



Annual Report And Financial Statements Year Ending 30 June 2019

**NEW ZEALAND OUTDOOR INSTRUCTORS ASSOCIATION INC. (NZOIA)
PO BOX 1620
NELSON**



NZOIA gratefully acknowledges the on-going support of Sport NZ

NZOIA Chair Annual Report - 2018/2019

I comment every year in the Chair report to the AGM that it has been another busy year for the NZOIA Board, staff, contractors and Assessors. This year has been no exception. The key activities and achievements for the 2018/19 year have included:

- The ongoing core business of running assessments, revalidations and training courses – with an 11% increase in membership and a 37% increase in the number of qualifications awarded compared to last year
- Implementation of a policy of “no courses cancelled”
- Development of the Mountain Bike Leader and Mountain Bike 2 qualification
- Running inaugural assessments for the new Mountain Bike 1, Artificial Whitewater, Multisport Kayak and Canyon Leader qualifications
- Another very successful Symposium hosted by Tihoi Venture School
- An additional Assessor Training Workshop in Queenstown for 9 new Assessors
- Initiating a revalidation review
- Continued work to raise the profile of NZOIA and the benefits of NZOIA qualifications, and grow membership
- Engaging with the Reform of Vocational Education (RoVE) process, including making a submission and connecting with key Tertiary Education Commission people involved with the review
- Work on alignment with the Skills Active delivered NZ Certificates in outdoor recreation. Now on hold pending the RoVE implementation
- Refinement of the NZOIA Strategic Plan, after discussion at the last AGM of how to better honour Te Tiriti o Waitangi and cultural diversity, to include statements that NZOIA “will honour the principles of and values of Te Ao Māori”, and “will grow, enable and support members to work in the outdoor sector in a professional, ethical, inclusive and sustainable manner”. We have started to review what we currently do, and identify further steps.

The success of NZOIA depends on our operations/office team of Penny Holland, Sonya Sutherland, Pip Russell and Steff Willmore. Surveys following the NZOIA Symposium, and assessment, refresher and training events, gave scores of 100% and 99% satisfaction respectively. Thank you to them, and to Dave Mangnall who has assisted with the Skills Active alignment and the mentoring of Assessors through the new qualifications and Quarterly editor Jen Riley, for their dedicated and effective work. Thanks also to Deb Hurdle and Recreation Aotearoa CE Andrew Leslie and Advocacy Manager Sam Newton for their executive and advocacy support.

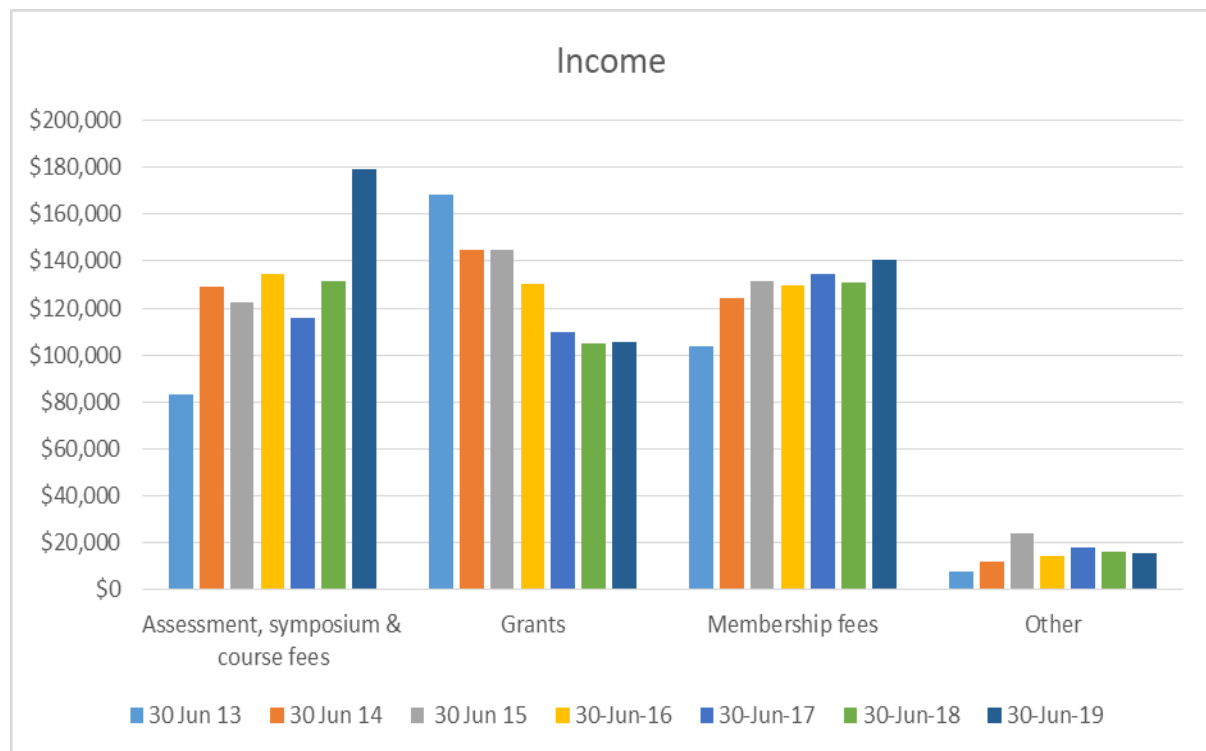
The alignment work with Skills Active took a significant amount of office staff time in the first half of the year. The resulting joint mountain bike qualifications were a major achievement. This process did however raise concerns over the accommodations needed to fit NZOIA processes to meet NZQA/SA demands. We had hoped to work through these with SA, but differences in the two organisations views in relation to RoVE resulted in a breakdown of the partnership. On the positive side this frees up NZOIA staff to focus on NZOIA priorities, however it also re-opens the issue of government funded qualifications competing with the qualifications funded predominantly by the

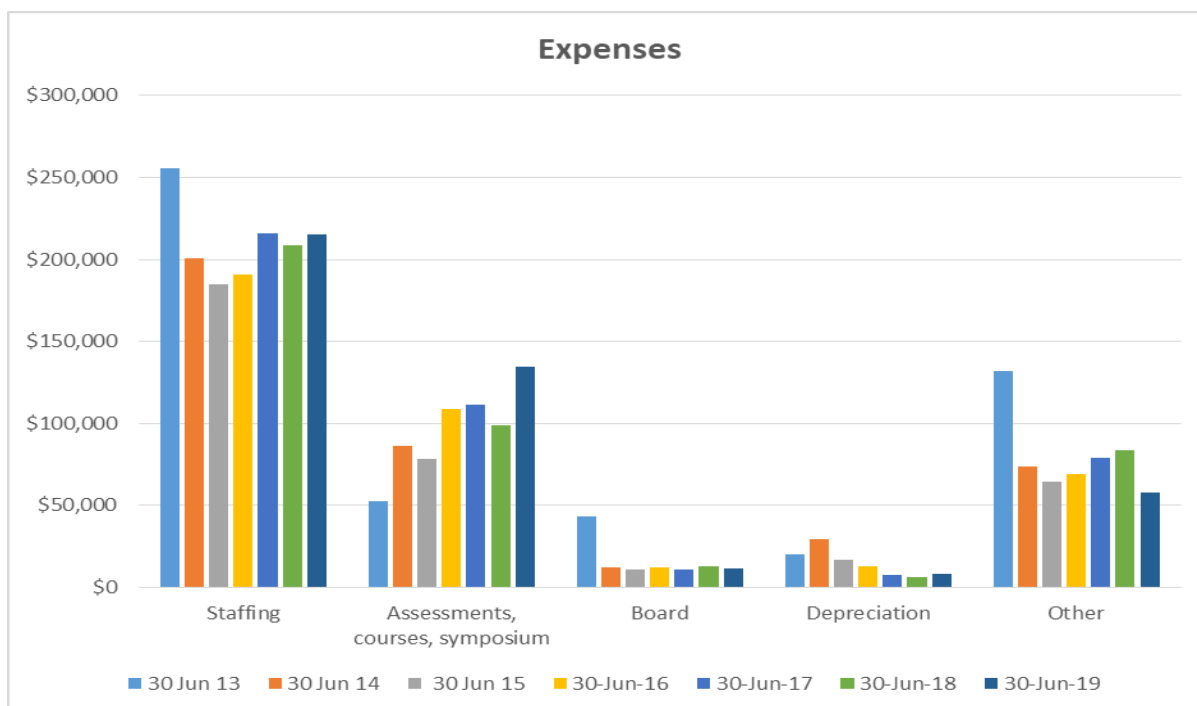
NZOIA membership. The Board is keeping a close eye on the RoVE process and its associated opportunities and risks for outdoor instructor/guiding qualifications.

While developing the submission into the RoVE process, we looked into the coverage of NZOIA qualifications – as listed on the website NZOIA members hold a total of 2079 current NZOIA qualifications across nine disciplines. While a small sector compared to other sectors in the RoVE process, this is impressive cover for a voluntary, membership-funded system.

Despite budgeting for a deficit, the final year end result was a surplus of \$12,046. The budgeted deficit was to enable work on several one-off projects to continue, including the mountain bike, artificial whitewater and kayak multisport qualifications, and continued effort into growing the NZOIA membership. The team did a great job delivering these projects and still achieving a surplus.

NZOIA’s viability is reliant on grant income that is subject to periodic competitive bidding and changing priorities. While this is an ongoing concern, we have seen a significant shift in the balance over recent years. In 2012/13 grant income was 46% of NZOIA’s total revenue of \$360k and last year it was 24% of a total of \$440k. Over the same time, course & assessment income went from 23% to 41% due to a significant increase in the number of candidates, and membership income from 29% to 32%. The increase in membership income is despite the restructuring of membership fees two years ago, with the full member fee reverting to the same as it was in 2000.





At the end of the 2018/19 financial year, NZOIA had cash reserves of \$351,885 and net current assets of \$147,212. The cash reserves are about 75% of our annual operating costs. This puts NZOIA in a strong position to manage the immediate risks from any reduction in grant income. The Board policy is that NZOIA should hold cash reserves of at least 50% of its annual expenditure.

The Board would like to acknowledge the financial support received from Sport NZ over a number of years. This support makes a significant contribution to the provision of an affordable, high standard qualification system for outdoor professionals, and hence to safe enjoyment of the outdoors by thousands of New Zealanders.

2019/20 is the last year of the current Sport NZ funding for NZOIA. Application for the next investment round will be a priority over the next few months. Sport NZ are advising of some shifts in priorities, so achieving the current level of funding of \$100,000 per annum will be a challenge.

Thank you to the Board members – Jo Thompson, Matt Barker, Gemma Parkin, Tim Wills, Noel Saxon and Travis Donoghue, and TSC Convenor Sash Nukada, all of whom put in voluntary time and energy to keep NZOIA on track. Thank you also to the Assessors and others of you who put time into the NZOIA qualifications system. A large part of NZOIA’s value and integrity is because it is an organisation developed and run by people working in the outdoor sector, for the sector.

Gillian Wratt
Chair
For the Board

Management Report 2018/19

Tēnā koutou

As Gill has already stated in her Chair's report, 2018-19 has been another very busy year.

The no course cancellation policy, has seen 19 courses go ahead in 2018/19 that otherwise would have been cancelled. The increased number of courses along with increased membership from 1243 in 2017/18 to 1375 in 2018/19, has seen Sonya, Penny, Pip and Steff, with a little help from Nat Thomson and Jen Riley on occasions, kept busy processing the necessary paperwork and organising course logistics to ensure things go as smoothly as they can for members. Not always an easy task, so a special thanks needs to go to them for their efforts.

Numbers in general have been increasing for NZOIA over the last year with 140 more qualifications being awarded than in 2017/2018, 66 more attendees at training and refresher workshops, 17 new assessors and two new leader qualifications. Attendance at the Symposium is dictated by the capacity of the host venue and continues to attract high numbers. Despite the extra workload, it is pleasing to see that satisfaction levels for assessment events and Symposium remain high.

The new mountain bike, canyon, multi-sport kayak and artificial whitewater qualifications have proved popular, with 41 qualifications issued across those disciplines in 2018/19. We now have six affiliated members, with Adventure Group joining Ultimate Hikes, Wero, Lake District Adventures Ltd, Kristin School and Black Water Rafting. Pure Exploration previously an affiliated member has become an Associate Member and Assessment Centre. They have been making the most of their membership with 45 of their staff obtaining qualifications.

Hopefully by now you will have seen the great job Sonya has done at making the website mobile-friendly. This is an ongoing process.

With the help of some of our members and Sam Newton from Recreation Aotearoa, we have been addressing some of the matters raised at last year's AGM:

- Revalidation Review
 - Simon Goodwin has been leading the revalidation review in consultation with a number of other members. We hope to have this finalised early in 2019/20 and will roll out the changes later in the year.
- Te Ao Māori
 - The team have been updating our written communications to include Māori greetings and again with the help of some keen members are now going to turn attention on all our resources to see what we currently have and what we could add to make them more relevant from a Te Ao Māori perspective. We are also working closely with Recreation Aotearoa to learn from their approach to Te Ao Māori.
- Advocacy
 - While the team don't have the resources to lead advocacy issues themselves, we have been able to work with Recreation Aotearoa to make sure that a NZOIA perspective is considered when they are making submissions. Recent submissions have included:
 - Seeking a broader mandate and resourcing for the Walking Access Commission so they can address wider access issues such as access to rock climbing crags that may not be on private land. An example Sam gave was the closure of the crag at Auckland Grammar School. Many of Sam's recommendations have been accepted.

- Objecting to the development of a hydro-electric power scheme on Waitaha River. The application for the scheme has since been declined.
- Seeking clarification from WorkSafe around the myths and misconceptions that abound around who has responsibility when people recreating injure themselves on private land. WorkSafe has since made a clear statement that a PCBU (in most relevant cases farmers) are not responsible and have published a Policy Fact Sheet covering the topic.
- Reinforcing the importance of access for recreation both in terms of education around conservation and environmental matters but also for physical and mental wellbeing to Aoraki Mount Cook and Westland – Tai Poutini National Park Management Plans

2019/20 looks to be another big year with more courses, more qualifications and more members. In addition to this, negotiations for continued investment from Sport NZ will be a priority.

Deb Hurdle

Executive Service Provider - Recreation Aotearoa

Annual Report

New Zealand Outdoor Instructors Association
For the year ended 30 June 2019

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Entity Information

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

Legal Name of Entity

New Zealand Outdoor Instructors Association Incorporated

Entity Type and Legal Basis

Incorporated Society & Registered Charity

Registration Number

CC35873

Entity's Purpose or Mission

VISION: Creating positive change through excellence in outdoor leadership as the premier association for professional outdoor leaders.

MISSION: To support the New Zealand outdoor sector and its professional members by providing the benchmark for good practice in outdoor leadership.

Entity Structure

The New Zealand Outdoor Instructors Association (NZOIA) is governed by a Board consisting of up to seven directors. Four directors are elected from the membership and three directors by appointment. A Chair is chosen by the Board from its seven directors. The term for a director is three years. The Board may also co-opt members. The Board establishes a technical advisory committee to advise on standards and syllabus.

NZOIA's staff consist of three full time (0.8) staff (Assessment Coordinator, Operations Manager and Business Manager), and one part-time administration staff member. Recreation Aotearoa (formerly NZRA) provides Executive Services to NZOIA.

NZOIA contracts assessors to deliver training, revalidation and assessment workshops, and to carry out project work.

The Board consists of the following persons:

- Gillian Wratt - Chair
- Noel Saxon
- Jo Thompson
- Matt Barker
- Travis Donoghue
- Gemma Parkin
- Tim Wills

Main Sources of Entity's Cash and Resources

NZOIA's activities are funded by Annual Membership, Course Fee income and by investment from Sport New Zealand and Skills Active.

Main Methods Used by Entity to Raise Funds

Membership Fees

Course Fees

Grants / Funding

Entity's Reliance on Volunteers and Donated Goods or Services

Bivouac provide \$2,000 of gift cards annually

Board Members volunteer time for meetings and projects

Physical Address

Waimea House, 74 Waimea Road, Nelson, New Zealand, 7010

Postal Address

P O Box 1620, Nelson, New Zealand, 7040

Approval of Financial Report

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

The Board are pleased to present the approved financial report including the historical financial statements of New Zealand Outdoor Instructors Association for year ended 30 June 2019.

APPROVED

Handwritten signature of Gillian Wratt in black ink, consisting of stylized initials 'GW' followed by the name 'Wratt'.

Gillian Wratt

Chairperson

Date: 12 September 2019

Statement of Service Performance

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

Description of Entity's Outcomes

Qualifications and Training

Provide qualifications, awards, endorsements and training that are the benchmark for outdoor leadership, nationally and internationally.

- Offer a suite of qualifications and endorsements that increases the skills and knowledge of leaders, instructors and guides to enhance the quality of outdoor experiences for participants.
- Continue to offer a fit for purpose revalidation process for all members who hold NZOIA qualifications, awards and endorsements as evidence of professional currency
- Support the professional development of registered instructors.

Membership and Advocacy

Grow, enable and support members to work in the outdoor sector in a professional, ethical and sustainable manner.

- Maintain and grow membership to increase the number and quality of leaders, guides and instructors
- Advocate on behalf of members to protect and grow outdoor sector opportunities and vocation.
- Engage nationally and internationally to ensure members interests and rights are suitably heard and advocated for
- Run an annual symposium that provides members the opportunity to network, up skill, train, revalidate and contribute to NZOIA

Operational Excellence

Deliver a well governed, expertly managed, financially sustainable association that is agile and resilient.

- Strong financial management and sustainability through policies, processes, controls, accountability and governance
- Maintaining a high performing staff
- Continue to be nimble and agile in response to the ever evolving nature of the outdoor industry and the outdoor recreation leadership sector
- Honouring the principles of and values of Te Ao Māori.

Description and Quantification of the Entity's Outputs

Description	Goal 2018/19	Actual this year 2018/19	Actual last year 2017/18
2018 National Training Symposium participants	130	149	156
NZOIA qualifications gained by leaders, instructors and guides	300	521	381
Training and refresher workshop attendees	300	446	380
Development of new Qualifications	N/A	Canyon Leader, Mountain Bike Leader	Artificial Whitewater, Mountain Bike 1 and Multisport kayak
Annual assessor forum and continuing professional development programme provided	Achieved	Achieved	Achieved
Number of members	1350	1375	1243
Weekly 4YA and 3 Quarterly publications produced	Achieved	Achieved	Achieved
Partnerships and/or collaborations with other organisations maintained	13	16	16
\$200,000 of cash reserves	\$200,000	\$351,885	\$334,807
Budget surplus of 1-3% of expenditure (excluding projects)	1-3%	2.6%	3%
Review of Strategic Plan	Complete	Complete	Complete

Additional Output Measures

Description	Actual this year 2018/19	Actual last year 2017/18
90% Satisfaction of participants with 2016 National Training Symposium	100%	100%
90% Satisfaction of participants with quality of training and refresher workshops, and assessment events	97%	99.3%
85% Satisfaction with NZOIA services (Member Survey)	98.5%	94%

Statement of Financial Performance

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

	NOTES	2019	2018
Revenue			
Donations, fundraising and other similar revenue	1	100,000	105,000
Fees, subscriptions and other revenue from members	1	169,946	161,476
Revenue from providing goods or services	1	185,493	133,929
Interest, dividends and other investment revenue	1	8,548	8,318
Other revenue	1	6,377	5,598
Total Revenue		470,364	414,321
Expenses			
Employee related costs	2	183,376	184,339
Costs related to providing goods or service	2	233,927	215,773
Other expenses	2	41,015	39,659
Total Expenses		458,318	439,772
Surplus/(Deficit) for the Year		12,046	(25,451)

NOTE: This Statement is to read in conjunction with the Notes to the Performance Report and the accompanying Reviewer's Report

Statement of Financial Position

New Zealand Outdoor Instructors Association As at 30 June 2019

	NOTES	30 JUN 2019	30 JUN 2018
Assets			
Current Assets			
Bank accounts and cash	3	135,135	102,160
Debtors and prepayments	3	104,322	112,284
Total Current Assets		239,457	214,444
Non-Current Assets			
Property, Plant and Equipment	5	10,490	15,602
Investments	3	216,750	232,647
Total Non-Current Assets		227,240	248,249
Total Assets		466,696	462,693
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	301,978	307,010
Employee costs payable	4	7,017	10,027
Total Current Liabilities		308,995	317,037
Total Liabilities		308,995	317,037
Total Assets less Total Liabilities (Net Assets)		157,702	145,655
Accumulated Funds			
Accumulated surpluses or (deficits)	6	157,702	145,655
Total Accumulated Funds		157,702	145,655

NOTE: This Statement is to read in conjunction with the Notes to the Performance Report and the accompanying Reviewer's Report

Statement of Cash Flows

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

	2019	2018
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	115,000	120,000
Fees, subscriptions and other receipts from members	167,192	160,354
Receipts from providing goods or services	181,011	128,298
Interest, dividends and other investment receipts	8,548	8,318
Cash receipts from other operating activities	16,103	9,741
GST	8,071	9,795
Payments to suppliers and employees	(447,019)	(422,443)
Cash flows from other operating activities	(30,022)	(30,395)
Total Cash Flows from Operating Activities	18,885	(16,333)
Cash Flows from Investing and Financing Activities		
Receipts from sale of investments	80,897	50,000
Payments to acquire property, plant and equipment	(9,728)	(3,870)
Payments to purchase investments	-	(70,897)
Cash Flows from Other Investing and Financing Activities	(57,079)	26,509
Total Cash Flows from Investing and Financing Activities	14,090	1,742
Net Increase/ (Decrease) in Cash	32,975	(14,591)
Cash Balances		
Cash and cash equivalents at beginning of period	102,160	116,751
Cash and cash equivalents at end of period	135,135	102,160
Net change in cash for period	32,975	(14,591)

NOTE: This Statement is to read in conjunction with the Notes to the Performance Report and the accompanying Reviewer's Report

Depreciation Schedule

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Fixed Asset Additions								
50% deposit for site upgrade	6,750	6,750	-	-	60.00%	4,050	4,050	2,700
Gen-i Computer	1,907	2	-	2	60.00%	-	-	-
Hp Compaq 8100 Elite PC	1,410	1	-	1	60.00%	-	-	-
HP Probook 4320s Notebook	1,525	1	-	1	60.00%	-	-	-
HP Probook 4330s i3-2310M 2GB	1,801	3	-	3	60.00%	-	-	-
HP Probook 640	1,183	142	-	-	50.00%	71	1,112	71
HP Probook 640 G	3,456	756	-	-	50.00%	378	3,078	378
HP Probook 650 G4 Business Laptop and warranty	1,702	-	1,702	-	50.00%	355	355	1,347
HP Prodesk Computer	1,107	127	-	-	50.00%	63	1,044	63
Logbook Development - Import existing logbooks	900	675	-	-	60.00%	405	630	270
Logbook Ony User - Registration	750	450	-	-	60.00%	270	570	180
Office chairs & filing cabinets	1,981	612	-	-	16.00%	98	1,467	514
Office chairs, cabinet & mobile	894	280	-	-	16.00%	45	659	235
Office Mobiles (x3)	803	252	-	-	16.00%	40	591	212
Office Phone System	755	73	-	-	30.00%	22	704	51
Office Refit	814	407	-	-	10.00%	41	448	366
OKI MC562W A4 Colour Wireless Printer	852	70	-	-	40.00%	28	810	42
Paddle (Award Trophy)	520	520	-	-	-	-	-	520
Samsung OS7030 Telephone System	1,865	764	-	-	20.00%	153	1,254	611
Site upgrade	443	-	443	-	60.00%	177	177	266
Standing Desk	640	479	-	-	13.00%	62	223	417
Website Development	40,000	547	-	-	50.00%	273	39,727	273
Website Development	787	-	-	-	60.00%	-	787	-

NOTE: This Statement is to read in conjunction with the Notes to the Performance Report and the accompanying Reviewer's Report

Depreciation Schedule

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Website Development	3,800	54	-	-	60.00%	32	3,779	21
Website Development	1,500	510	-	-	60.00%	306	1,296	204
Website Development	8,555	-	-	-	48.00%	-	8,555	-
Website Development	1,250	72	-	-	60.00%	43	1,221	29
Website Development	7,600	78	-	-	60.00%	47	7,569	31
Website Development	1,500	15	-	-	60.00%	9	1,494	6
Website Development	800	-	-	-	60.00%	-	800	-
Website Development	14,700	143	-	-	60.00%	86	14,643	57
Website Development	5,580	1	-	-	48.00%	-	5,580	-
Website Development	7,600	97	-	-	60.00%	58	7,561	39
Website Development	600	192	-	-	60.00%	115	523	77
Website Development	1,000	380	-	-	60.00%	228	848	152
Website Development - Logbook	500	29	-	-	60.00%	17	488	12
Website Development - Logbook	700	455	-	-	60.00%	273	518	182
Website Development - Logbook	2,500	144	-	-	60.00%	86	2,442	58
Website Development - Logbook	1,000	72	-	-	60.00%	43	971	29
Website Development - Logbook	2,500	112	-	-	60.00%	67	2,455	45
Website Development - Logbook	2,160	76	-	-	60.00%	46	2,130	30
Website Development & Flex template for Joomla upgrade	833	-	833	-	60.00%	42	42	792
Wireless phone headset with Handset Lifter	509	261	-	-	20.00%	52	301	208
Total Fixed Asset Additions	138,032	15,602	2,978	7		8,083	120,900	10,490
Total	138,032	15,602	2,978	7		8,083	120,900	10,490

NOTE: This Statement is to read in conjunction with the Notes to the Performance Report and the accompanying Reviewer's Report

Statement of Accounting Policies

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

New Zealand Outdoor Instructors Association is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

New Zealand Outdoor Instructors Association For the year ended 30 June 2019

	2019	2018
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Grant Income		
NZ Community Trust	-	5,000
Sport NZ	100,000	100,000
Total Grant Income	100,000	105,000
Total Donations, fundraising and other similar revenue	100,000	105,000
Fees, subscriptions and other revenue from members		
Member Subscriptions	169,946	161,476
Total Fees, subscriptions and other revenue from members	169,946	161,476
Revenue from providing goods or services		
Assessment / Refresher Income	123,043	83,235
Training Course Income	55,914	48,262
Marketing Income	898	371
Publications & Merchandise Income	3,260	2,062
Qualification Review and Development	2,378	-
Total Revenue from providing goods or services	185,493	133,929
Interest, dividends and other investment revenue		
Interest Received	8,548	8,318
Total Interest, dividends and other investment revenue	8,548	8,318
Other revenue		
Sundry Income	578	153
Partnership Income - Skills Active	5,798	5,445
Total Other revenue	6,377	5,598
	2019	2018

2. Analysis of Expenses

Employee related costs		
ACC Levies	632	635
Wages & Salaries	182,743	183,704
Total Employee related costs	183,376	184,339
Costs related to providing goods or services		
Advocacy and Promotion	2,727	4,022
Assessment / Refresher / Revalidation Course Expenses	97,078	61,460
Bank Fees	3,300	2,960
Board Expenses	11,658	12,484
Cleaning	954	863
Computer, Website & IT Expenses	5,054	3,569

Projects and Consultancy and Contractor Expenses	6,032	23,115
Electricity	273	266
Executive Expenses	25,000	25,000
General Expenses	1,031	408
Graphic Design Expenses	450	460
Health and Safety	1,850	1,848
Hire of Equipment and Facilities	-	31
Insurance	4,532	4,435
Postage, freight & packaging	2,227	3,575
Printing & Stationery	2,222	2,766
Publication / Merchandise Expenses	17,366	16,851
Rent & Rates	8,545	8,897
Travel & Accommodation	752	1,801
Subscriptions	665	572
Symposium Expenses	21,527	23,737
Telephone	3,601	2,512
Training Course Costs	16,080	13,590
Staff Expenses	1,002	551
Total Costs related to providing goods or services	233,927	215,773

Other expenses

Accounting fees	2,903	3,281
Depreciation	8,083	5,983
Loss on Disposal of Assets	7	-
Unpaid Membership Fees	30,022	30,395
Total Other expenses	41,015	39,659

	2019	2018
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3. Analysis of Assets**Bank accounts and cash**

ASB Cheque Account	110,976	93,370
ASB Oncall Account	-	-
ASB Savings Account	848	2,097
BNZ Autocall Account	22,803	6,482
BNZ Chq Account	508	211
Total Bank accounts and cash	135,135	102,160

Debtors and prepayments

Accounts Receivable	103,139	110,681
Accrued Interest	1,183	1,603
Total Debtors and prepayments	104,322	112,284

Investments**Bank Term Deposits**

ASB Term Deposit 78	-	30,000
ASB Term Deposit 79	50,000	50,897
ASB Term Deposit 80	65,000	-
BNZ Term Deposit 3021	51,750	51,750
BNZ Term Deposit 3022	-	50,000

BNZ Term Deposit 3023	50,000	50,000
Total Investments	216,750	232,647

2019 2018

4. Analysis of Liabilities

Creditors and accrued expenses

Income Received in Advance	238,701	231,502
Accounts Payable	17,520	30,675
Accrued Expenses	5,608	6,266
Credit Cards	289	1,834
GST	39,042	35,694
Unclaimed Gift Vouchers	817	1,039
Total Creditors and accrued expenses	301,978	307,010

Employee costs payable

Accrued Holiday Pay	7,017	10,027
Total Employee costs payable	7,017	10,027

2019 2018

5. Property, Plant and Equipment

Plant and Equipment

Plant and machinery owned	131,387	135,052
Accumulated depreciation	(120,898)	(119,450)
Total Plant and Equipment	10,490	15,602
Total Property, Plant and Equipment	10,490	15,602

2019 2018

6. Accumulated Funds

Accumulated Funds

Opening Balance	145,655	171,106
Accumulated surpluses or (deficits)	12,046	(25,451)
Total Accumulated Funds	157,702	145,655
Total Accumulated Funds	157,702	145,655

7. Commitments

Rent & Rates - Waimea House. The final expiry date of the lease if renewed on an annual basis is 31 October 2021.

8. Securities and Guarantees

The New Zealand Outdoors Instructors Association has an ASB Visa Credit Card limit of \$2,000 for each of the two cards held by the organisation.

9. Related Parties

The following Related Party Transactions took place during the year:

Related Party	Relationship	Nature of Transaction
Matt Barker	Board member	Payments for running NZOIA Assessments
Ben Corcoran	Board Member	Payments for running NZOIA Assessments
David Mangnall	Related to person preparing Monthly and Annual Accounts	Payments for running NZOIA assessments and writing qualifications
Gemma Parkin	Board member	Payments for running NZOIA Assessments
Jo Thompson	Board member	Payments for running NZOIA Assessments
Tim Wills	Board member	Payments for running NZOIA Assessments

10. Events After Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

12. Unpaid Membership Fees \$30,022 (2018: \$30,395)

Students achieving leader qualifications through Assessment Centres are provided with free NZOIA membership for one year and then invoiced for continued membership in the subsequent year. Unpaid Membership Fees predominantly represents non renewals by those who do not continue into professional outdoor instructing/guiding employment.

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Members of New Zealand Outdoor Instructors Association Inc.

Report on the Financial Statements

We have reviewed the accompanying financial statements contained in the performance report of New Zealand Outdoor Instructors Association Inc., which comprises the statement of financial position as at 30 June 2019, and the statement of financial performance and statement of cash flows for the year then ended, and the statement of accounting policies and other explanatory information.

Board Responsibility for the Performance Report

The Board is responsible for the preparation of the Performance Report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and for such internal control as the Board determine is necessary to enable the preparation of a Performance Report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying Financial Statements. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*. ISRE (NZ) 2400 requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of Financial Statements in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, we do not express an audit opinion on the financial statements.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in New Zealand Outdoor Instructors Association Inc..

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of New Zealand Outdoor Instructors Association Inc. as at 30 June 2019 and its financial performance for the year then ended, in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

INDEPENDENT AUDITORS LTD

12 September 2019