

## Clubs - Standard Accounts

### Overview

Club Name	[Club / Society Name]
Type of Entity	[Club / Society]
Period End	30-Jun-04

### Standard templates

Pro-forma document for use in the creation of financial statements for a single [Club / Society].

The templates contain illustrative financial statements that will assist societies to meet their reporting requirements to the Department of Internal Affairs' Gaming Compliance Unit.

### Tailor for your organisation

You should tailor these for your organisation by:

- including additional information to ensure compliance with generally accepted accounting practice as applicable to your operations.
- tailoring sections in the Statement of Financial Performance to report any significant non-gaming activities, for example Bar activities.

### Seek advice

The templates do not remove the need for judgement and consultation with your advisers when preparing your financial statements.

# Statement of Financial Performance

For the year ended 30-Jun-04

		2004	2003
	Notes		
<b>Operating Revenue</b>			
<b>Gaming Revenue</b>			
Proceeds			
Interest on Gaming Machine Funds			
Gain on Sale of Assets			
Other Income			
	<b>Total Gaming Revenue</b>		
<b>Bar Revenue</b> <i>(include sections for other key activities such as Bar Activities)</i>			
[ ]			
Other Income			
	<b>Total Bar Revenue</b>		
<b>Other Revenue</b>			
[ ]			
Other Income			
	<b>Total Other Revenue</b>		
	<b>Total Operating Revenue</b>		
<b>Operating Expenses</b>			
<b>Gaming Expenses</b>			
<b>Direct Gaming Costs</b>			
Electricity			
Electronic Monitoring System Costs			
Gaming Machine Audit Fees			
Gaming Machine Duty			
Licence Fees (Class 4):			
Operator's Licence - New Licence (Category A applications)			
Operator's Licence - New Licence (Category B applications)			
Operator's Licence - Renewal of Licence (Category A applications)			
Operator's Licence - Renewal of Licence (Category B applications)			
Operator's Licence - Amendment of Licence			
Operator's Annual Fee - Category B applications only			
Venue Licence - New Licence (Category A applications)			
Venue Licence - New Licence (Category B applications)			
Venue Licence - Renewal of Licence (Category A applications)			
Venue Licence - Renewal of Licence (Category B applications)			
Venue Licence - Amendment of Licence			
Venue Annual Fee - Annual Fee per Gaming Machine			
Problem Gambling Levy			
Salaries and Wages - Direct			
Security Costs			
Service and Repair			

Template for use by clubs

Please refer to the form 'Application to Renew Class 4 Operator/Venue Licence' for guidance notes on the line items.

Storage  
Territorial Authority Consents  
Venue Costs:  
Labour Costs  
Electricity and Utilities  
Miscellaneous Machine Costs (directly attributable to machines)  
Management Fees  
Rent or Lease Payments (for premises)  
Insurance  
Security Costs  
Development and/or enhancements of the gaming venue  
Maintenance of the gaming room  
Provision of other services  
Miscellaneous Venue Costs  
Other Venue Costs

**Total Direct Gaming Costs**

**Indirect Gaming Costs**

Accounting Fees  
Advertising and Publishing  
Audit Fees  
Bad Debts  
Bank Charges  
Computer Costs  
Conference Costs  
Consultancy Fees  
Conversion Costs - Gambling Equipment  
Depreciation - Gambling Equipment  
Depreciation - Other  
Electricity  
Entertainment  
Finance Company Fees  
Freight and Installation  
Honoraria  
Insurance  
Interest on Loans - Bank  
Interest on Loans - Finance Company  
Legal fees  
Loss on Sale of Assets  
Manager's Costs  
Membership Fees  
Motor Vehicle Costs  
Office Costs  
Other Costs  
Rent or Lease  
Salaries and Wages - Indirect  
Service Contractors  
Subscriptions

Tax  
Telecommunications Expenses  
Training Costs  
Travel and Accommodation  
Trustees Costs (other than Honoraria)  
Write Offs

**Total Indirect Gaming Costs**  
**Total Gaming Expenses**

**Bar Expenses** *(include sections for other key activities such as Bar Activities)*  
[ ]  
Other Expenses

**Total Bar Expenses**

**Other Expenses**  
[ ]  
Other Expenses

**Total Other Expenses**

**Total Operating Expenses**

**Undistributed Surplus (Deficit) prior to Distribution, comprising:**

Gaming Account  
Bar Account *(include sections for other key activities such as Bar Activities)*  
Other

**Distributions**

Distributions made during the Financial Year 2  
Distributions made, then Returned to the Society 2

**Total Distributions**

**Net Undistributed Surplus (Deficit) for the Year - Gaming**

## Statement of Movements in Undistributed Funds (Equity)

For the year ended 30-Jun-04

	2004	2003
Notes		
<b>Undistributed Funds at the Beginning of the Year - Gaming</b> <i>(include sections for other key activities such as Bar Activities)</i>		
<b>Net Undistributed Surplus (Deficit) for the Year - Gaming</b> <i>(include sections for other key activities such as Bar Activities)</i>		
<b>Undistributed Funds at the End of the Year - Gaming</b> <i>(include sections for other key activities such as Bar Activities)</i>		

# Statement of Financial Position

As at 30-Jun-04

	Notes	2004	2003
<b>Equity</b>			
<b>Undistributed Funds at the End of the Year - Gaming</b>			
<i>(include sections for other key activities such as Bar Activities)</i>			
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<b>Liabilities</b>			
<b>Current liabilities</b>			
Bank Overdraft			
Current Portion - Term Loans			
Distributions Approved (but remaining to be paid)	2		
Employee Entitlements			
Gaming Duty Provision			
GST Payable			
Other Current Liabilities			
Payables and Accruals			
Tax Payable			
Unclaimed Prizes			
	<b>Total Current Liabilities</b>		
<hr/>			
<b>Non-Current Liabilities</b>			
Term Loans - Bank			
Term Loans - Finance Companies			
Term Loans - Hire Purchase			
Other Non-Current Liabilities			
	<b>Total Non-Current Liabilities</b>		
	<b>Total Liabilities</b>		
	<b>Total Equity and Liabilities</b>		
<hr/>			
<b>Assets</b>			
<b>Current assets</b>			
Accounts Receivable - General			
Accounts Receivable - Proceeds not Banked			
Cash at Bank - Gaming Machine Account			
GST Receivable			
Investments	4		
Petty Cash			
Prepayments			
Other Current Assets			
	<b>Total Current Assets</b>		
<hr/>			
<b>Non-Current Assets</b>			
Investments			
Property, Plant and Equipment	3		
Other Non-Current Assets			
	<b>Total Non-Current Assets</b>		
	<b>Total Assets</b>		
<hr/>			

Template for use by clubs

Please refer to the form 'Application to Renew Class 4 Operator/Venue Licence' for guidance notes on the line items.

# Statement of Cash Flows

For the year ended 30-Jun-04

	Notes	2004	2003
<b>Cash Flow from Operating Activities</b>			
Gaming Machine Receipts			
Other Receipts			
Cash from Operating Activities			
Authorised Purpose Distributions			
Other Operating Payments			
Cash Applied to Operating Payments			
<b>Net Cash from Operations</b>	6		
<b>Cash Flow from Investing Activities</b>			
Sale of Non-Current Assets			
Other Investing Activities			
Cash from Investing Activities			
Purchase of Non-Current Assets			
Other Investing Activities			
Cash Applied to Investing Activities			
<b>Net Cash from Investing</b>			
<b>Cash Flow from Financing Activities</b>			
Cash from Financing			
Cash Applied to Financing			
<b>Net Cash from Financing</b>			
<b>Net Increase (Decrease) in Cash</b>			
<b>Opening Cash Balance</b>			
<b>Closing Cash Balance</b>			

# Statement of Accounting Policies

For the year ended 30-Jun-04

## Entities reporting

These Financial Statements are for the society known as [Club / Society Name]

[Club / Society Name] is a [Club / Society] that incorporates Company Charitable Trust, a registered Charitable Trust operating with its own Trust Deed, and Company Limited, a Charitable Company.

## Statutory Base

These Financial Statements have been prepared in accordance with generally accepted accounting practice as defined by Financial Reporting Standards as issued by the Institute of Chartered Accountants of New Zealand.

## Measurement base

The accounting principles recognised as appropriate for the measurement and reporting of Financial Performance and Financial Position and Cash Flow have been applied on an historical cost basis.

## Accounting policies

The financial statements are prepared in accordance with New Zealand generally accepted accounting practice.

The [Club / Society] is a qualifying entity within the Framework for Differential Reporting. Society Inc qualify on the basis that they are not publicly accountable and [Club / Society Name] is not considered large, on the basis of total revenue / total assets / the number of employees.

[Club / Society Name] has taken advantage of all differential reporting concessions available to them except for FRS10 Statement of Cash Flows, SSAP22 Related Party Disclosures, and FRS19 Accounting for Goods and Services Tax, with which they have complied fully.

The accounting policies that materially affect the measurement of financial performance, financial position and cash flow are set out below.

## Specific accounting policies

The following specific accounting policies which materially affect the measurement of Financial Performance and Financial Position have been applied:

### Revenue

Revenue comprises the amounts received and receivable for goods and services supplied to customers in the ordinary course of business.

### Goods and Services tax (GST)

The Financial Statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are stated inclusive of GST.

### Accounts receivable

Accounts receivable are stated at their estimated net realisable value. An estimate is made for doubtful debts based on a review of all outstanding amounts at balance date. Bad debts are written off during the period in which they are identified and authorised by the appropriate authority as non recoverable.

## Property, plant and equipment

### Initial recording

The cost of purchased property, plant and equipment is the value of the consideration given to acquire the assets and the value of other directly attributable costs which have been incurred in bringing the assets to the location and condition necessary for their intended service.

### Valuation of fixed assets

Property, plant and equipment, are stated at cost (unless otherwise stated) less aggregate depreciation.

### Depreciation

Depreciation of property, plant and equipment, other than freehold land, is calculated using income tax rates so as to expense the cost of the assets over their useful lives. The rates are as follows:

Gaming Machines	SL/DV	%
Jackpots	SL/DV	%
Conversions	SL/DV	%
Gaming Room Upgrades	SL/DV	%
Bases	SL/DV	%
Casino Chairs	SL/DV	%
Surveillance Cameras	SL/DV	%
Other Security Equipment	SL/DV	%
Cash Handling Equipment	SL/DV	%
Ancillary Gaming Equipment	SL/DV	%
Computer Hardware	SL/DV	%
Computer Software	SL/DV	%
Motor Vehicles	SL/DV	%
Furniture and Fittings	SL/DV	%
Plant and Equipment	SL/DV	%

### Investments

Other investments are stated at the lower of cost or net realisable value.

### Impairment

Annually, the Trustees assess the carrying value of each asset. Where the estimated recoverable amount of the asset is less than its carrying amount, the asset is written down. The impairment loss is recognised in the Statement of Financial Performance.

### Financial instruments

Financial instruments carried on the statement of financial position include cash and bank balances, investments, receivables, payables and borrowings. The particular recognition methods adopted are disclosed in the individual policy statements associated with each item.

### Leased assets as lessee

#### Finance leases

Assets under finance leases are recognised as non-current assets in the statement of financial position. Leased assets are recognised initially at the lower of the present value of the minimum lease payments or their fair value. A corresponding liability is established and each lease payment allocated between the liability and interest expense. Leased assets are depreciated on the same basis as equivalent property, plant and equipment.

**Operating Leases**

Leases that are not finance leases are classified as operating leases. Operating lease payments are recognised as an expense in the periods the amounts are payable.

**Statement of Cash Flows**

The statement of cash flows is prepared exclusive of GST, which is consistent with the method used in the Statement of Financial Performance.

The following are the definitions of the terms used in the statement of cash flows:

- (a) Operating activities include all transactions and other events that are not investing or financing activities.
- (b) Investing activities are those activities relating to the acquisition, holding and disposal of property, plant and equipment and of investments. Investments can include securities not falling within the definition of cash.
- (c) Financing activities are those activities that result in changes in the size and composition of the capital structure. This includes both equity and debt not falling within the definition of cash.
- (d) Cash is considered to be cash on hand and current accounts in banks, net of bank overdrafts.

**Comparative figures**

The comparative figures are for a period of 12 months.

**Changes in accounting policies**

There have been no changes in accounting policies.

[Club / Society Name]

## Notes to the Financial Statements

For the year ended 30-Jun-04

### 1 Segmental Reporting

The [Club / Society] operates as a charitable trust providing gaming machine equipment and operations throughout New Zealand.

### 2 Distributions to the community

	2004	2003
Undistributed funds at the beginning of the year		
Undistributed surplus (deficit) prior to distributions		
Distributions made, then returned to the society		
Distributions made during the financial year		
<b>Balance at end of year</b>		

### 3 Property, Plant and Equipment

	2004			2003		
	Cost	Accumulated Depreciation	Book Value	Cost	Accumulated Depreciation	Book Value
Gaming Machines						
Jackpots						
Conversions						
Gaming Room Upgrades						
Bases						
Casino Chairs						
Surveillance Cameras						
Other Security Equipment						
Cash Handling Equipment						
Ancillary Gaming Equipment						
Computer Hardware						
Computer Software						
Motor Vehicles						
Other Furniture and Fittings						
Other Plant and Equipment						
Land						
Buildings						
<b>Total Property, plant and equipment</b>						

### 4 Investments

	2004	2003
<b>Non-current</b>		
Term deposits		
Government and local authority stocks and bonds		

### 5 Commitments

	2004	2003
<b>Operating leases</b>		
<b>Non-cancellable operating lease commitments</b>		
Within one year		
Beyond one year		

[Club / Society Name] leases premises, plant and equipment. Operating leases held over properties give the [Club / Society] the right to renew the lease subject to a redetermination of the lease rental by the lessor. There are no renewal options or options to purchase in respect of plant and equipment held under operating leases.



## Audit Report

To the readers of the financial report of ... OR ... To the Trustees of [Club / Society Name]

We have audited the financial report on pages ..... to ..... The financial report provides information about the past financial performance of [Club / Society Name], its cash flows and its financial position as at [date]. This information is stated in accordance with the accounting policies set out on page .....

### Trustees' Responsibilities

The Trustees are responsible for the preparation of a financial report which gives a true and fair view of the financial position of [Club / Society Name] as at (balance date) and the results of operations and cash flows for the [period] ended on that date.

### Auditor's Responsibilities

It is our responsibility to express an independent opinion on the financial report presented by the Trustees.

### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- the significant estimates and judgements made by the Trustees in the preparation of the financial report; and
- whether the accounting policies are appropriate to the [Club / Society Name] circumstances consistently applied and adequately disclosed.

We conducted our audit in accordance with New Zealand Auditing Standards. We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to obtain reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in our capacity as auditor we have no relationship with, or interests in, [Club / Society Name]

### Unqualified Opinion

We have obtained all the information and explanations we have required.

In our opinion:

- proper accounting records have been kept by [Club / Society Name] as far as appears from our examination of those records; and
- the financial report on pages ..... to .....:
  - complies with generally accepted accounting practice in New Zealand;
  - gives a true and fair view of the financial position of [Club / Society Name] as at [balance date] and the results of its operations and cash flows for the [period] ended on that date.

Our audit was completed on [date] and our unqualified opinion is expressed as at that date.

[Name of Auditor]

[Address (city)]