

# Declaration form for early childhood education financial reporting for the financial year ending in 2020

## PLEASE DOWNLOAD THIS PDF TO YOUR COMPUTER BEFORE FILLING IN THIS FORM.

Complete this form and send it, with your audited financial statements, to the Ministry of Education by **30 June 2021**.

**Multi-Licence Providers:** Please note a separate form must be completed for each licensed service

Service provider name:

Service name:

Service number:

Address:

## Reporting declaration

Tick one of the following options:

- I completed a full year of operation for the financial year ending in 2020 (audited financial statements attached)
- Income threshold of \$80,000 (incl. GST) or less for the 2020 full financial year (*go directly to 'Declaration' section*):
- I am a new service/new owner that did not complete a full year of operation for the financial year ending 2020 (see right)
- The service has closed or I have sold the service during the financial year ending 2020 (audited financial statements up to the point of sale attached)

If you **did not** complete a full year of operation please declare the following (then go directly to 'Declaration' section):

Date of beginning/change of operation: (dd/mm/yy):

End date of service's annual financial year: (dd/mm/yy):

## Equity funding declaration

You **must** report on any equity funding received. Please use the reporting template on the back of this form.

Tick one of the following options:

- I received equity funding during the financial year ending in 2020 and have reported on use of this grant individually for each licenced service
- I did not receive equity funding during the financial year ending in 2020

## Audit declaration

- My financial statements have been audited by a qualified auditor who is a member of either CAANZ or CPA Australia (independent auditor's report attached).

# Declaration

## I certify that:

- I am the service provider of the service named above.
- I am aware that funding may be withheld if the attached financial statements do not meet the Ministry of Education's financial reporting requirements outlined in the ECE Funding Handbook and the relevant Early Learning Bulletin.
- Information on the Ministry of Education funding received by this service, and how this funding was spent, was made available to parents and the community within 180 days of the end of this service's 2019/20 financial year (unless you did not complete a full year of operation or received less than \$80,000 funding from the Ministry, including GST).

Name:

Signature:

Date:

A completed declaration form must accompany your audited financial reports by 30 June 2021 to:

Resourcing Division,  
Ministry of Education,  
PO Box 1666,  
Wellington 6140

Phone: (04) 463 8383,  
Email: [resourcing@education.govt.nz](mailto:resourcing@education.govt.nz)

# Reporting Template for Equity Funding

You must report on any equity funding received. Please use the template below.

Multi-Licence Providers: Please note a separate form must be completed for each licensed service

## Equity Funding Refer to your funding advice notices for information on each of the following grants:

### MoE equity funding by category

#### Income

#### Expenditure

#### Component A: Low Socio Economic

\$

\$

Briefly describe what this funding was spent on **and why**:

  
  


#### Component B: Special Needs and Non-English Speaking Backgrounds

\$

\$

Briefly describe what this funding was spent on **and why**:

  
  


#### Component C: Language and Culture Other than English

\$

\$

Briefly describe what this funding was spent on **and why**:

  
  


#### Component D: Isolation

\$

\$

Briefly describe what this funding was spent on **and why**:

  
  


### TOTAL

\$

\$

### Please sign and date below.

I certify that the above information is true and correct:

Name:

Signature:

Date: