will need a list showing the name and amount owed
 - Accounts paid in advance:- If prior to December 31 you have paid accounts relating to 2017 I will need a list with details
- Liabilities
 - If you have accounts payable relating to the 2016 year I will need a list with details
- Accounts Chart
 - If at all possible please use the common Accounts Chart as this will make life so much easier for me. This is "a work in progress" which I am adapting as I get feedback from Branches. The latest copy is attached to the email with this Newsletter.
 - If using MYOB it is likely your first code will be 1-0000 and if using the common Accounts Chart the first code is 1000 sub code 0. I can programmatically interchange these. You can use whatever subcodes you like so long as the subcode totals are reported at the Account Code level.
 - Please keep in mind that in order to build a combined set of accounts I will need to build a "translation table" to convert non-standard codes to the codes used for the combined accounts. This is no easy task.

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.

Budgets do not need to be particularly detailed. Use the budget presented at the AGM as a guide. Do be realistic in your estimates of income and expenditure.

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. If you have already done this I have made a note of your intention. For Branches that do wish to go down this track I suggest you start using MYOB in January 2017.

Spreadsheets

Most Branches are using spreadsheets as their accounting tool. It would be good if we could agree to use a common template. It would make much less work for me.

Glider Fund Distribution

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

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
September 2016