

Declaration form for early childhood education financial reporting for the financial year ending in 2025

Complete this form and send it with your audited financial statements and independent auditor's report to the Ministry of Education by **30 June 2026 to resourcing@education.govt.nz**

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

Service number:

Service Name:

Service Provider name:

Reporting declaration

Tick one of the following options:

I completed a full year of operation for the financial year ending in 2025 (audited financial statements and independent auditor's report attached)

Income threshold of \$92,000 (incl GST) or less for the 2025 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 2025 (see right)

The service has closed or I have sold the service during the financial year ending 2025 (audited financial statements and independent auditor's report 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/yyyy):

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

Equity funding declaration

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

I received equity funding during the financial year ending in 2025 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 2025

Declaration

I certify that:

- I am the service provider of the service named above.
- My financial statements have been audited by a member of either CAANZ or CPA Australia and is qualified to complete audits.
- 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 provided on page 2 of this declaration form is true and correct.
- 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 2024/25 financial year (unless you did not complete a full year of operation or received less than \$92,000 (incl GST) funding from the Ministry).

Name:

Signature:

Date:

Reporting Template for Equity Funding for the financial year ending in 2025

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

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

Refer to your funding advice notices / pourato for information on each of the following grants:

MoE equity funding by category

Income

Expenditure

Component A: Low Socio Economic

What this funding was spent on

Purchased resources / supplies

Improved learning spaces

Promoting the service

Subsidised learning experiences outside the service

Meeting children's nutritional needs

Transport assistance

Professional development

Staff recruitment and retention initiatives

Other - please specify:

Component B: Special Needs and Non-English Speaking Backgrounds

What this funding was spent on

Engaged specialist professionals

Improved staff:child ratios

Additional staff time

Purchased resources / supplies

Supported transition to ECE or School

Professional development

Other - please specify:

Component C: Language and Culture Other than English

What this funding was spent on

Purchased language resources

Recruited staff with relevant language proficiency

Professional development

Improved programme delivery

Provided incentives to retain Kaiako | teachers

Improve staff:child ratios

Other - please specify:

Component D: Isolation

What this funding was spent on

Transport assistance

Staff recruitment and retention initiatives

Professional development

Service delivery costs

Other - please specify:

TOTAL