

# REPORT TO NZAP AGM, MARCH 2019

## From the Honorary Treasurer

### Current financial status of NZAP

As at 17 February 2019, our current operating funds stand at **\$82,814.82** of which **\$16,871.70** is in on call investment, **\$2,536.38** is in the Petty Cash account and **\$26,248.09** is on term deposit with the balance of **\$39,695** available in the operating account. The operating account also contains \$20,000 in Wallin workshop fees which have been transferred from PayPal and are waiting to be shifted into the Training account.

The Education Fund stands at **\$174,440.67** of which **\$150,000.00** was invested for a one year term, which expires on 31.03.2019, and **\$15,000** is in a short-term investment.

The Training account stands now at **\$118,016.65** of which **\$57,576.19** is in various short-term investments. The PayPal account has a balance of **\$215.68**.

### 2017/2018 audited accounts

The accounts were not audited at the time of submitting this report in February and this will be completed by the AGM in March.

The income from subscriptions was down \$3,400 from the previous year. Income from all the other categories was also down – significantly in Workshops and Training, ACP interviewing and Advertising. Overall income was down by slightly less than \$9,000.

However, expenses were also significantly down, by approximately \$16,000, and this meant that the year ended with a surplus of income over expenditure of \$25,968.

### Current year and budget

At the time of writing (mid-February) income from subscriptions was down \$3,236 compared to last year. However, most other categories were up on last year. The income figures need to be adjusted for the \$88,142 in fees that have already been received for the David Wallin workshop. Only \$5,345 of the expenses for this have been paid so far. (See the committee budgets for more details.) Adjusting for the workshop income this year's annual income is \$147,537 – approximately \$2,500 less than last year.

The Dunedin Conference made a profit of \$3,170.04 of which half has been returned to the branch. The previous Conference organised by Nelson did not make a profit. However, it almost broke even and the Council decided to make a grant of \$1500 to the branch to acknowledge the hard work put in by the Committee.

Expenses are \$7,194 up on last year's. This is due to many factors – the day to day accounts work is now being paid for rather done voluntarily, and the website is being updated with a budget of \$20,000. \$8,695 has been advanced to the Auckland group organising a workshop on Waiheke Island. This is a loan that will be repaid. However, this has been offset by other expenses being significantly lower – the President's expenses, general expenses and Education grants. At the time of writing there was a surplus of income over expenses of \$16,184. In addition, NZAP has significant reserves set aside for operating, training and education and may stand to make a profit of \$30,000 from the Wallin workshop.

There were four applications for the Education Fund in 2018, each receiving a share of the allocated funds. The recipients are Anna Fleming (\$3740.00), Emma Green (\$500.00), Delia Crozier (\$1,500.00) and Joan Greaves (\$260.00).

Council will be discussing the 2019-2020 subscription fees at their meeting on 21-22 March, and I will report the decision to the AGM on 23 March.

**Bookkeeping hours**

We are nearing the end of a one year contract for bookkeeping duties estimated at 59.5 hours per annum. This has been exceeded and at the end of January was sitting at 84.75 hours. It is estimated to be about 95 hours to the end of March. This has been due in part to the amount of time taken to transfer people across accounts for Kiwibank, PayPal, Xero and IRD, to find a new accountant, and to become familiar with new systems.

I have been in the role of Honorary Treasurer for 11 months now and Shirley Vickery has been in the paid role as NZAP bookkeeper for the same time. Shirley has carried out weekly and monthly duties relating to the finances of the organisation and I have liaised with Shirley and worked with matters relating to the finances. I was co-opted into this role in 2018 and am standing for election in the coming year (2019/2020).

Vicky Blake  
Shirley Vickery

*Attached:*  
2019/2020 Proposed Budget