



Annual Report And Financial Statements Year Ending 30 June 2020

**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 - 2019/2020

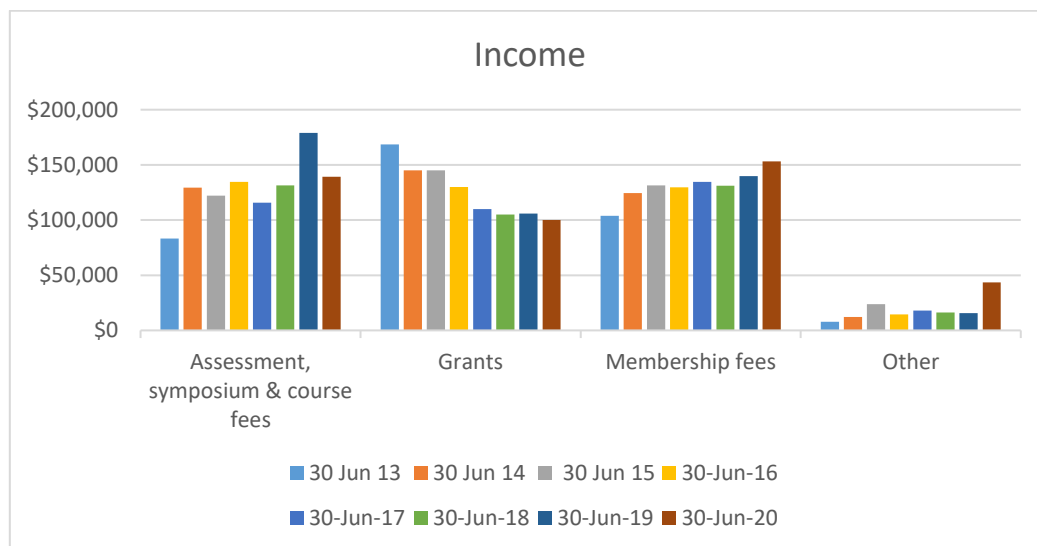
I think we can all agree the 2019-2020 year has been a rollercoaster. Following a sellout 2019 Symposium and AGM hosted by Outward Bound, the NZOIA staff began the important task of reapplying for Sport NZ Investment. This funding is an integral part of NZOIA's operation, and allows the association to provide and further develop the qualification pathway without having to increase costs to members. This was to be a 4 year investment round, however due to COVID-19, our current level of investment has been rolled over for another year.

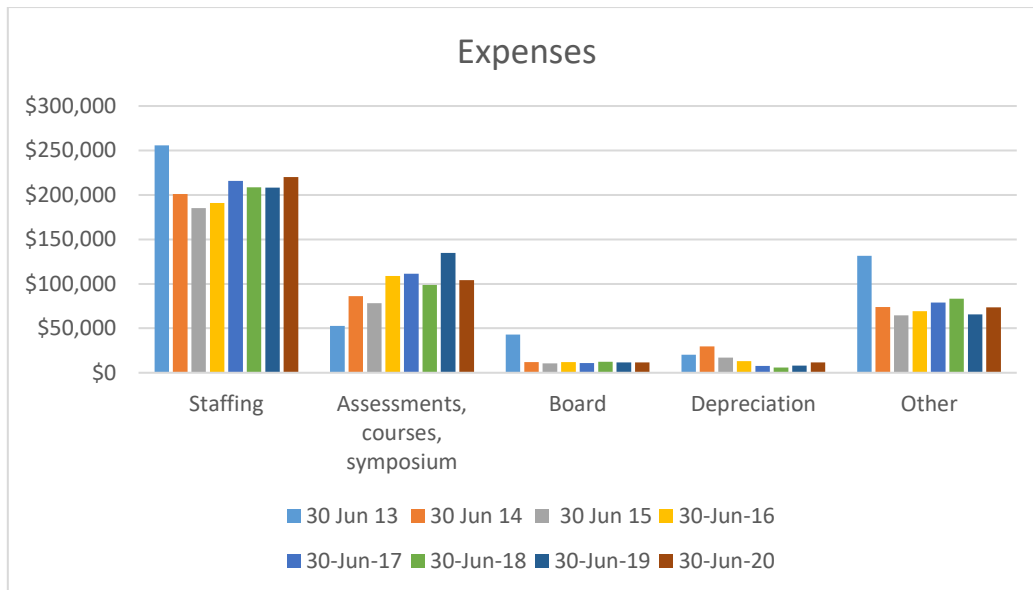
Sport NZ's new strategy focuses on youth, and they recognise the importance of the work NZOIA and our members all do to engage and support rangatahi. Information drawn from the membership survey which many of you completed to help with this application showed that NZOIA instructors reach 250,000 rangatahi annually, via 237 centres, organisations, clubs and councils.

The NZOIA team were making excellent progress on the business plan and were on track to exceed many of the business plan targets. Then COVID-19 reached Aotearoa New Zealand's shores.

Alongside our members, NZOIA's 'business as usual' ceased overnight with a complete halt to assessments, refreshers and training workshops, which are a key income streams for NZOIA. This left the association in the position to apply for the government wage subsidy and the later extension to offset the loss of revenue streams.

Overall, as you'll see in the financial report, the 2019/2020 year ended with a \$15,306 surplus, which is a fantastic result given the challenges of the last quarter.





This result is a reflection of the excellent work of the Nelson based team of Penny Holland, Sonya Sutherland, Pip Russell, Steff Willmore (who left in early 2020) and Naomi Dakin (who we welcomed in early 2020) who are ably supported by Deb Hurdle from her Kapiti Coast base through our executive services contract with Recreation Aotearoa.

In addition to those mentioned above, achievements of the 2019/2020 year included:

- 434 qualifications gained by leaders, instructors and guides (target was 350)
- 100% Satisfaction rating from participants on the quality of assessment events
- 5 disciplines were reviewed
- 429 members attended training and refresher workshops (target was 300)
- 94.5% Satisfaction rating from participants on the quality of refresher and training events
- The revalidation review was completed
- NZOIA website upgraded

Our thanks to all of the members who contributed to the qualification and revalidation reviews. The NZOIA assessor pool without whom this delivery wouldn't be possible. And the TSC; Sash Nukada, Keith Riley and Penny, for their oversight of all of this work.

As we head into the 2020/2021 financial year the board has approved a deficit budget, which will reduce our cash reserves down to 43% of annual operating costs. These reserves exist to maintain the viability of NZOIA through challenging times, and we believe this is one of those times.

We have projected a lowered level of income due to a reduction in membership and assessment fees, and extending the revalidation cycle.

Through this uncertain time the NZOIA team are as busy as ever with many projects still occurring to ensure a strong future, the assessment calendar back in action, and work underway to continue with as many refresher workshops as can safely be achieved.

Alongside keeping the wheels turning in the Covid-19 world, we have also been keeping an eye on the Reform of Vocational Education (RoVE) processes and the likely opportunities and risks for NZOIA and outdoor instructor/guiding qualifications.

Finally, thank you to the NZOIA Board; Matt Barker, Travis Donoghue, Noel Saxon, Jo Thompson, Tim Wills and Gill Wratt for your work and commitment to the Association. And our best wishes to Gill and Noel who are finishing up their time with NZOIA.

Gemma Parkin

NZOIA Board Chair

Tēnā koutou

Well what can I say, the last quarter of the 2019/20 financial year has certainly been one out of the box and not in a good way. Having committed to the continuation of the 'no courses cancelled' policy until December 2020, we had no idea that COVID-19 was just around the corner. COVID-19 not only lead to the cancellation of all courses, which meant 52 of you missed out on your assessments, but many in the sector facing financial hardship and unfortunately in some cases, the loss of their jobs. Those people have been in our thoughts and as an organisation NZOIA has done what it can to alleviate some of those pressures by extending the due date for membership renewals, promoting a pay by instalment option and keeping you all well informed about what was required of you to operate within the changing COVID-19 levels. It also seems the timing and outcomes of the revalidation review, giving you an extra year to revalidate, couldn't have come at a better time.

Membership

The year ended with 24 more full members than 2018/2019 and despite some members choosing to change their membership type, with decreases in affiliated members and increases in associate members, overall we still managed a slight increase in membership of 1%. It was heartening to see the level of commitment from members to renew their memberships despite the impacts of COVID-19.

Assessments

While down on 2018/19 (521) mainly due to COVID-19 cancelled courses, we still managed to award 434 qualifications, increase the pass rate from 83% for 2018/19 to 94% for 2019/20 and lift the level of satisfaction for the quality of assessment events from 94.3% in 2018/19 to 100% in 2019/20.

Professional development

While sadly this year's Symposium and Assessor Conference can't go ahead on a face to face basis, Outward Bound hosted a successful Symposium and Assessor Conference in October 2019. This was delivered to 172 attendees, all of whom expressed a high level of satisfaction with what was on offer and how it was delivered.

429 people attended training and refresher workshops, only 14 down on the year before (due to COVID-19) and while the satisfaction level with the quality of refresher and training workshop dropped by 4.5% to 94.5%, the level of satisfaction is a good indicator that the team are meeting the needs of our members with the professional development opportunities on offer.

Advocacy

We continue to work with Recreation Aotearoa to ensure the voice of the outdoors and our members is not lost, particularly in an election year and during the Reform of the Vocational Education sector.

Investment

Thanks to some great case studies from some of our members and your responses to the membership survey, Sport NZ could see the reach and impact of our members on rangatahi, their key priority for investment and agreed to a four year investment in NZOIA. Unfortunately, thanks to COVID-19, the celebrations around the securing of a four year investment were short lived when they decided to pull back to a one year investment. However, on the flip side there are now new

opportunities to secure investment from Sport NZ through the Government's Sport and Recreation Reset and Rebuild package and NZOIA should be in a good position to secure future funding due to our impact on rangatahi.

Our people

While our wonderful core staff, of Sonya Sutherland, Penny Holland and Pip Russell, has remained the same, there has been a changing of the guard in the admin area, with Steff Wilmore resigning earlier in the year to take on her big OE (again sadly impacted by COVID-19) and Naomi Dakin taking over the reins. Naomi has done a great job settling into the role and providing great support to the organisation and the rest of the team, all of whom continue to deliver great work for the organisation and our members. We are certainly very lucky to have such committed and passionate staff. They also appreciate the commitment of members to get involved in projects and would like to give a special thanks to Sash Nukada and Keith Riley for their efforts on the TSC, Jen Riley for her contribution to the production of the Quarterly and the model client project, Simon Goodwin for co-ordinating the revalidation and bush reviews and all of the other members that have contributed to the four qualification reviews undertaken over the 2019/20 financial year.

So despite 2020 being remembered as an *annus horribilis*, the 2019/20 financial year didn't turn out to be a bad one for NZOIA (largely thanks to the Government Wage Subsidy scheme). Like you, we are looking forward to see what 2020/21 has in store for us. NZOIA is forecasting the impact of COVID-19 to hit NZOIA financially in 2020/21, so your continued support is essential and appreciated.

Deb Hurdle

Executive Services Provider

Annual Report

New Zealand Outdoor Instructors Association
For the year ended 30 June 2020

Contents

3	Entity Information
5	Approval of Financial Report
6	Statement of Service Performance
8	Statement of Financial Performance
9	Statement of Financial Position
10	Statement of Cash Flows
11	Depreciation Schedule
13	Statement of Accounting Policies
14	Notes to the Performance Report

Entity Information

New Zealand Outdoor Instructors Association For the year ended 30 June 2020

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 (2 x 0.8, 1 x 0.9) staff (Assessment Coordinator, Operations Manager and Business Manager), and one part-time administration staff member (0.5). Recreation Aotearoa 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:

- Gemma Parkin - Chair
- Gillian Wratt
- Jo Thompson
- Matt Barker
- Travis Donoghue
- 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.

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

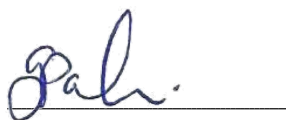
P O Box 1620, Nelson, New Zealand, 7040

Approval of Financial Report

New Zealand Outdoor Instructors Association For the year ended 30 June 2020

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 2020.

APPROVED

A handwritten signature in blue ink, appearing to read 'Gemma', is written over a horizontal line.

Gemma Parkin

Chairperson

Date: 28 September 2020

Statement of Service Performance

New Zealand Outdoor Instructors Association For the year ended 30 June 2020

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

	Goal 2019/20	Actual this year 2019/20	Actual last year 2018/19
2019 National Training Symposium participants	130	160	149
NZOIA qualifications gained by leaders, instructors and guides	350	434	521
Training and refresher workshop attendees	300	429	446
Disciplines reviewed	5	Achieved Rock Climbing Wall Multisport Kayak Artificial Whitewater Bush	Canyon Leader, Mountain Bike Leader
Annual assessor forum and continuing professional development programme provided	Achieved	Achieved	Achieved
Number of members	1425	1387 1% growth Not Achieved due to Covid-19.	1375 6% growth
Weekly 4YA and 3 Quarterly publications produced	Achieved	Achieved	Achieved
Partnerships and/or collaborations with other organisations maintained	Achieved	Achieved	Achieved
\$200,000 of cash reserves	\$200,000	\$344,125	\$351,885
Budget surplus of 1-3% of expenditure (excluding projects)	1-3%	3.3%	2.6%
Review of Strategic Plan	Complete	Complete	Complete

Additional Output Measures

Description	Actual this year 2019/20	Actual last year 2018/19
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%	97%
85% Satisfaction with NZOIA services	98%	98.5%
Revalidation review carried out and implemented	Achieved	N/A
Website upgrade	Achieved	N/A

Statement of Financial Performance

New Zealand Outdoor Instructors Association For the year ended 30 June 2020

	NOTES	2020	2019
Revenue			
Donations, fundraising and other similar revenue	1	100,000	100,000
Fees, subscriptions and other revenue from members	1	185,214	169,946
Revenue from providing goods or services	1	142,689	185,493
Interest, dividends and other investment revenue	1	6,591	8,548
Other revenue	1	33,432	6,377
Total Revenue		467,926	470,364
Expenses			
Employee related costs	2	195,034	183,376
Costs related to providing goods or service	2	210,276	233,927
Other expenses	2	47,311	41,015
Total Expenses		452,621	458,318
Surplus/(Deficit) for the Year		15,306	12,046

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 2020

	NOTES	30 JUN 2020	30 JUN 2019
Assets			
Current Assets			
Bank accounts and cash	3	129,125	135,135
Debtors and prepayments	3	127,369	104,322
Total Current Assets		256,494	239,457
Non-Current Assets			
Property, Plant and Equipment	5	15,876	10,490
Investments	3	215,000	216,750
Total Non-Current Assets		230,876	227,240
Total Assets		487,370	466,696
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	306,367	301,978
Employee costs payable	4	7,996	7,017
Total Current Liabilities		314,363	308,995
Total Liabilities		314,363	308,995
Total Assets less Total Liabilities (Net Assets)		173,007	157,702
Accumulated Funds			
Accumulated surpluses or (deficits)	6	173,007	157,702
Total Accumulated Funds		173,007	157,702

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 2020

	2020	2019
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	115,000	115,000
Fees, subscriptions and other receipts from members	184,417	167,192
Receipts from providing goods or services	142,069	181,011
Interest, dividends and other investment receipts	6,591	8,548
Cash receipts from other operating activities	38,793	16,103
GST	(3,633)	8,075
Payments to suppliers and employees	(442,050)	(504,101)
Cash flows from other operating activities	(31,926)	(30,022)
Total Cash Flows from Operating Activities	9,262	(38,193)
Cash Flows from Investing and Financing Activities		
Receipts from sale of property, plant and equipment	-	41
Receipts from sale of investments	1,750	80,897
Payments to acquire property, plant and equipment	(17,022)	(9,770)
Payments to purchase investments	-	-
Total Cash Flows from Investing and Financing Activities	(15,272)	71,168
Net Increase/ (Decrease) in Cash	(6,010)	32,975
Cash Balances		
Cash and cash equivalents at beginning of period	135,135	102,160
Cash and cash equivalents at end of period	129,125	135,135
Net change in cash for period	(6,010)	32,975

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 2020

NAME	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Fixed Asset Additions									
50% deposit for site upgrade	29 Jun 2018	6,750	2,700	-	-	60.00%	1,620	5,670	1,080
Design of new website	22 Aug 2019	2,600	-	2,600	-	60.00%	1,430	1,430	1,170
Fibre upgrade to Office Phones	17 Dec 2019	555	-	555	-	20.00%	65	65	490
HP Probook 640	8 Jun 2015	1,183	71	-	-	50.00%	35	1,148	35
HP Probook 640 G	26 Apr 2016	3,456	378	-	-	50.00%	189	3,267	189
HP Probook 650 G4 Business Laptop and warranty	19 Feb 2019	1,702	1,347	-	-	50.00%	674	1,028	674
HP Probook 650 G5 (15.6") Notebook and Set up (Laptop 09)	1 Sep 2019	1,970	-	1,970	-	50.00%	821	821	1,149
HP Probook 650 G5 (15.6") Notebook and Set up (Laptop 10)	1 Sep 2019	1,970	-	1,970	-	50.00%	821	821	1,149
HP Prodesk Computer	22 May 2015	1,107	63	-	-	50.00%	32	1,075	32
HP Prodesk upgrade SN 1912LZ0FDWW9 - WD Green SATA3 3D 2.5" SSD 240GB	1 Sep 2019	408	-	408	-	50.00%	170	170	238
HP UltraSlim Docking Station 4 x USB 3.0 - Network (RJ-45) - VGA - DisplayPort x2	1 Sep 2019	513	-	513	-	50.00%	214	214	299
Logbook Development - Import existing logbooks	9 Feb 2018	900	270	-	-	60.00%	162	792	108
Logbook Ony User - Registration	9 Nov 2017	750	180	-	-	60.00%	108	678	72
Office chairs & filing cabinets	31 Oct 2011	1,981	514	-	-	16.00%	82	1,549	432
Office chairs, cabinet & mobile	30 Nov 2011	894	235	-	-	16.00%	38	697	197
Office Mobiles (x3)	11 Nov 2011	803	212	-	-	16.00%	34	625	178
Office Phone System	31 Dec 2011	755	51	-	36	30.00%	15	-	-
Office Refit	31 Dec 2011	814	366	-	-	10.00%	37	484	330
OKI MC562W A4 Colour Wireless Printer	21 Aug 2013	852	42	-	-	40.00%	17	827	25
Paddle (Award Trophy)	30 Jun 2017	520	520	-	-	10.00%	52	52	468
Samsung OS7030 Telephone System	21 Jul 2014	1,865	611	-	-	20.00%	122	1,376	489
Site upgrade	1 Oct 2018	443	266	-	-	60.00%	160	337	106

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

Depreciation Schedule

NAME	PURCHASED	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Standing Desk	20 Jun 2016	640	417	-	-	13.00%	54	277	363
Website Development	1 Jul 2013	1,500	6	-	-	60.00%	4	1,498	2
Website Development	1 Jun 2009	800	-	-	-	60.00%	-	-	-
Website Development	26 Sep 2013	7,600	39	-	-	60.00%	23	7,584	16
Website Development	31 Oct 2013	3,800	21	-	-	60.00%	13	3,791	9
Website Development	25 May 2015	1,250	29	-	-	60.00%	17	1,238	12
Website Development	1 Apr 2012	40,000	273	-	-	50.00%	137	39,863	137
Website Development	18 Oct 2019	6,307	-	6,307	-	60.00%	2,838	2,838	3,469
Website Development	14 Jul 2013	7,600	31	-	-	60.00%	19	7,588	12
Website Development	1 Sep 2009	787	-	-	-	60.00%	-	-	-
Website Development	13 Apr 2017	1,500	204	-	-	60.00%	122	1,418	82
Website Development	1 Jun 2009	8,555	-	-	-	48.00%	-	-	-
Website Development	30 Jun 2013	14,700	57	-	-	60.00%	34	14,677	23
Website Development	1 Jun 2009	5,580	-	-	-	48.00%	-	-	-
Website Development	30 Jun 2017	1,000	152	-	-	60.00%	91	939	61
Website Development	6 Mar 2017	600	77	-	-	60.00%	46	569	31
Website Development - Logbook	14 Dec 2017	700	182	-	-	60.00%	109	627	73
Website Development - Logbook	21 May 2015	2,500	58	-	-	60.00%	35	2,477	23
Website Development - Logbook	20 Oct 2014	2,160	30	-	-	60.00%	18	2,148	12
Website Development - Logbook	30 Jan 2015	2,500	45	-	-	60.00%	27	2,482	18
Website Development - Logbook	21 May 2015	500	12	-	-	60.00%	7	495	5
Website Development - Logbook	10 Aug 2015	1,000	29	-	-	60.00%	17	988	12
Website Development & Flex template for Joomla upgrade	14 Jun 2019	833	792	-	-	60.00%	475	517	317
Website Upgrade	6 Dec 2019	500	-	500	-	60.00%	175	175	325
Website Upgrade. Dec 2019 / Jan 2020.	7 Feb 2020	700	-	700	-	60.00%	175	175	525
Website Upgrades	17 Apr 2020	1,500	-	1,500	-	60.00%	225	225	1,275
Wireless phone headset with Handset Lifter	3 Jul 2015	509	208	-	-	20.00%	42	342	167
Total Fixed Asset Additions		148,412	10,490	17,022	36		11,600	116,059	15,876
Total		148,412	10,490	17,022	36		11,600	116,059	15,876

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 2020

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 2020

	2020	2019
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Grant Income		
Sport NZ	100,000	100,000
Total Grant Income	100,000	100,000
Total Donations, fundraising and other similar revenue	100,000	100,000
Fees, subscriptions and other revenue from members		
Member Subscriptions	185,214	169,946
Total Fees, subscriptions and other revenue from members	185,214	169,946
Revenue from providing goods or services		
Assessment / Refresher Income	84,500	123,043
Training Course Income	54,809	55,914
Marketing Income	1,086	898
Publications & Merchandise Income	1,964	3,260
Qualification Review and Development	330	2,378
Total Revenue from providing goods or services	142,689	185,493
Interest, dividends and other investment revenue		
Interest Received	6,591	8,548
Total Interest, dividends and other investment revenue	6,591	8,548
Other revenue		
Sundry Income	627	578
Partnership Income - Skills Active	-	5,798
MSD Wage Subsidy	32,805	-
Total Other revenue	33,432	6,377
	2020	2019

2. Analysis of Expenses

Employee related costs		
ACC Levies	535	632
Wages & Salaries	194,499	182,743
Total Employee related costs	195,034	183,376
Costs related to providing goods or services		
Advocacy and Promotion	3,357	2,727
Assessment / Refresher / Revalidation Course Expenses	72,466	97,078
Bank Fees	2,651	3,300
Board Expenses	11,641	11,658
Cleaning	1,207	954
Computer, Website & IT Expenses	5,863	5,054

	2020	2019
Projects and Consultancy and Contractor Expenses	5,700	6,032
Electricity	287	273
Executive Expenses	25,000	25,000
General Expenses	1,191	1,031
Graphic Design Expenses	191	450
Health and Safety	1,140	1,850
Insurance	4,518	4,532
Postage, freight & packaging	1,868	2,227
Printing & Stationery	2,222	2,222
Publication / Merchandise Expenses	19,994	17,366
Qualification Review	4,338	-
Rent & Rates	8,561	8,545
Travel & Accommodation	1,454	752
Subscriptions	990	665
Symposium Expenses	18,226	21,527
Telephone	3,383	3,601
Training Course Costs	13,328	16,080
Staff Expenses	701	1,002
Total Costs related to providing goods or services	210,276	233,927
Other expenses		
Accounting fees	3,259	2,903
Depreciation	11,600	8,083
Legal Expenses	489	-
Loss on Disposal of Assets	36	7
Unpaid Membership Fees	31,926	30,022
Total Other expenses	47,311	41,015
	2020	2019

3. Analysis of Assets

Bank accounts and cash

ASB Cheque Account	120,762	110,976
ASB Oncall Account	-	-
ASB Savings Account	849	848
BNZ Autocall Account	7,047	22,803
BNZ Chq Account	468	508
Total Bank accounts and cash	129,125	135,135

Debtors and prepayments

Accounts Receivable	125,524	103,139
Accrued Interest	1,845	1,183
Total Debtors and prepayments	127,369	104,322

Investments

Bank Term Deposits

ASB Term Deposit 79	50,000	50,000
ASB Term Deposit 80	65,000	65,000

BNZ Term Deposit 3021	50,000	51,750
BNZ Term Deposit 3022	50,000	50,000
Total Investments	215,000	216,750

2020 2019

4. Analysis of Liabilities

Creditors and accrued expenses

Income Received in Advance	252,260	238,701
Accounts Payable	19,117	17,520
Accrued Expenses	-	5,608
Credit Cards	(204)	289
GST	34,155	39,042
Unclaimed Gift Vouchers	1,039	817
Total Creditors and accrued expenses	306,367	301,978

Employee costs payable

Accrued Holiday Pay	7,996	7,017
Total Employee costs payable	7,996	7,017

2020 2019

5. Property, Plant and Equipment

Plant and Equipment

Plant and machinery owned	131,935	131,389
Accumulated depreciation	(116,059)	(120,900)
Total Plant and Equipment	15,876	10,490

Total Property, Plant and Equipment	15,876	10,490
--	---------------	---------------

2020 2019

6. Accumulated Funds

Accumulated Funds

Opening Balance	157,702	145,655
Accumulated surpluses or (deficits)	15,306	12,046
Total Accumulated Funds	173,007	157,702

Total Accumulated Funds	173,007	157,702
--------------------------------	----------------	----------------

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 \$5,000 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
David Mangnall	Related to person preparing 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 \$31,926 (2019: \$30,022)

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 2020, 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 2020 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

INDEPENDENT AUDITORS LTD

28 September 2020

