

ACE in Communities Report

Detailed report breaking down delivery data by activity.

Allows you monitor progress against targets.

Allows you to reflect/report and track completion of activities across a selected date range.

Provides volume data required for SSP reporting.

Important report for funders. Use this report to run checks and balances to ensure data is correct prior to submitting to REAP Aotearoa.

Created By
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Updated
Mar 31, 2026

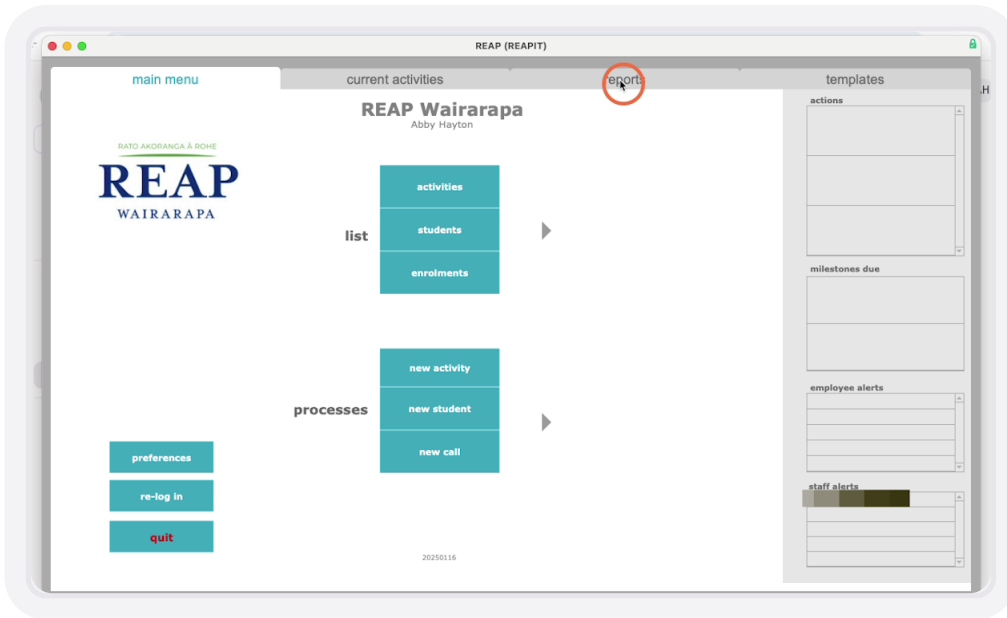
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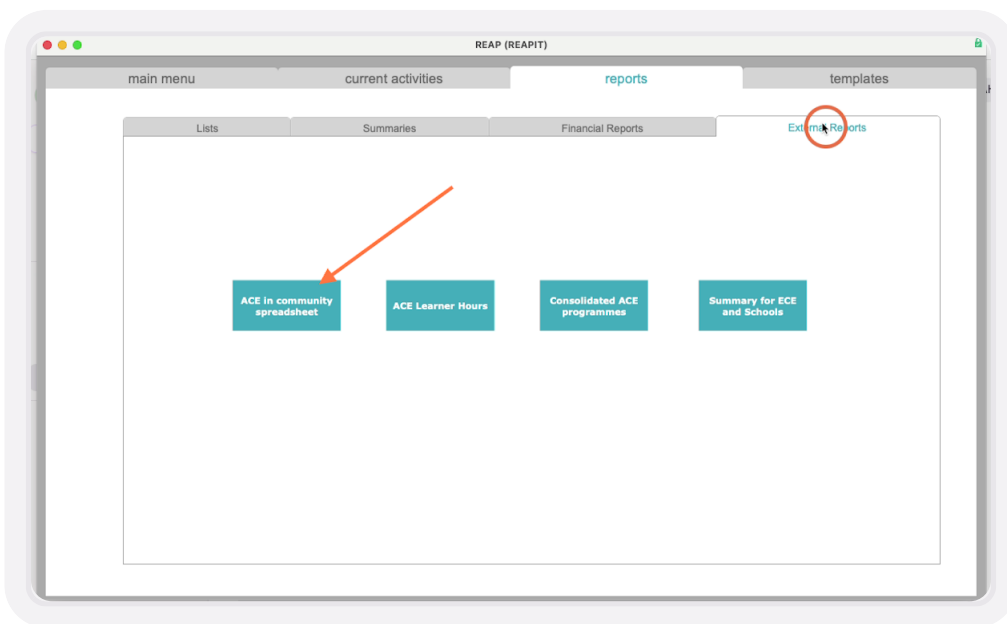
FileMaker Pro

6 Steps

1 Click here for reports



2 Select the External Reports tab, the ACE in communities spreadsheet



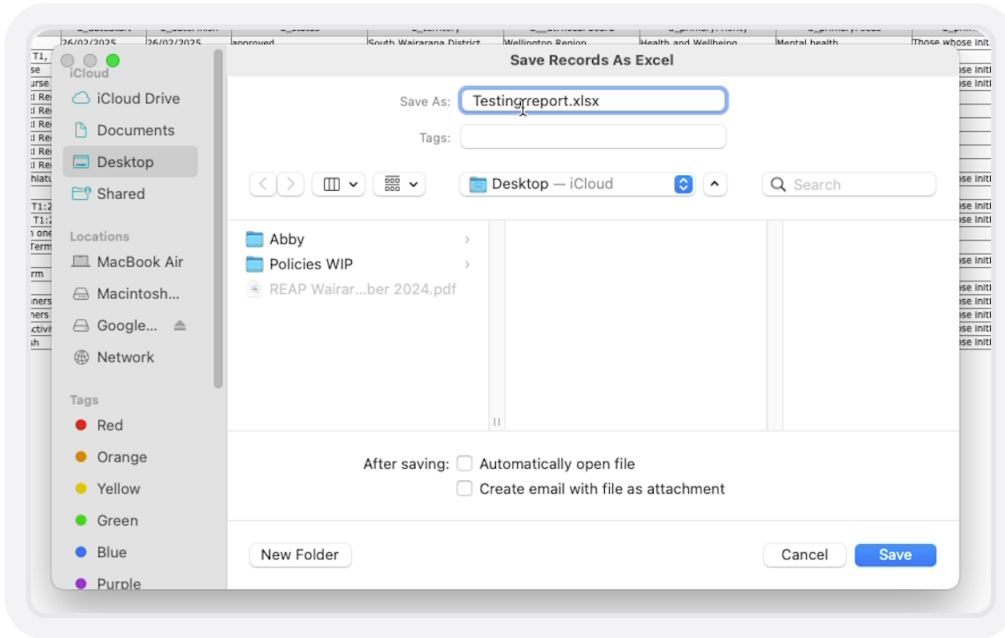
3 Select the date range that you wish to search

The screenshot shows a web form titled "find contract by date". It features two date input fields: "start date" with the value "1/2/2025" and "to" with the value "28/02/25". Below these is a "contract" input field. At the bottom, there are four buttons: "Cancel", "Previous Year", "YTD", and "Find". The "YTD" button is circled in red, with a hand cursor icon over it, indicating it is the selected option.

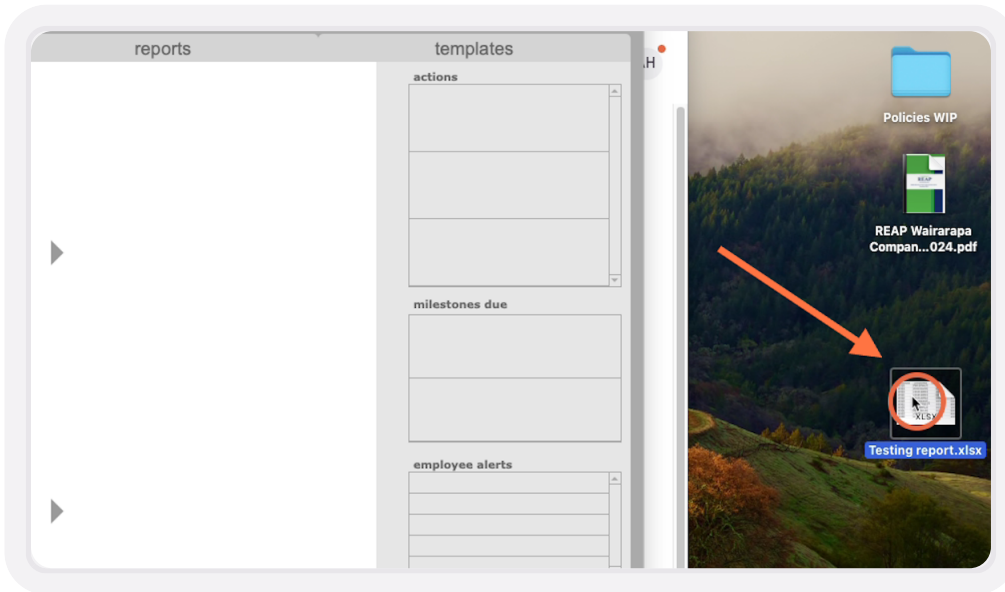
4 Select the contract that you wish to include in the search, then click Find to run the report

The screenshot shows the same "find contract by date" form. The "start date" is now "1/01/25" and the "to" date is "13/03/25". The "contract" input field now contains a selected contract name, which is circled in red with a mouse cursor over it. The "YTD" button is now disabled, and the "Find" button is highlighted with a red arrow, indicating it is the next step to click.

5 You are required to save your report



6 Head to your saved location to open your spreadsheet



Microsoft Excel

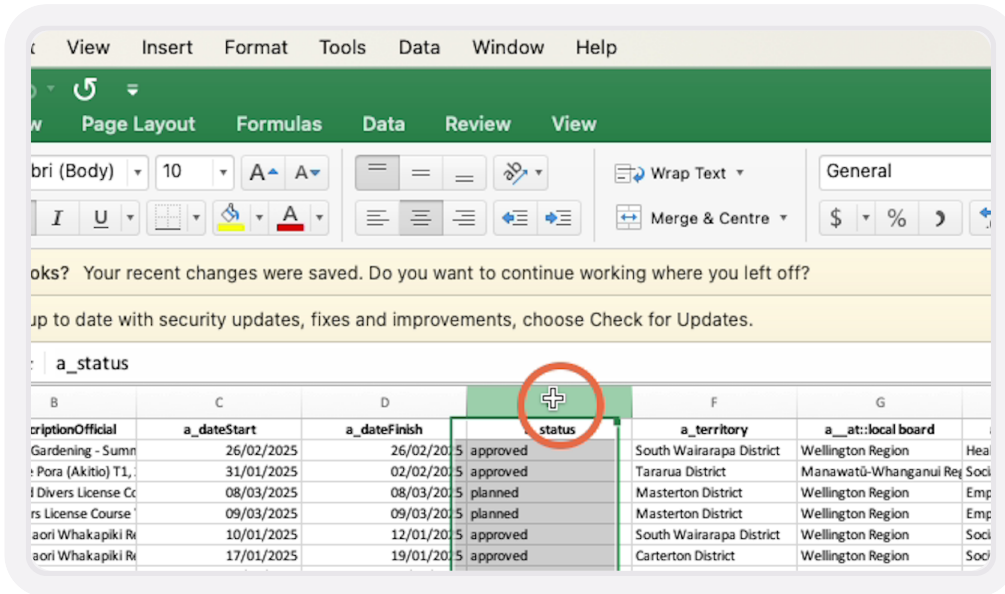
8 Steps

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All activities within the date range show. You are now able to filter/sort data as you wish, and run checks to ensure that data is balancing across all areas.

Important tips on how to use this data for checks and balances:

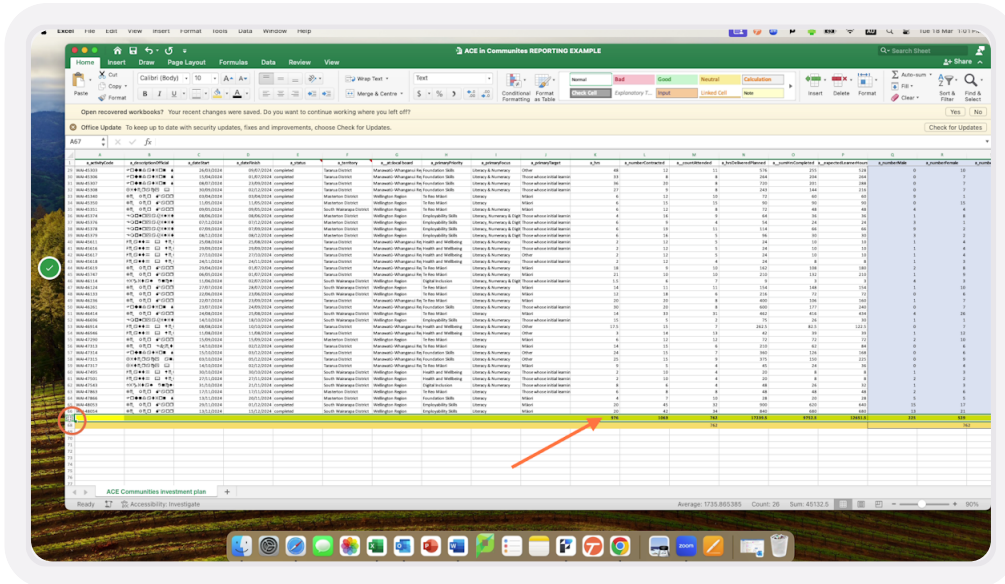
This report pulls through all activities within the date range you have specified. Start by filtering the status so you are left with activities you are wishing to analyse e.g. Completed



8 Add totals to each of your working columns

Head to formulas and select Auto-sum.

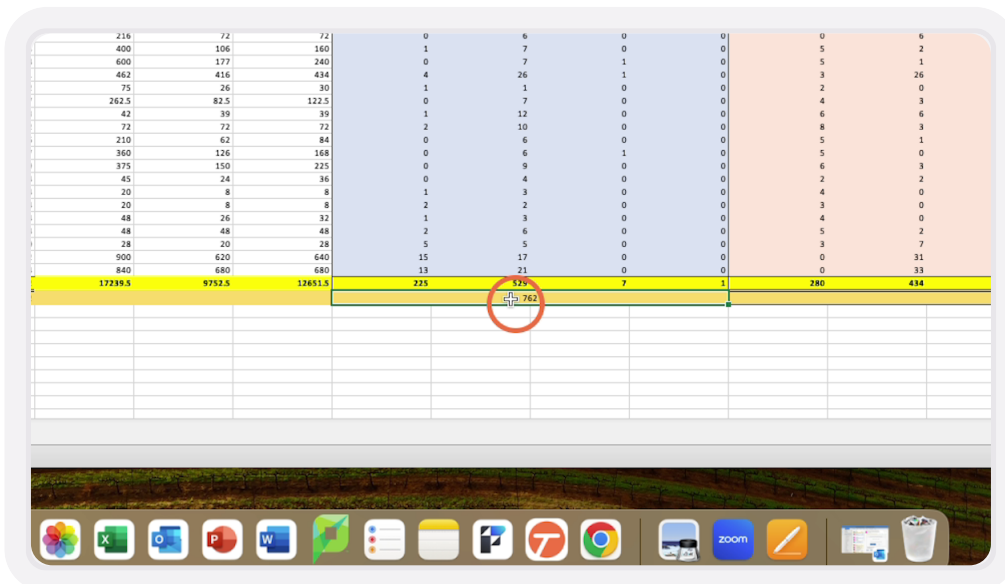
To quickly get totals across all columns select column K total, click and hold the bottom right corner square and drag across.



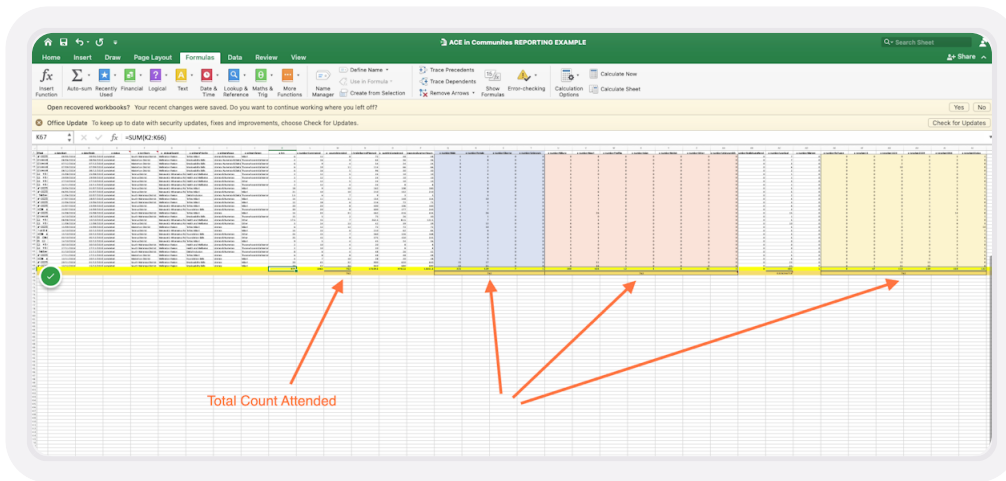
9 Calculate totals for gender, ethnicity, and age.

Head to formulas and select Auto-sum.

Sum the totals across the four gender columns. Repeat the same process for all ethnicity columns, then all age columns.

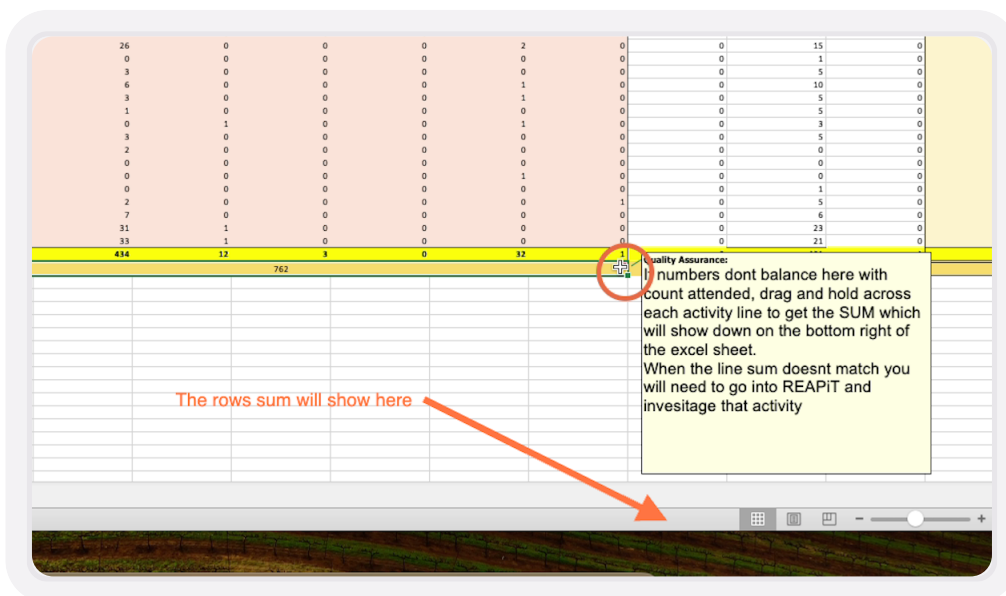


- 10 IMPORTANT - Check the total numbers for these three areas balance against the total Count Attended.

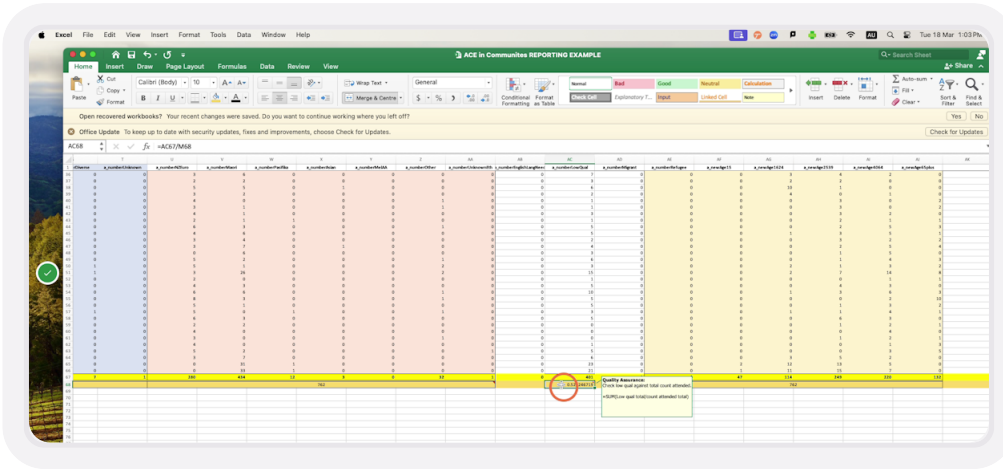


- 11 IMPORTANT - Check the total numbers for these three areas balance against the total Count Attended.

If the total numbers don't balance you will need to find the activities where the data doesn't align. See note on screen.
 When the line SUM for that grouping (e.g. four gender columns) doesn't match the count attended for that activity, you will need to go into REAPiT and investigate that activity.

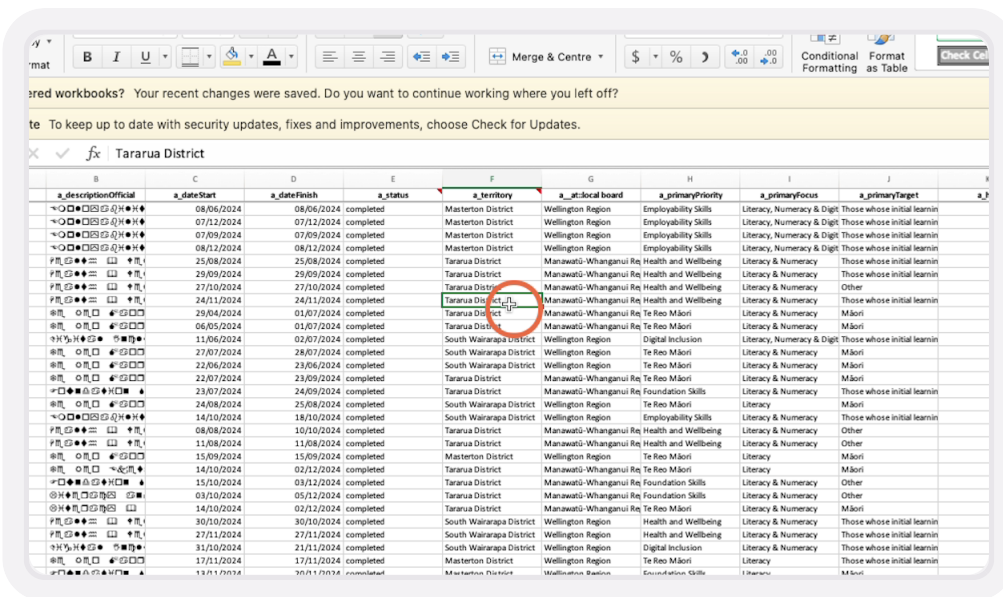


12 Check that your Low Qual count is tracking to target.



13 Other useful things to check include:

1. Filtering your Territory columns A to Z to see the spread of delivery across your community.



14

Click here

1. Filtering your Priority columns A to Z to see the spread of delivery across your community.

The screenshot shows an Excel spreadsheet with the following data:

a_dateFinish	a_status	a_territory	a_atLocalBoard	a_primaryPriority	primaryFocus	a_primaryTarget	a_hrs	a_numberContracted	a_countAttend
08/06/2024	completed	Masterton District	Wellington Region	Employability Skills	Literacy, Numeracy & Digit	Those whose initial learnin	4	16	
07/12/2024	completed	Masterton District	Wellington Region	Employability Skills	Literacy, Numeracy & Digit	Those whose initial learnin	6	9	
07/09/2024	completed	Masterton District	Wellington Region	Employability Skills	Literacy, Numeracy & Digit	Those whose initial learnin	6	19	
08/12/2024	completed	Masterton District	Wellington Region	Employability Skills	Literacy, Numeracy & Digit	Those whose initial learnin	6	16	
25/08/2024	completed	Taranua District	Manawatu-Whanganui Re	Health and Wellbeing	Literacy & Numeracy	Those whose initial learnin	2	12	
29/09/2024	completed	Taranua District	Manawatu-Whanganui Re	Health and Wellbeing	Literacy & Numeracy	Those whose initial learnin	2	12	
27/10/2024	completed	Taranua District	Manawatu-Whanganui Re	Health and Wellbeing	Literacy & Numeracy	Other	2	12	
24/11/2024	completed	Taranua District	Manawatu-Whanganui Re	Health and Wellbeing	Literacy & Numeracy	Those whose initial learnin	2	12	
01/07/2024	completed	Taranua District	Manawatu-Whanganui Re	Te Reo Māori	Literacy & Numeracy	Māori	18	9	
01/07/2024	completed	Taranua District	Manawatu-Whanganui Re	Te Reo Māori	Literacy & Numeracy	Māori	21	10	
02/07/2024	completed	South Wairarapa District	Wellington Region	Digital Inclusion	Literacy, Numeracy & Digit	Those whose initial learnin	1.5	6	
28/07/2024	completed	South Wairarapa District	Wellington Region	Te Reo Māori	Literacy & Numeracy	Māori	14	11	
23/06/2024	completed	South Wairarapa District	Wellington Region	Te Reo Māori	Literacy & Numeracy	Māori	12	18	
23/09/2024	completed	Taranua District	Manawatu-Whanganui Re	Te Reo Māori	Literacy & Numeracy	Māori	20	20	
24/09/2024	completed	Taranua District	Manawatu-Whanganui Re	Foundation Skills	Literacy & Numeracy	Those whose initial learnin	30	20	
25/08/2024	completed	South Wairarapa District	Wellington Region	Te Reo Māori	Literacy	Māori	14	33	
18/10/2024	completed	South Wairarapa District	Wellington Region	Employability Skills	Literacy & Numeracy	Those whose initial learnin	15	5	
10/10/2024	completed	Taranua District	Manawatu-Whanganui Re	Health and Wellbeing	Literacy & Numeracy	Other	17.5	15	
11/08/2024	completed	Taranua District	Manawatu-Whanganui Re	Health and Wellbeing	Literacy & Numeracy	Other	3	14	
15/09/2024	completed	Masterton District	Wellington Region	Te Reo Māori	Literacy	Māori	6	12	