



THE OFFICE OF REGISTRAR - NOT FOR PROFIT HOUSING PROVIDERS

INFORMATION

The Financial Performance Report template consists of the following worksheets -

- 1 **Contents** - for the user.
- 2 **Instructions & Definitions**- detailed instructions on completing the Financial Performance Report and description of terms used in the 'Financials' worksheet.
- 3 **Front Sheet** - enter Provider name, class number, and end of financial year .
- 4 **Financials** - to be completed by Provider (yellow shaded = historical, purple shaded = forecast).
- 5 **Ratio Analysis** - Report only. No input required.
- 6 **Trend Analysis** - Provider to comment on significant or abnormal fluctuations below each graph.
- 7 **Assumptions** - to be completed by Provider as required eg. CPI increase, growth.
- 8 **Disclaimer**
- 9 **Sign Off Sheet** - enter contact details, consolidated entities, and signature .

 Please continue to the 'Instructions' worksheet



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Instructions: How to complete and submit the Financial Performance Report

GENERAL

Confidentiality

Any financial information an organisation submits to the Registrar in this financial template is used only by the Registrar's office for registration and regulatory purposes, and will otherwise be treated as confidential.

Security

The report template is password protected to prevent the danger of corruption or data damage. Input of data is only possible into cells that are shaded yellow or purple or into text boxes. No changes will be made by the Registrar's office to completed reports submitted by housing providers.

Submitting the Financial Performance Report

The completed report is to be submitted to the Registrar's office in electronic format with the housing provider's registration application. The Registrar may also require the report to be submitted at other times.

Checks before submission - Before submitting the Financial Performance Report to the Registrar, ensure the 'Front Sheet' worksheet contains no check errors.

File Naming - Please name the file in the following format - *ACT_FRT_Name of Housing Provider_Financial Year End.xls*
(e.g. ACT_FRT_ABC Community Housing_2009.xls)

ENTERING DATA AND INFORMATION

Information is only to be entered in the 5 worksheets with yellow tabs: Front Sheet, Financials, Trend Analysis, Assumptions, and Sign Off Sheet.

Front Sheet (worksheet)

1. Insert the name of the housing provider on this worksheet in Cell C3.
2. Insert the tier of the housing provider on this worksheet in Cell C4.
3. Insert the financial year end date on this worksheet in Cell C8. The financial year end date is to be the most recent year where the organisation has audited financial statements. This automatically puts dates into the entire workbook.
4. Enter requested information in cells highlighted in yellow.



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5. If all financial data is correctly entered the check summary in the 'Front Sheet' worksheet should show 'OK' in green for each item.

Financials (worksheet)

1. Enter the organisation's financial data in the 'Financials' worksheet, in the rows coloured in yellow and purple.
2. Data entered in the 'Financials' worksheet should include consolidated information on those entities included in the annual consolidated financial statements. Consolidated data is also required for annual budget and forecast information.
3. Enter positive figures only, except where specifically instructed to enter a negative figure.
4. Affordable Housing Providers- enter THREE years of historical / actual data and ONE year of budget (in 4 yellow columns). Also enter THREE years of forecast data (in the purple columns).
5. Community Housing Providers - enter THREE years of historical / actual data and ONE year of budget (in 4 yellow columns). Also enter ONE year of forecast data (in the first purple columns).
6. When collating numbers for historical figures, the data should be drawn from the organisation's Audited Financial Statements and, where relevant, internal management reports.
7. Where management reports and accounts are used to fill in historical data, make sure that the historical figures tally with the final Audited Financial Statements e.g. Net Profit, Net Assets.
8. Housing providers should use their own internal planning tools in filling out numbers for the budget and forecast years.
9. The assumptions made by the housing provider in generating forecasts should be outlined in the 'Assumptions' worksheet (see below).
10. If separate workings have been used to generate the forecasts, please attach them to the Financial Performance Report when it is submitted.
11. Please do not insert cells, columns or rows within the 'Financials' worksheet as this affects the function of this financial template.
12. Please do not link spreadsheets of the organisation to this financial template. All figures will need to be manually entered.

Trend Analysis (worksheet)

1. Graphs in this worksheet are automatically generated from the data entered by the housing provider in the 'Financials' worksheets.
2. Where there are significant or abnormal fluctuations or trends in the graphs in the 'Trend Analysis' worksheet, please provide comment and explanation in the text box provided under each graph.

Assumptions (worksheet)

1. A set of potential assumptions and other relevant information has been included in the 'Assumptions' worksheet to be filled out by the housing provider.
2. In cells highlighted in yellow, enter figures pertaining to the current financial year (actuals).
3. In cells highlighted in purple, enter figures pertaining to forecasts.
4. Other assumptions made by the housing provider can be included in the space provided after row 102.



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Sign Off Sheet (worksheet)

1. Enter the list of legal entities included in the consolidated financial performance report.
2. Enter contact details for further inquiries regarding the financial performance report.
3. Insert electronic signature of the person responsible of providing financial information in the organisation (e.g. Director of Finance, Chief Financial Officer, Chief Executive, General Manager, or Accountant).

Description of terms used in the 'Financials' worksheet

Row	Revenue/Expense item	Description/Narration
<u>Income Statement</u>		
Row 11	Government Operating Grants Received	Either recurring or one-off operating grants received from Government
Row 12	Government Capital Grants Received	Capital grants received from Government for housing asset purchased or non-current asset development
Row 14	Leasehold Rent Charged	Rent charged by the housing provider on the leasehold property. <i>See below definition of leasehold properties.</i>
Row 15	Capital Rent Charged	Rent charged by the housing provider on the capital property. <i>See below definition of capital properties.</i>
Row 17	Other Income (Non-Government) (Excludes interest income)	Any other Revenue received. Includes bad debts recovered, donations, and miscellaneous income. This excludes interest income.
Row 21	Lease Payments	Lease charges incurred on all lease contracts.
Row 23	Maintenance Expenses	Maintenance expenses is the value of maintenance undertaken during the period. This includes planned, responsive maintenance and other maintenance. (do not include other property expenses such as rates, bad debts, insurance, these costs are included in Other Operating Costs).
Row 25	Employee Expenses (Inc Employee Benefits)	All employee related expenses
Row 27	Other Operating Expenses (Excludes interest expenses)	All other operating expenses (other than depreciation, interest expense, or items reported as unusual or non-recurring) not otherwise specified. Costs include auditing, accountancy, consultancy, legal costs, banking charges, advertising, doubtful debts, Centrelink fees, insurance, rates etc.



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Row 30	EBITDA (Earnings before interest, tax, depreciation and amortisation)	Earnings before interest, tax, depreciation and amortisation. An approximate measure of an organisation's operating cash flow based on data from the organisation's income statement. It is calculated by looking at earnings before the deduction of interest expenses, taxes, depreciation and amortisation.
Row 31	Depreciation & Amortisation - Community Housing Assets	Depreciation expenses for the year attributable to the housing assets of the organisation.
Row 32	Depreciation & Amortisation - Non Community Housing Assets	Depreciation expenses for the year attributable to the non housing assets of the organisation.
Row 34	EBIT (Earnings before interest and tax)	Earnings before interest and tax. A measure of an organisation's earning power from ongoing operations, equal to earnings before the deduction of interest payments and income taxes.
Row 35	Interest Income	Interest revenue earned during the financial period on bank account balances and any other interest bearing investments.
Row 37	Interest Expenses	Interest expense recognised during the financial period from interest bearing debts.
Row 39	Operating Result	Operating result
Row 40	Fair Value Gains / (Losses)	Revaluation gains / (losses). (Losses are to be entered as a negative figure)
Row 41	Profit / (Loss) on Disposal of Community Housing Assets	Aggregated profit / (loss) on the disposal of housing assets. (Losses are to be entered as a negative figure)
Row 42	Profit / (Loss) on Disposal of Non Community Housing Assets	Aggregated profit / (loss) on the disposal of non housing assets. (Losses are to be entered as negative figures).
Row 43	Net Profit (Loss)	

Financials

Assets

Row 54	Cash & short term investments	Cash on hand, at bank and short-term deposits and investments.
Row 55	Receivables and Other Debtors - Net	Include all Trade Debtors as per the business segments of the organisation.
Row 56	Other current assets	Include all other current assets and prepayment. No debtors in this line.
Row 60	Housing assets at Cost/Fair Value	Include all housing assets at cost/fair value owned by the organisation.
Row 61	Housing assets Accu_Dep	Accumulated depreciation of all housing assets owned by the organisation.
Row 64	Non Housing Assets Cost/Fair Value	Include all non-housing property, plant and equipment at cost/fair value (including motor vehicles).
Row 65	Non Housing Assets Accu_Dep	Accumulated depreciation of all non-housing property, plant and equipment (including motor vehicles).
Row 67	Other non-current assets	Include any other non current assets such as goodwill or long term investments.

Liabilities

Row 72	Bank Overdrafts	Include any used overdraft facility.
Row 73	Payables	Include trade payables applicable for the organisation.
Row 74	Provisions	Include all current provisions. A provision is usually made by an organisation when it needs to prepare in advance for liability but the amount or timing of the liability is uncertain.
Row 75	Current Interest Bearing Debt	Include the current portion of Interest Bearing Debt



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Row 76	Current Non-Interest Bearing Debt	Include the current portion of Non-Interest Bearing Debt
Row 77	Other Current Liabilities	Any current liabilities that does not fall into the above categories.
Row 78	Provisions	Include all non current provisions. A provision is usually made by an organisation when it needs to prepare in advance for liability but the amount or timing of the liability is uncertain.
Row 81	Interest Bearing Debt	Include the non-current portion of Interest Bearing Debt
Row 82	Non-Interest Bearing Debt	Include the non-current portion of Non-Interest Bearing Debt
Row 83	Other Non-Current Liabilities	Any non current liabilities that does not fall into the above categories.
<u>Equity</u>		
Row 90	Retained Earnings	Please enter the Opening Retained Earnings in "CELL D90". NB. It is important to enter the correct opening balance in this cell to calculate the historical retained earnings.
Row 91	Net Profit	Net profit from the statement of financial performance.
Row 92	Transfers (to)/from reserves - retained earnings	If the transfer is to Reserves please enter the figure as negative; if it is a transfer from reserves enter the figure as a positive
Row 95	Opening balance equity/reserves	Please enter the Opening Reserves balance of equity/reserves in "CELL D95". NB. It is important to enter the correct opening balance in this cell to calculate the historical equity/reserves balance.
Row 96	Transfers to/(from) reserves	If the transfer is to Reserves please enter the figure as positive; if it is a transfer from reserves enter the figure as a negative.
Row 97	Asset Revaluation Reserve	Enter the appropriate Asset Revaluation amount
<u>Overdraft Facility</u>		
Row 102	Available overdraft	Please enter the available total overdraft and short term finance facilities.
Row 103	Unused overdraft	Available overdraft amount less overdraft balance in current liabilities.

Statement of Cash Flows

<u>Cash Flow from Operating Activities</u>		
Cash was Provided from:		
Row 113	Government funding received (inc Capital Grants)	Cash funding received from Government
Row 114	Receipts from customers / tenants	Cash receipts from customers and/or tenants
Row 115	Interest Received	Interest received in cash during the financial period on bank account balances and any other interest bearing investments.
Row 116	Other	Other inflow operating cash transactions
Cash was Applied to:		



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Row 119	Payments to employees and suppliers	Payments to employees and suppliers
Row 120	Interest Paid	Interest paid in cash during the financial period from interest bearing debts.
Row 121	Net GST	Net GST (GST inflow is to be entered as a negative figure)
Row 122	Other	Other outflow operation cash transactions
<u>Cash Flow from Investment Activities</u>		
Row 127	Cash from divestments (Cash from sale of fixed assets)	Cash generated from divestment activities
Row 128	Housing investments (Enter as negative)	Cash outlays on investment of housing stock/investments on business development (Enter as a negative figure)
Row 129	Non-Housing investments (Enter as negative)	Cash investments in purchasing non housing property, plant and equipment such as motor vehicles (Enter as a negative figure)
Row 130	Other Investment cash flows	All other investment cash inflows and outflows (Enter inflows as positives and outflows as negatives)
<u>Cash Flow from Financial Activities</u>		
Row 133	Government capital grants	Capital grants received from Government for housing asset purchased or non-current asset development.
Row 134	New loans	Cash inflows from new loans obtained during the financial year.
Row 135	Loan repayments (Enter as negative)	Cash outflows for loan repayments.
Row 136	Other financial cash flows	Other financial cash inflows / (outflows) (Enter inflows as positives and outflows as negatives)
Row 139	Opening Cash balance	Please enter the opening cash balance in "CELL D139". NB. It is important to enter the correct opening cash balance for the historical cash balances to be calculated correctly.
<u>Reconciliation of Cash Flow to Surplus/(Deficit)</u>		
Row 146	Net Profit	Net profit from the statement of financial performance.
Row 147	Depreciation Expense	Adding back depreciation expense.
Row 148	(Profit)/Loss on the sale of fixed assets	Adjustment for non cash items
Row 149	Fair Value (gains) and losses	Adjustment for non cash items
Row 150	Other	Adjustment for non cash items
Row 152	(Increase)/decrease in receivables, prepayments, and other current assets	Adjustment for movement current asset accruals.
Row 153	Increase/(decrease) in payables, provisions, and other current liabilities	Adjustment for movement current liabilities accruals.
Row 154	Other	Adjustment for movements in other assets or liabilities accruals.



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Non-Financial Information

Row 162	Number of FTE of the whole organisation (including Housing)	Full-time Equivalent (FTE): Measures the number of staff working the equivalent of a full-time week. For example, you have two staff during the week, one work 40 paid hours and one worked 20 paid hours. If full-time hours are 38 (as per the Award), then the FTE is 60 paid hours/38 award hours = 1.58 FTE.
Row 163	Number of FTE to provide Housing services	Full-time Equivalent (FTE): Measures the number of staff working the equivalent of a full-time week. For example, you have two staff during the week, one work 40 paid hours and one worked 20 paid hours. If full-time hours are 38 (as per the Award), then the FTE is 60 paid hours/38 award hours = 1.58 FTE.
Row 166	Number of capital properties	<p>Capital properties: A property asset owned by the Australian Capital Territory (Territory) and leased by Housing ACT to a housing provider for them to manage and sub-let to a resident as subsidised rental housing.</p> <p>Properties owned jointly in a partnership arrangement between the Territory and a housing provider are capital properties when they are sub-let to a resident as community housing.</p> <p>Properties owned by the housing provider either solely or in a partnership arrangement with another organisation such as a local council, church organisation, another community organisation etc are capital properties when they are sub-let to a resident as subsidised rental housing.</p>
Row 167	Number of leasehold properties	Leasehold properties: A leasehold property is defined as property leased from the private sector, or from other Government departments for which Housing ACT provides support or which the community housing provider leases in order to deliver community housing. They DO NOT include capital properties leased from the Housing ACT.
Row 171	Total number of residency/tenancy agreements	Total number of residency/tenancy agreements.
Row 174	Number of housing properties owned by the organisation	Number of community housing properties owned by the housing provider (e.g. transfer of property titles,



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PROVIDER NAME Provider Name

TIER OF REGISTRATION

ABN

Enter Australian Business Number

FINANCIAL YEAR END **30-Jun-11**

Use suggested format dd-mm-yy

CHECK SUMMARY

	actuals		budget FY 2011	forecast		
	FY 2009	FY 2010		FY 2011	FY 2012	FY 2013
Does the Statement of Financial Position Balance?	OK	OK	OK	OK	OK	OK
Does the Cash Flow from Operations Balance?	OK	OK	OK	OK	OK	OK
Cash Flow vs Cash + Short Term Investments	OK	OK	OK	OK	OK	OK
Does Net Profit in Balance Sheet = Income Statement's?	OK	OK	OK	OK	OK	OK

IMPORTANT - Please do NOT submit to Registrar unless all checks are "OK" and the Assumptions worksheet has been completed



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1
2
3 **Provider Name** **Class**
4 **Financial Year End** **30-June-2011**

Data submitted in commercial confidence

6 [Income Statement](#)

Historical Financials					Budget vs Actual FY 2011		Forecast Financials			
Actual	Actual	Variance	Actual	Variance	Budget	Variance	Forecast	Variance	Forecast	Variance
FY 2009	FY 2010	%	FY 2011	%	FY 2011	%	FY 2012	%	FY 2013	%

8 Notes / Calculations (Optional)

9 *Hint - [press alt-enter to enter multiple lines in the reference cell]*

10 Income										
11 Government Operating Grants Received										
12 Government Capital Grants Received										
13 <i>Total Government Grants as a % of Total Income</i>										
14 Leasehold Rent Charged										
15 Capital Rent Charged										
16 <i>Total Rent Charged as a % of Total Income</i>										
17 Other Income (Non-Government) (Excludes interest income)										
18 <i>as a % of Total Income</i>										
19 Total Operating Income	0	0	-	0	-	0	0	-	0	-
20 Operating Expenses										
21 Lease Payments										
22 <i>as a % of Total Expenses</i>										
23 Maintenance Expenses										
24 <i>as a % of Total Expenses</i>										
25 Employee Expenses (Inc Employee Benefits)										
26 <i>as a % of Total Expenses</i>										
27 Other Operating Expenses (Excludes interest expenses)										
28 <i>as a % of Total Expenses</i>										
29 Total Expenses	0	0	-	0	-	0	0	-	0	-
30 EBITDA (Earnings before interest, tax, depreciation and amortisation)	0	0	-	0	-	0	0	-	0	-
31 Depreciation & Amortisation - Community Housing Assets										
32 Depreciation & Amortisation - Non Community Housing Assets										
33 <i>Total Depreciation & Amortisation as a % of Total Expenses</i>										
34 EBIT (Earnings before interest and tax)	0	0	-	0	-	0	0	-	0	-
35 Interest Income										
36 <i>as a % of Total Income</i>										
37 Interest Expenses										
38 <i>as a % of Total Expenses</i>										
39 Operating Result	0	0	-	0	-	0	0	-	0	-
40 Fair Value Gains / (Losses)										
41 Profit / (Loss) on Disposal of Community Housing Assets										
42 Profit / (Loss) on Disposal of Non Community Housing Assets										
43 Net Profit (Loss)	0	0	-	0	-	0	0	-	0	-
44										
45 EBITDA (Net of Capital Grants)	0	0	-	0	-	0	0	-	0	-
46 EBIT (Net of Capital Grants)	0	0	-	0	-	0	0	-	0	-
47 Operating Result (Net of Capital Grants)	0	0	-	0	-	0	0	-	0	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
48	Net Profit (Net of Capital Grants)			0	0	-	0	-	0	-	0	-	0	-	0

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
49															
50	Balance Sheet		Historical Financials							Budget vs Actual FY 2011		Forecast Financials			
51			Actual	Actual	Variance	Actual	Variance	Budget	Variance	Forecast	Variance	Forecast	Variance		
52			FY 2009	FY 2010	%	FY 2011	%	FY 2011	%	FY 2012	%	FY 2013	%		
53	Current Assets														
54	Cash & short term investments		0	0	-	0	-	0	-	0	-	0	-	0	-
55	Receivables and Other Debtors - Net														
56	Other current assets														
57	Total Current Assets		0	0	-	0	-	0	-	0	-	0	-	0	-
58	Non-Current Assets														
59	<i>Housing assets</i>														
60	Housing assets at Cost/Fair Value														
61	Housing assets Accu_Dep									0	-	0	-		
62	Housing Assets - Written Down Value (WDV)		0	0	-	0	-	0	-	0	-	0	-		
63	<i>Non Housing assets</i>														
64	Non Housing Assets Cost/Fair Value														
65	Non Housing Assets Accu_Dep									0	-	0	-		
66	Non Housing Assets - Written Down Value (WDV)		0	0	-	0	-	0	-	0	-	0	-		
67	Other non-current assets														
68	Total Non-Current Assets		0	0	-	0	-	0	-	0	-	0	-	0	-
69	Total Assets		0	0	-	0	-	0	-	0	-	0	-	0	-
70															
71	Current Liabilities														
72	Bank Overdrafts														
73	Payables														
74	Provisions														
75	Current Interest Bearing Debt														
76	Current Non-Interest Bearing Debt														
77	Other Current Liabilities														
78	Total Current Liabilities		0	0	-	0	-	0	-	0	-	0	-	0	-
79	Non-Current Liabilities														
80	Provisions														
81	Interest Bearing Debt														
82	Non-Interest Bearing Debt														
83	Other Non-Current Liabilities														
84	Total Non-Current Liabilities		0	0	-	0	-	0	-	0	-	0	-	0	-
85	Total Liabilities		0	0	-	0	-	0	-	0	-	0	-	0	-
86															
87	Net Assets		0	0	-	0	-	0	-	0	-	0	-	0	-
88															
89	Retained Earnings														
90	Retained Earnings			0	-	0	-	0	-	0	-	0	-	0	-
91	Net Profit		0	0	-	0	-	0	-	0	-	0	-	0	-
92	Transfers (to)/from reserves - retained earnings														
93	Total Retained Earnings		0	0	-	0	-	0	-	0	-	0	-	0	-
94	Equity / Reserves														
95	Opening balance equity/reserves			0	-	0	-	0	-	0	-	0	-	0	-
96	Transfers to/(from) reserves														
97	Asset Revaluation Reserve														

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
98	Closing Reserve Balance			0	0	-	0	-	0	-		0	-	0	-
99															
100	Total Equity			0	0	-	0	-	0	-		0	-	0	-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
101																
102	Available overdraft															
103	Unused overdraft			0	0	-	0	-	0	-		0	-	0	-	
104																
105	Balance Sheet check - must equal zero			0	0	-	0	-	0	-		0	-	0	-	
106																
107																
108	Statement of Cash Flows			Historical Financials							Budget vs Actual		FY 2011		Forecast Financials	
109				Actual	Actual	Variance	Actual	Variance	Budget	Variance		Forecast	Variance	Forecast	Variance	
110				FY 2009	FY 2010	%	FY 2011	%	FY 2011	%		FY 2012	%	FY 2013	%	
111	Cash Flow from Operating Activities															
112	Cash was Provided from:															
113	Government funding received (inc Capital Grants)															
114	Receipts from customers / tenants															
115	Interest Received															
116	Other															
117	Total			0	0	-	0	-	0	-		0	-	0	-	
118	Cash was Applied to:															
119	Payments to employees and suppliers															
120	Interest Paid															
121	Net GST															
122	Other															
123	Total			0	0	-	0	-	0	-		0	-	0	-	
124	Total Cashflows from Operating Activities			0	0	-	0	-	0	-		0	-	0	-	
125	Cashflows from Operating Activities (Net of Capital Grants)			0	0	-	0	-	0	-		0	-	0	-	
126	Cash Flow from Investment Activities															
127	Cash from divestments (Cash from sale of fixed assets)															
128	Housing investments (Enter as negative)															
129	Non-Housing investments (Enter as negative)															
130	Other Investment cash flows															
131	Total Investing Cash flow			0	0	-	0	-	0	-		0	-	0	-	
132	Cash Flow from Financial Activities															
133	Government capital grants											0	-	0	-	
134	New loans															
135	Loan repayments (Enter as negative)															
136	Other financial cash flows															
137	Total Financial Cash Flow			0	0	-	0	-	0	-		0	-	0	-	
138	Net Cash flow			0	0	-	0	-	0	-		0	-	0	-	
139	Opening Cash balance				0	-	0	-	0	-		0	-	0	-	
140	Closing Cash balance			0	0	-	0	-	0	-		0	-	0	-	
141																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
142																
143	<u>Reconciliation of Cash Flow to Surplus/(Deficit)</u>			Historical Financials							Budget vs Actual		FY 2011			
144				Actual	Actual	Variance	Actual	Variance	Budget	Variance		Forecast	Variance	Forecast	Variance	
145				FY 2009	FY 2010	%	FY 2011	%	FY 2011	%		FY 2012	%	FY 2013	%	
146	Net Profit			0	0	-	0	-	0	-		0	-	0	-	
147	Depreciation Expense			0	0	-	0	-	0	-		0	-	0	-	
148	(Profit)/Loss on the sale of fixed assets			0	0	-	0	-	0	-		0	-	0	-	
149	Fair Value (gains) and losses			0	0	-	0	-	0	-		0	-	0	-	
150	Other															
151																
152	(Increase)/decrease in receivables, prepayments, and other current assets											0	-	0	-	
153	Increase/(decrease) in payables, provisions, and other current liabilities											0	-	0	-	
154	Other															
155	Net Cashflows from Operating Activities			0	0	-	0	-	0	-		0	-	0	-	
156																
157																
158	<u>Non-Financial Information</u>			Historical Financials							Budget vs Actual		FY 2011			
159				Actual	Actual	Variance	Actual	Variance	Budget	Variance		Forecast	Variance	Forecast	Variance	
160				FY 2009	FY 2010	%	FY 2011	%	FY 2011	%		FY 2012	%	FY 2013	%	
161	Personnel															
162	Number of FTE of the whole organisation (including Housing)															
163	Number of FTE to provide Housing services															
164																
165	Number of Housing Properties															
166	Number of capital properties															
167	Number of leasehold properties															
168	Total number of housing properties			0	0	-	0	-	0	-		0	-	0	-	
169																
170	Residency / tenancy agreements															
171	Total number of residency/tenancy agreements															
172																
173	Number of Properties Owned by the Organisation															
174	Number of housing properties owned by the organisation															
175																
176																
177	<u>Checks</u>															
178	Does the Statement of Financial Position Balance?	Net Assets vs Total Equity		OK	OK		OK		OK			OK		OK		
179	Does the Cash Flow from Operations Balance?	Row 124 vs Row 155		OK	OK		OK		OK			OK		OK		
180	Cash Flow vs Cash + Short Term Investments	Closing Cash Balance vs Cash+Short Term Investments		OK	OK		OK		OK			OK		OK		
181	Does Net Profit in Balance Sheet = Income Statement's?	Net Profit Performance vs Net Profit Retained Earnings		OK	OK		OK		OK			OK		OK		
182																
183																
184	IMPORTANT - Please do not submit to Registrar unless all checks are "OK" or have been checked for accuracy and the Assumptions worksheet has been completed.															
185																

	P	Q
1		
2		
3		
4		
5		
6		
7	Forecast	Variance
8	FY 2014	%
9		
10		
11		-
12		-
13	-	-
14		-
15		-
16	-	-
17		-
18	-	-
19	0	-
20		
21		-
22	-	-
23		-
24	-	-
25		-
26	-	-
27		-
28	-	-
29	0	-
30	0	-
31		-
32		-
33	-	-
34	0	-
35		-
36	-	-
37		-
38	-	-
39	0	-
40		-
41		-
42		-
43	0	-
44		
45	0	-
46	0	-
47	0	-

	P	Q
48	0	-

	P	Q
49		
50		
51	Forecast	Variance
52	FY 2014	%
53		
54	0	-
55		-
56		-
57	0	-
58		
59		
60		-
61	0	-
62	0	-
63		
64		-
65	0	-
66	0	-
67		-
68	0	-
69	0	-
70		
71		
72		-
73		-
74		-
75		-
76		-
77		-
78	0	-
79		
80		-
81		-
82		-
83		-
84	0	-
85	0	-
86		
87	0	-
88		
89		
90	0	-
91	0	-
92		-
93	0	-
94		
95	0	-
96		-
97		-

	P	Q
98	0	-
99		
100	0	-

	P	Q
101		
102		-
103	0	-
104		
105	0	
106		
107		
108		
109	Forecast	Variance
110	FY 2014	%
111		
112		
113		-
114		-
115		-
116		-
117	0	-
118		
119		-
120		-
121		-
122		-
123	0	-
124	0	-
125	0	-
126		
127		-
128		-
129		-
130		-
131	0	-
132		
133	0	-
134		-
135		-
136		-
137	0	-
138	0	-
139	0	-
140	0	-
141		

	P	Q
142		
143		
144	Forecast	Variance
145	FY 2014	%
146	0	-
147	0	-
148	0	-
149	0	-
150		-
151		-
152	0	-
153	0	-
154		-
155	0	-
156		
157		
158		
159	Forecast	Variance
160	FY 2014	%
161		
162		-
163		-
164		
165		
166		-
167		-
168	0	-
169		
170		
171		-
172		
173		
174		-
175		
176		
177		
178	OK	
179	OK	
180	OK	
181	OK	
182		
183		
184		
185		



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Provider Name

NO INPUT REQUIRED

Indicator <i>(quick reference)</i>	Definitions	Historical Financials			Forecast Financials			
		Actual	Actual	Actual	Budget	Forecast	Forecast	Forecast
		FY 2009	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014
Operating Revenue <i>(Net of Capital Grants)</i>	Operating Revenue - Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenditure	Operating Expenditure + Interes Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Result <i>(Net of Capital Grants)</i>	Op Revenue - Op Expenditure B4 unusual items	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit (Loss) <i>(Net of Capital Grants)</i>	Net Profit - Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Flows from Operations <i>(Net of Capital Grants)</i>	Cash Flow Operations - Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash & Short Term Investments	Cash & Short Term Investments Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Working Capital	Current Assets - Current Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Capital Expenditure	Purchase Fixed Assets - Sale Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt	Overdrafts + Current Debt + Non-Current Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Full Time Equivalent (FTE) community housing	Number of FTE of community housing	0	0	0	0	0	0	0
Tenancy Agreements	Number of Tenancy Agreements	0	0	0	0	0	0	0

Capital Grants

Government Capital Grants	Grants for housing asset purchasing or development	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Revenue <i>(with Capital Grants)</i>	Operating Revenue + Interest Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Result <i>(with Capital Grants)</i>	Op Revenue - Op Expenditure B4 unusual items	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Profit (Loss) <i>(with Capital Grants)</i>	Total Revenue - Total Expenditure	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cash Flows from Operations <i>(with Capital Grants)</i>	Cash Flow Operations - Capital Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Ratio Analysis <i>(quick reference)</i>	Definitions	Historical Financials			Forecast Financials			
		Actual	Actual	Actual	Budget	Forecast	Forecast	Forecast
		FY 2009	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014
EBITDA Margin <i>(Net of Capital Grants)</i>	(EBITDA - CG) / (Operating Revenue - CG)	-	-	-	-	-	-	-
EBIT Margin <i>(Net of Capital Grants)</i>	(EBIT - CG) / (Operating Revenue - CG)	-	-	-	-	-	-	-
Operating Margin <i>(Net of Capital Grants)</i>	Operatin Result / (Operating Revenue + Int Income)	-	-	-	-	-	-	-
Net Profit Margin <i>(Net of Capital Grants)</i>	(Net Profit - CG) / (Total Revenue - CG)	-	-	-	-	-	-	-
Op cash inflows to outflows <i>(Net of Capital Grants)</i>	(Operating cash in - CG) / Operating cash outflows	-	-	-	-	-	-	-
Interest Coverage (B4 depreciation) <i>(Net of CG)</i>	(Op Result - CG + Dep + Int Exp) / Interest Exp	-	-	-	-	-	-	-
Working Capital Ratio	Current Assets / Current Liabilities	-	-	-	-	-	-	-
Liquid Funds Ratio	Liquid Funds / Operating Cash Payments	-	-	-	-	-	-	-
Leverage Ratio	Total Debt / (Total Equity + Total Debt)	-	-	-	-	-	-	-
Capital Expenditure / Depreciation	Capital Expenditure / Depreciation	-	-	-	-	-	-	-



THE OFFICE OF REGISTRAR - NOT FOR PROFIT HOUSING PROVIDERS

Provider Name

NO INPUT REQUIRED

Capital Grants

EBITDA Margin <i>(with Capital Grants)</i>	EBITDA / Operating Revenue	-	-	-	-	-	-	-
EBIT Margin <i>(with Capital Grants)</i>	EBIT / Operating Revenue	-	-	-	-	-	-	-
Operating Margin <i>(with Capital Grants)</i>	Operatin Result / (Operating Revenue + Int Income)	-	-	-	-	-	-	-
Op cash inflows to outflows <i>(with Capital Grants)</i>	Operating cash inflows / Operating cash outflows	-	-	-	-	-	-	-
Interest Coverage (B4 depreciation) <i>(with CG)</i>	(Op Result + Dep + Int Expense) / Interest Exp	-	-	-	-	-	-	-

Historical Financials			Forecast Financials			
Actual	Actual	Actual	Budget	Forecast	Forecast	Forecast
FY 2009	FY 2010	FY 2011	FY 2011	FY 2012	FY 2013	FY 2014

Ratio Analysis

Definitions

Profitability Ratios

EBITDA Margin	EBITDA / Operating Revenue	-	-	-	-	-	-	-
EBITDA Margin (Net of Capital Grants)	EBITDA (Net of Capital Grants) / Operating Revenue (Net of Capital Grants)	-	-	-	-	-	-	-
EBIT Margin	EBIT / Operating Revenue	-	-	-	-	-	-	-
EBIT Margin (Net of Capital Grants)	EBIT (Net of Capital Grants) / Operating Revenue (Net of Capital Grants)	-	-	-	-	-	-	-
Operating Margin	Operatin Result / (Operating Revenue + Int Income)	-	-	-	-	-	-	-
Operating Margin (Net of Capital Grants)	Operatin Result / (Operating Revenue + Int Income)	-	-	-	-	-	-	-
Net Profit Margin	Net Profit / Total Revenue	-	-	-	-	-	-	-
Net Profit Margin (Net of Capital Grants)	Net Profit (Net of Capital Grants) / Total Revenue (Net of Capital Grants)	-	-	-	-	-	-	-
Net Profit / Total Assets	Net Profit / Total Assets	-	-	-	-	-	-	-
Net Profit / Total Assets (Net of Capital Grants)	Net Profit (Net of Capital Grants) / Total Assets	-	-	-	-	-	-	-

Operations

Full Time Equivalent of the whole organisation	Number of FTE of the whole organisation	0	0	0	0	0	0	0
Full Time Equivalent of community housing	Number of FTE of community housing only	0	0	0	0	0	0	0
Tenancy Agreements	Number of Tenancy Agreements	0	0	0	0	0	0	0
Tenancy Agreements / FTE community housing	Tenancy Agreements / FTE community housing	-	-	-	-	-	-	-
Employee Benefits Expense / FTE organisation	Employee Benefits Expense / FTE organisation	-	-	-	-	-	-	-
Maintenance Expense per CH property	Maintenance expense / number of CH properties	-	-	-	-	-	-	-

Short-term liquidity

Working Capital Ratio	Current Assets / Current Liabilities	-	-	-	-	-	-	-
Quick ratio	Liquid Current Assets + Unused Overdraft / Current Liabilities	-	-	-	-	-	-	-
Liquid Funds Ratio	Liquid Funds / Operating Cash Payments	-	-	-	-	-	-	-



THE OFFICE OF REGISTRAR - NOT FOR PROFIT HOUSING PROVIDERS

Provider Name

NO INPUT REQUIRED

Capital structure/long-term solvency

Total Assets	Total Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Liabilities	Total Liabilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Liabilities / Total Assets	Total Liabilities / Total Assets	-	-	-	-	-	-	-
Total Debt / Total Assets	Total Debt / Total Assets	-	-	-	-	-	-	-
Total Debt / Equity	Total Debt / Equity	-	-	-	-	-	-	-
Current portion LTD/total Debt (Refinancing Risk)	Current Debt / Total Debt	-	-	-	-	-	-	-
LT Debt / Total Liabilities	Total Debt / Total Liabilities	-	-	-	-	-	-	-

Return on investment

Return on Assets ROA	Net Profit / Total Assets	-	-	-	-	-	-	-
Return on Equity ROE	Net Profit / Total Equity	-	-	-	-	-	-	-

Asset Utilisation

Asset Turnover	Total Revenue / Total Assets	-	-	-	-	-	-	-
Capital Expenditure / Depreciation	Capital Expenditure / Depreciation	-	-	-	-	-	-	-

Credit ratios

Interest Coverage Ratio (B4 depreciation)	(Op Result + Dep + Int Expense) / Interest Exp	-	-	-	-	-	-	-
Interest Coverage Ratio (Net of Capital Grants)	(Op Result - CG + Dep + Int Exp) / Interest Exp	-	-	-	-	-	-	-
Total debt / EBITDA	Total Debt / EBITDA	-	-	-	-	-	-	-
Leverage Ratio	Total Debt / (Total Equity + Total Debt)	-	-	-	-	-	-	-
Interest Burden	Interest Expense / Total Debt	-	-	-	-	-	-	-
Cash Interest Coverage	(Cashflows from Operating Activities + Interest Expense) / Interest Expense	-	-	-	-	-	-	-

Cash flow Ratios

Net Operating Cash Flow / Total Cash Inflows	Net Operating Cash Flow / Total Cash Inflows	-	-	-	-	-	-	-
Operating Cash Inflows to Operating Cash Outflows	Operating Cash Inflows / Operating Cash Outflows	-	-	-	-	-	-	-
Operating Cash Inflows to Operating Cash Outflows (Net of Capital Grants)	Operating Cash Inflows (Net of Capital Grants) / Operating Cash Outflows	-	-	-	-	-	-	-



THE OFFICE OF REGISTRAR - NOT FOR PROFIT HOUSING PROVIDER

Provider Name

NO INPUT R

					Formula to char 2011 2011b
1	Operating Revenue and Operating Expenditure	2009	2010	2011	
	Operating Revenue	0	0	0	0
	Operating Expenditure	0	0	0	0
	Operating Margin	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	EBITDA Margin vs EBIT Margin vs Operating Margin (Net of)	2009	2010	2011	2011b
	EBITDA Margin	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	EBIT Margin	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Operating Margin	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
3	Cummulative Revenue Growth vs Cummulative Expenditure	2010	2011	2011b	2012f
	Cumulative Revenue Growth	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Cumulative Expenditure Growth	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
4	Cash/Liquidity	2009	2010	2011	2011b
	Liquid Funds	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Operating Cash Inflow / Outflow	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	OCI/OCO (Net of Capital Gains)	0.00	0.00	0.00	0.00
5	Operating Cash Flow vs EBITDA	2009	2010	2011	2011b
	Net Operating Cash Flow	0	0	0	0
	EBITDA	0	0	0	0
6	Leverage Ratio and Total Debt / Total Assets	2009	2010	2011	2011b
	Leverage Ratio	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Total Debt / Total Assets	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7	Total Assets vs Total Liabilities	2009	2010	2011	2011b
	Total Assets	0	0	0	0
	Total Liabilities	0	0	0	0
	Working Capital	0	0	0	0

8	Staffing Ratio				
		2009	2010	2011	2011b
	Tenancies / FTE Communi	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
	Rent Revenue / FTE Comn	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

9	Expense Composition				
		2009	2010	2011	2011b
	Lease Payments	-	-	-	-
	Maintenance Expenses	-	-	-	-
	Employee Expenses	-	-	-	-
	Depreciation & Amortisatio	-	-	-	-
	Other Expenses	-	-	-	-
	Interest Expenses	-	-	-	-

10	Income Composition				
		2009	2010	2011	2011b
	Government Grants	-	-	-	-
	Rent Charged	-	-	-	-
	Other Income	-	-	-	-
	Interest Income	-	-	-	-

RS

EQUIRED

nge automatically budget and forecast years		
2012f	2013f	2014f
0	0	0
0	0	0
#DIV/0!	#DIV/0!	#DIV/0!

f Capital Grants)

2012f	2013f	2014f
#DIV/0!	#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!	#DIV/0!

e Growth (Net of Capital Grants)

2013f	2014f
#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!

2012f	2013f	2014f
#DIV/0!	#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!	#DIV/0!
0.00	0.00	0.00

2012f	2013f	2014f
0	0	0
0	0	0

2012f	2013f	2014f
#DIV/0!	#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!	#DIV/0!

2012f	2013f	2014f
0	0	0
0	0	0
0	0	0

2012f	2013f	2014f
#DIV/0!	#DIV/0!	#DIV/0!
#DIV/0!	#DIV/0!	#DIV/0!

2012f	2013f	2014f
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

2012f	2013f	2014f
-	-	-
-	-	-
-	-	-
-	-	-

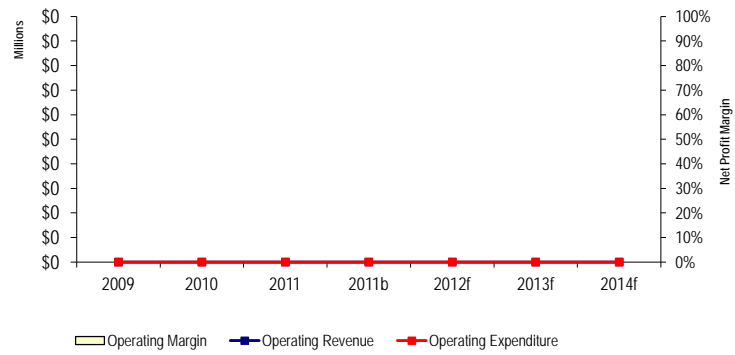


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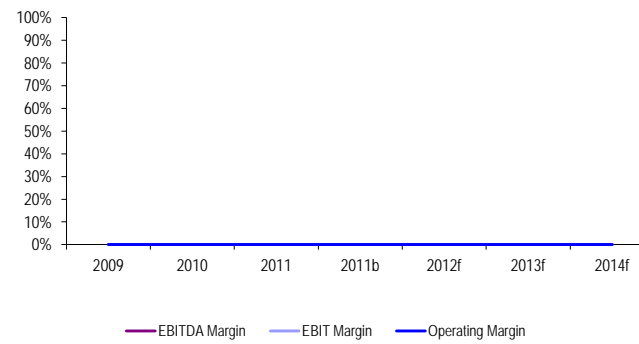
Trend Analysis

Provider Name

Total Revenue vs Total Expenses (Net of Capital Grants)



EBITDA vs EBIT vs Operating Margin (Net of Capital Grants)



Comments:
[Please explain abnormal fluctuations or trends in the graphs]

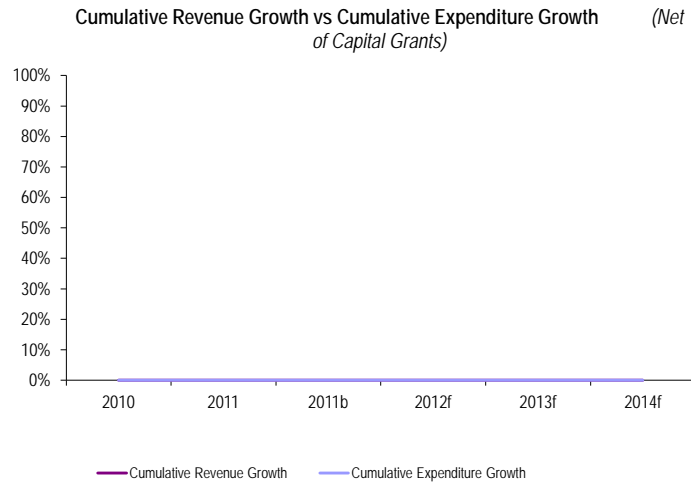
Comments:



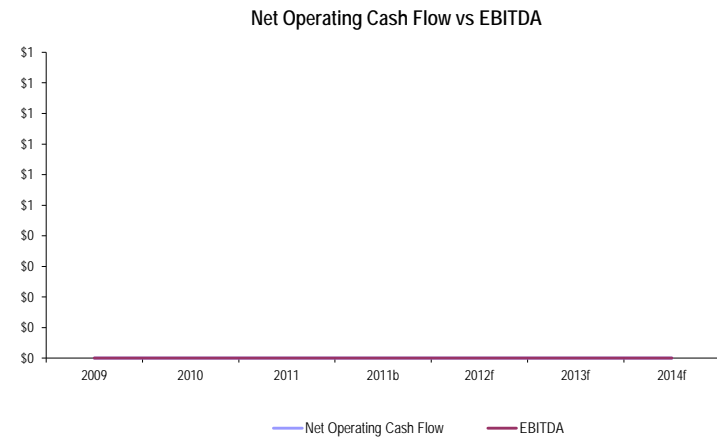
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Trend Analysis

Provider Name



Comments:



Comments:

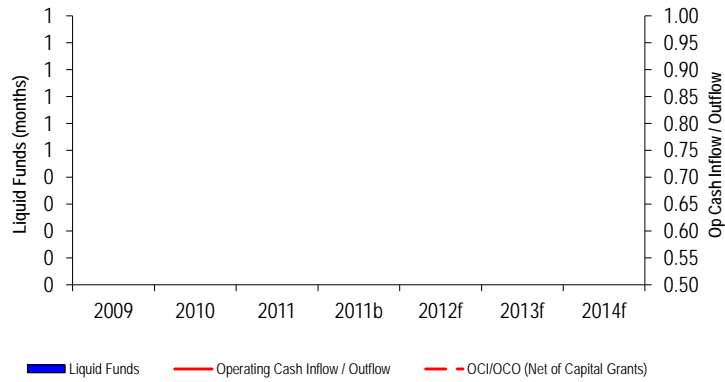


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Trend Analysis

Provider Name

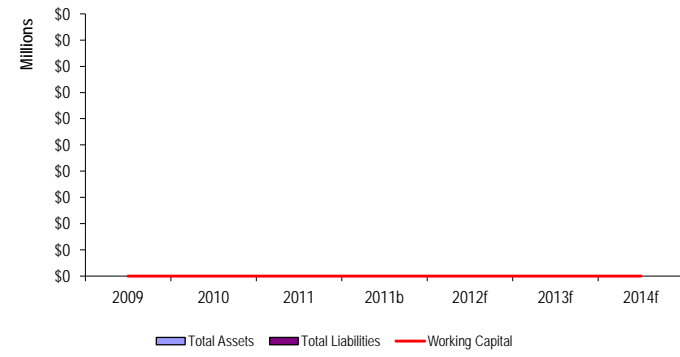
Cash/Liquidity



Legend: Liquid Funds (blue square), Operating Cash Inflow / Outflow (red line), OCI/OCO (Net of Capital Grants) (dashed red line)

Comments:

Total Assets vs Total Liabilities and Working Capital



Legend: Total Assets (blue square), Total Liabilities (purple square), Working Capital (red line)

Comments:

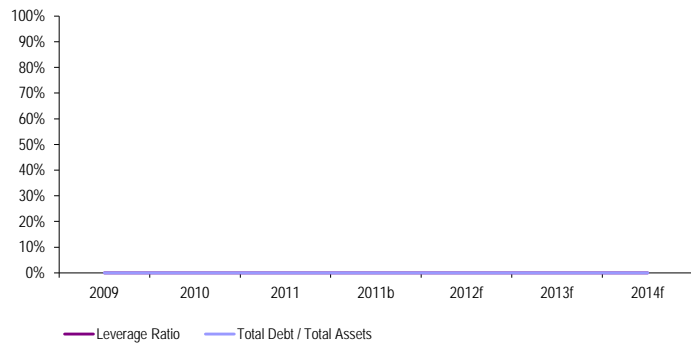


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Trend Analysis

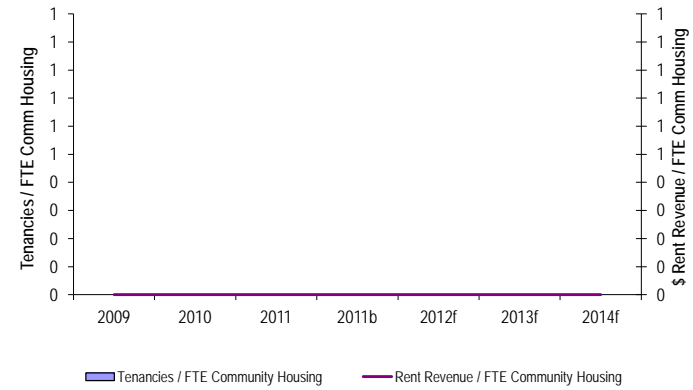
Provider Name

Leverage Ratio and Total Debt / Total Assets



Comments:

Staffing Ratio



Comments:

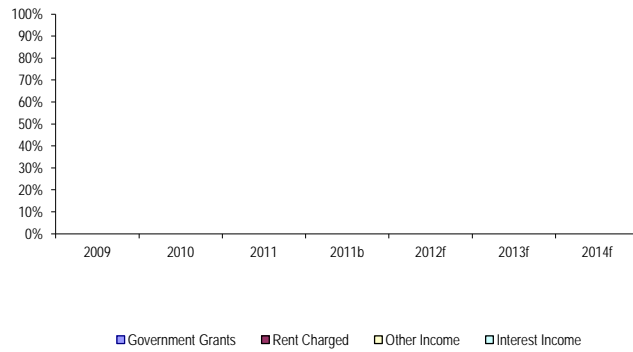


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Trend Analysis

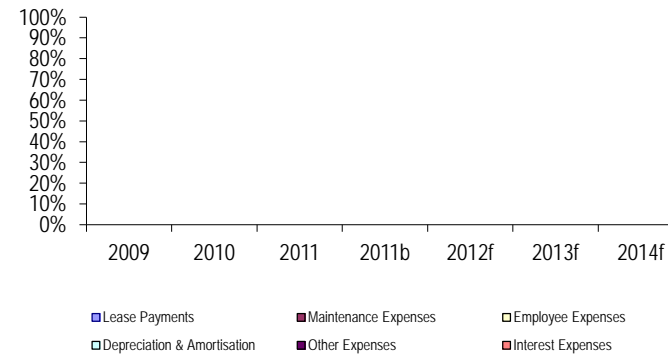
Provider Name

Income Composition



Comments:

Expense Composition



Comments:



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Provider Name

Please enter your assumptions

	Actual FY 2011	Forecast Financials		
		Year 1 FY 2012	Year 2 FY 2013	Year 3 FY 2014
<i>---to be entered by Class 1 and 2 only---</i>				
Economic Assumptions				
1 Inflation rate (%)				
Operating Assumptions				
2 Operating Grants from Housing ACT				
3 Other public subsidy				
4 Other grants				
5 Capital properties responsive maintenance				
6 Leashold properties responsive maintenance				
7 Planned maintenance				
8 Other maintenance				
9 Total maintenance (as shown in 'Financials' row 23)	0	0	0	0
10 Corporate Overheads				
Rent Arrears				
11 Gross arrears				
12 Provision for bad and doubtful debts				
13 Net arrears	0	0	0	0
Major Repairs				
14 Capitalised expenditure				
Development Assumptions - community housing properties				
15 Total cost of new community housing properties				
15a First tranche sales proceeds (Enter as negative)				
15b Net cost	0	0	0	0
Financed by:				
16 Capital Grants from Housing ACT				
17 Other public subsidy				
18 Other grants				
19 Cash reserves				
20 Loans				
21 Total	0	0	0	0
22 Number of community housing properties to be developed				
Development Assumptions - Non community housing properties				
23 Total cost of new non community housing properties				
23a First tranche sales proceeds (Enter as negative)				
23b Net cost	0	0	0	0
Financed by:				
24 Capital Grants from Housing ACT				
25 Other public subsidy				
26 Other grants				
27 Cash reserves				
28 Loans				
29 Total	0	0	0	0
30 Number of non community housing properties to be developed				
Security				
31 Security on drawn facilities				
32 Security on undrawn facilities				
33 Unutilised security				
34 Total security	0	0	0	0



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Provider Name

Please enter your assumptions

Actual FY 2011	Forecast Financials		
	Year 1 FY 2012	Year 2 FY 2013	Year 3 FY 2014

---to be entered by Class 1 and 2 only---

Covenant Compliance

35 Are you in breach of covenants? (YES / NO answer)

Other Information

36 Allocations received and forecast to be received
37 Capitalised interest

Maturity of Loans

- 38 Loans repayable within 12 months
- 39 Loans repayable between 1 and 2 years
- 40 Loans repayable in more than 2 years
- 41 TOTAL LOANS OUTSTANDING
- 42 Net issue costs
- 43 NET LOANS OUTSTANDING
- 43a Total loan facility at end of actual year

Actual FY 2010 Balance Last Period	Movements	Actual FY 2011 Balance This Period
		0
		0
		0
0	0	0
		0
0	0	0

Estimated Loan Information as at end of Forecast Year 1

44 Total loan facilities at the end of Forecast Year 1

Loans Validations

Are facilities greater than loans outstanding? OK
Does loans note equal balance sheet debt? OK

Yes/No Validations

Line 35 1 1 1 1 Missing

OTHER ASSUMPTIONS

Describe other assumptions on which the Provider's current financial planning is based. (These should include consideration of revenue drivers, cost drivers, growth assumptions, assumptions made regarding cyclical maintenance, working capital assumptions, anticipated types of lenders for out-years, etc)



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Disclaimer

Financial and non financial reporting submitted to the Registrar will be used for the regulatory review of community housing providers. In completing this review, the Registrar places reliance on the completeness and accuracy of information supplied to us by the agency and other parties. The information is used to inform our approach to regulation and to identify for further investigation and / or possible non-compliance with the performance requirements under the eligibility criteria.

The Financial Performance Report, and any other reporting, assist us in our statutory duty of regulating housing providers. Our review report presents conclusions that we have reached regarding the agency's compliance. The Registrar accepts no liability whatsoever for the accuracy or completeness of any information or assessment contained in the review report. No third party may rely on its contents, but must make its own investigations or enquiries.

The financial reporting template and the financial information contained therein is not intended to be utilised or relied upon by any persons other than the Registrar or be used for any other purpose. Accordingly, the Registrar accepts no responsibility in any way whatsoever for the use of this template and the financial information contained herein by any persons for any other purpose. The Registrar does not seek any independent confirmation of the reliability, accuracy or completeness of this template and information contained therein. It should not be construed that the Registrar has carried out any form of audit or other verification of the financial and other information contained therein. Accordingly, whilst the template is provided in good faith, the Registrar accepts no responsibility for any errors in the template or the financial information contained therein nor the effect of any such errors.



THE OFFICE OF REGISTRAR - NOT FOR PROFIT HOUSING PROVIDERS

PROVIDER NAME

Provider Name

List of legal entities included in the consolidated return

The following legal entities have been included in the consolidated figures:

Contact person and details for Registrar - Not for Profit Housing Providers enquiries (e.g. Director of Finance)

CONTACT NAME

TITLE

E-MAIL

PHONE

Should we need to discuss any aspect of this Return

SIGN-OFFS

I certify that the information contained in these schedules is, to the best of my knowledge, a true and fair representation of the financial performance and position of the housing provider for which I have responsibility. I also certify that the figures correspond to those which appear in the organisations's audited financial statements and budgets and forecasts have been approved by the Board.

This information is submitted in commercial confidence only for the use of the Registrar - Not for Profit Housing Providers to assist in her responsibilities.

Date of signature

Have forecasts included in this report been approved by the Board? (YES / NO answer)

Insert electronic signature

Chief Financial Officer or Director of Finance
or General Manager or Accountant
