NZRA Treasurer’s Report 2020

Tēnā koutou,

I hope this finds everyone well and that as we discuss this report at the AGM, we have moved as a nation to alert level 2. It is my pleasure to submit a report on NZRA financial performance to the 2020 AGM. This report is set out in three sections:

1. Structure of annual reporting to Charities Services
2. NZRA financial performance (Payments and receipts for 2019-2020 financial year and current period (indicative only))
3. Resolutions requiring approval

1. Structure of annual reporting to Charities Services
NZRA reports at tier 4 and reporting includes entity information, outcomes and financial performance.

1.1 NZRA Information
NZRA’S Purpose or Mission:
Our key charitable activities are connecting, communicating and advocating for the rehabilitation community in New Zealand. These include
   a) To advance education, training and research of rehabilitation in New Zealand at a public, clinical and political level,
   b) To be beneficial to the community by providing opportunities to connect people involved in rehabilitation nationally and internationally, and
   c) To provide leadership and to advocate for excellence in rehabilitation in New Zealand.

NZRA’s Structure:
The organisation consists of members and an Executive. The Executive manages the ordinary business and affairs of the Association.
   a) The Executive consists of at least six members.
   b) There is a president, secretary and treasurer and at least three other members, all to be elected at the Annual General Meeting. If an Executive position becomes vacant, the Executive shall have the power to co-opt a new Executive member.
   c) The Executive shall have the power to make by-laws for the proper and efficient running of the Association.
   d) The Executive shall meet at least once in each financial year. The other meetings of the Executive shall be convened by the President and Secretary jointly. Meetings may be by teleconference.
Main Sources of the NZRA’s Cash and Resources:
The main income for the Association is derived by hosting biannual rehabilitation conferences in New Zealand and other similar educational activities (for example skills training and professional development workshops) and membership subscriptions.

Main Methods Used by the NZRA to Raise Funds:
Main methods for raising funds are hosting educational activities for rehabilitation stakeholders in New Zealand (e.g. conference, skills training and educational workshops).

NZRA’s Reliance on Volunteers and Donated Goods or Services:
Members of the Executive volunteer their time for dedicated organisation activities.

1.2 NZRA Outcomes

Table 1: NZRA outcomes 2019 and 2020

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td>Conference and Educational Opportunities</td>
<td>Conference and Educational Opportunities</td>
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<tr>
<td>• 2019 Wellington (May) - in partnership with ASSBI, theme ‘a call to action.’</td>
<td>• Jacinta Douglas Workshop (Community reintegration and social connection for people with brain injury – Auckland &amp; Christchurch February 2020)</td>
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<tr>
<td>• 2021 Conference planning</td>
<td>• 2021 Conference (Planning well underway - details to be confirmed)</td>
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<td>Scholarship awarded to emerging researchers to facilitate research capacity building.</td>
<td>Work on clarification of ongoing scholarship and award opportunities</td>
</tr>
<tr>
<td>• 1x $6000 scholarship offered 2019-20</td>
<td></td>
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<tr>
<td>Continued development of website and membership management systems</td>
<td>Strategic planning and development</td>
</tr>
</tbody>
</table>

2. NZRA Financial Performance
The 2018-2019 financial report was submitted to Charities Services on 30/7/19. The current period 2019-2020 is not yet final and reporting is in progress (see Table 2 below).

All past financial reports are available on the Charities Services website [here](https://www.charities.govt.nz) (Registration Number: CC44021)
Table 2: NZRA Receipts and Payments (years 2017-2020)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Operating receipts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees, subscriptions and other receipts from members</td>
<td>-</td>
<td>-</td>
<td>3363.78</td>
</tr>
<tr>
<td>Receipts from providing goods or services</td>
<td>1,207.00</td>
<td>-</td>
<td>4254.07</td>
</tr>
<tr>
<td>Interest, dividends and other investment income receipts</td>
<td>1006.00</td>
<td>1016.00</td>
<td>897.40</td>
</tr>
<tr>
<td><strong>Total Operating Receipts</strong></td>
<td>2213.00</td>
<td>1016.00</td>
<td>8515.25*</td>
</tr>
<tr>
<td><strong>Operating payments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments related to providing goods or services</td>
<td>2571.00</td>
<td>1509.00</td>
<td>11144.49</td>
</tr>
<tr>
<td>Other operating payments</td>
<td>10900.00</td>
<td>853.00</td>
<td>296.14</td>
</tr>
<tr>
<td><strong>Total Operating Payments</strong></td>
<td>13471.00</td>
<td>2362.00</td>
<td>11440.63*</td>
</tr>
<tr>
<td><strong>Operating surplus (deficit)</strong></td>
<td>(11258.00)</td>
<td>(1371.00)</td>
<td>(2925.38)*</td>
</tr>
<tr>
<td>Bank accounts and cash at the beginning of the financial year</td>
<td>88951.00</td>
<td>77693.00</td>
<td>76347.00</td>
</tr>
<tr>
<td>Bank Accounts and Cash at the End of the Financial Year</td>
<td>77,693.00</td>
<td>76347.00</td>
<td>73421.62</td>
</tr>
</tbody>
</table>

* Accounts for period not finalised – indicative only

Notes to Table 2:
Fees, subscriptions and other receipts from members: this is membership subscriptions and receipts from educational activities such as workshops by Jacinta Douglas.
Receipts from providing goods or services: this is profit from ASSBI/NZRA 2019 conference.
Operating payments: these include annual domain name and website hosting fees, accountancy fees, consultancy fees (for strategic planning), costs associated with educational events (speaker costs, catering), costs for managing website and administration provided by BAIL.

3. Resolutions

Resolution 1:
That 2019 accounts be approved.
Resolution 2:

That changes to NZRA’s Constitution to update financial clauses be approved.

Current wording:
12. FINANCIAL:
   a) Each financial year of the Association shall commence on the 1st April.
   b) All monies received shall be paid to the credit of the Association at such bank as the Executive shall from time to time appoint, and cheques on the bank account and other negotiable instruments shall be signed by any two authorised members of the Executive.

Suggested new wording:
12. FINANCIAL:
   a) Each financial year of the Association shall commence on the 1st April.
   b) All monies received shall be paid to the credit of the Association at such bank as the Executive shall from time to time appoint, and payments from the bank account and other negotiable instruments shall be authorised by any two designated members of the Executive.
   c) The Executive can approve the opening of other bank accounts with two signatories giving authority for it to be opened and that the executive can authorise the use of a debit card through a dedicated bank account with one signatory on transactions via a debit card.

Thank you to the executive committee and NZRA members for their ongoing contributions to and support of, the work of the NZRA.

Nāku iti noa, nā

Deborah Snell, PhD
NZRA Treasurer