# Related party transactions: record of conflict of interest template

See <https://www.charities.govt.nz/reporting-standards/tier-3/related-party-transactions-for-tier-3-and-tier-4-charities/>

A related party transaction is a transfer of money, goods or services between a charity and a related party. You must report transactions with a related party that are:

* significant to your charity (in nature or financial value), or
* not on normal terms and conditions (for example, discounted or donated goods, or discounted or volunteered professional services).

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| Date of disclosure |  | | |
| Type of disclosure |  | | |
| Committee member name |  | | |
| Details |  | | |
| Approved by Committee | Yes | No | N/a |
| Annual report disclosure | Yes | No | N/a |
| If no, resolution? | Yes | No | N/a |