



Annual Report And Financial Statements Year ending 30 June 2016

NEW ZEALAND OUTDOOR INSTRUCTORS' ASSOCIATION (INC.)
PO BOX 1620
NELSON 7040



NZOIA gratefully acknowledges the on-going support of Sport NZ and Water Safety NZ

NZOIA Chair Annual Report - 2015/2016

Kia ora NZOIA Members,

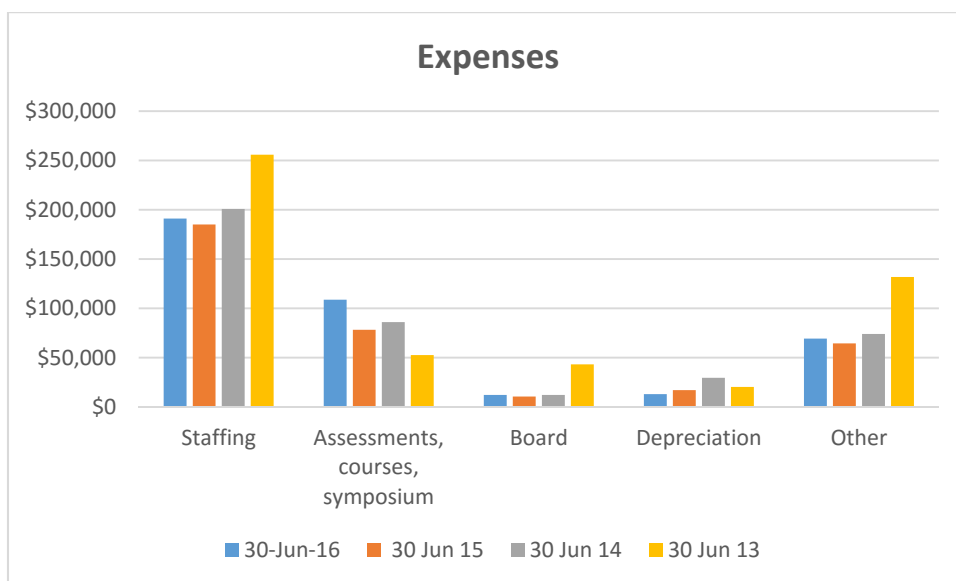
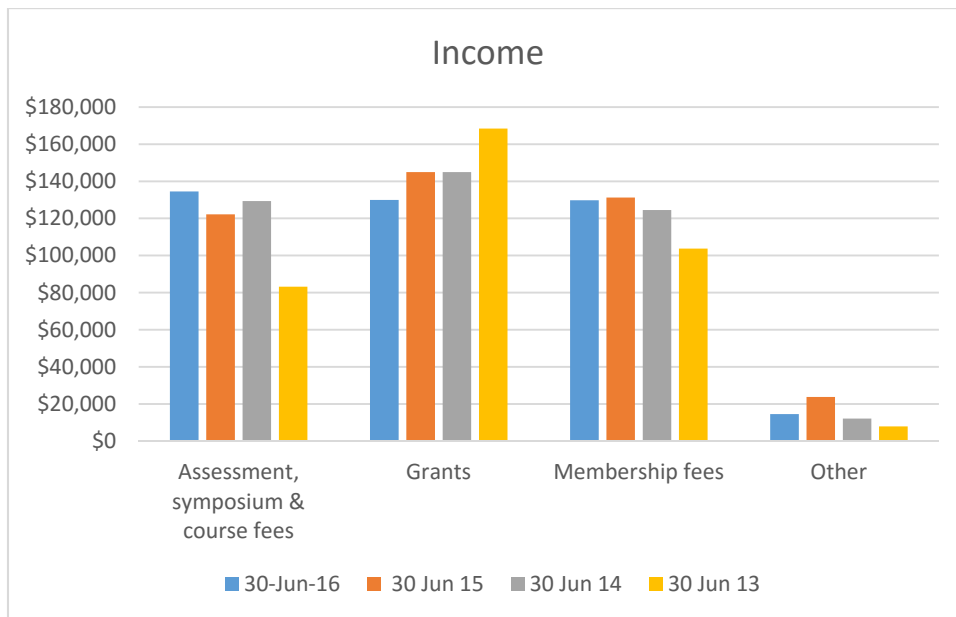
The key activities and achievements for NZOIA this year have included:

- The third consecutive year of financial surplus - \$14,838 in 2015/16, compared to \$67,011 in 2014/15, \$8,524 in 2013/14 and a deficit \$139,980 in 2012/13
- A similar level of membership, assessment and training course activity to last year
- Another very successful Symposium hosted in October 2015 by the Peel Forest Outdoor Centre
- Increasing demand for NZOIA qualifications from the adventure tourism industry and initiatives to grow our membership in this sector
- Finalising a benchmarking process with Skills Active to enable NZOIA qualification holders to gain the equivalent NZ Certificate qualification for Bush, Kayak and Rock Level 1 and Leader, and Abseil and Sea Kayak Leader qualifications.
- Sign off of the NZOIA Safety Management System against the Adventure Activity Regulation and new Health and Safety legislation requirements
- Continued engagement with WorkSafe NZ on Adventure Activity Regulations, in particular their intention to review the operation of the audit scheme
- Consideration of NZOIA qualifications for multisport kayaking, mountain biking and the WERO artificial whitewater course
- Profiling of NZOIA/NZOIA instructors with articles published in Tourism Business, Tearaway (Voice of NZ Youth) the Australian Leisure Magazine and the Education Gazette, and the NZOIA brochure placed in satchels for NZ Principals, School Trustees Association and Blue Light Conferences
- Revision of the NZOIA Code of Conduct to a new NZOIA Code of Ethical Practice for Outdoor Professionals – for member voting at the AGM
- Review of the NZOIA membership fees model with a simplified model - for member voting at the AGM

With a full time equivalent staffing of 2.85 people supporting a membership of over 1000 and organising assessments and training/refresher workshops, this is an impressive list, especially with NZOIA Operations Manager Penny Holland being out of action for a couple of months early in 2016. Well done to Penny, Office Manager and Symposium Organiser Sonya Sutherland and their support team of Shona McInnes, Steff Wilmore, Nicola Crisp and Jenny Pomeroy in the office, and thanks to the NZ Recreation Association for their support through CE Andrew Leslie, Deb Hurdle and the team at Last Word Writing Services.

As is shown in the graphs below, the NZOIA income and costs have been reasonably stable for the last 3 years. The increase in assessment, symposium and course fees this financial year is due to higher Symposium costs and an increase in what we pay NZOIA assessors. The \$100k Sport NZ funding for NZOIA was rolled over after the initial funding period ended in 2014/15, while Sport NZ carried out a review of the Active Recreation sector to provide the basis for the next funding round.

NZOIA's revenue comes almost evenly from membership fees, course/assessment and Symposium income, and grants.



Loss of the grant income, with the current level of NZOIA membership, would mean an increase of around \$100 in membership and/or assessment/course fees to support the current NZOIA business model – even considering the significantly reduced operating costs in the past 3 years. One way to reduce the organisation's vulnerability to reductions in grant funding is to grow NZOIA's membership. This is in part why the Board is looking to the Adventure Tourism industry. The Board is of the view that we can both offer value to this sector and benefit NZOIA with increased membership.

At the end of the 2015/16 financial year NZOIA had cash reserves of \$343,038 and net current assets of \$200,576. The cash reserves are about 82% of our annual operating costs, which puts NZOIA in a strong position considering the organisation's reliance on year by year grant income to supplement membership and assessment/course 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 support received from SportNZ and Water Safety NZ in 2015/16. The support of these organisations in recent years has made 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.

Thank you to the Board members – Jo Parsons, Dave Ritchie, Matt Barker, Cam Walker and Stu Allan, TSC Convenor Dave Moore and Accountant Angela Mangnall, all of whom put in time and energy to keep NZOIA on track. Dave Moore has this year stepped down as TSC Convenor, and thanks to Tim Wills who has stepped into this role. Thank you also to the assessors and others of you who put time into the NZOIA qualifications system, and over the past year into providing an NZOIA instructor perspective into the TROQ Technical Advisory Groups. A large part of NZOIA's value and integrity is because it s an organisation developed and run by people working in the outdoor sector, for the sector.

Gillian Wratt
Chair
For the Board

Management Report 2015-2016

Tēnā koutou,

This year has seen the New Zealand Outdoor Instructors Association (NZOIA) looking to the future and how we can retain our current members and build on that base through the services and qualifications we offer in a very tight financial market. The benchmarking exercise with Skills Active on existing NZOIA qualifications has been completed and the majority of NZOIA assessors have become recognised Skills Active assessors. This enables them to assess both NZOIA and New Zealand Qualification Framework (NZQF) qualifications and opens the door for more work opportunities for them.

I would like to acknowledge the NZOIA staff Penny Holland, Sonya Sutherland, Shona McInnes, Steff Wilmore and Nicola Crisp for their membership support and work to ensure NZOIA achieved an operating surplus again this year. Particularly those who worked longer hours to keep things ticking along when Penny was incapacitated from her ski accident. Dave Mangnall has also been helping Penny with qualification review work and looking a new qualifications.

Membership was down a little on last year, with 1,032 members as at June 2016 (compared to 1,081 as at June 2015). This is mainly due to of some students not being enrolled by the due date rather than an actual loss of members. NZOIA membership is composed of 898 full members and 134 associate.

In 2015-2016, 300 people participated in NZOIA training and refresher events and 304 NZOIA qualifications were successfully gained.

Our achievements and progress against the strategic objectives set for the 2015-2016 year are summarised below.

Financial situation

NZOIA ended the financial year with a small surplus, which was twice what we had budgeted for. This was in no small way thanks to ACC covering a large part of Penny's salary while she was on sick leave. We were grateful for the continued investment from Sport New Zealand, Water Safety New Zealand (WSNZ) and Skills Active. This funding ensured we could continue to deliver our assessments and training courses at an affordable cost. The current funding environment is tight, with increased competition and reduced available funds. We have been more fortunate than some organisations in the sector, but are feeling the pinch having been unsuccessful in our quest for investment from WSNZ for 2016-2017.

Leadership and advocacy to better coordinate delivery of outdoor recreation

72% of NZOIA assessors have been recognised by Skills Active to assess NZQF qualifications, making it possible for current and future NZOIA qualification holders to also gain the equivalent NZQF qualification. This year's Annual Assessor Forum was attended by 48 people.

We continue to collaborate with key organisations in the sector including:

- Whitewater NZ continues to work with NZOIA on relevant qualifications and syllabuses.
- New Zealand Recreation Association (NZRA) with the management support services contract for NZOIA and supporting advocacy for outdoor recreation in New Zealand, particularly around the implementation of the Adventure Activities Regulations.
- Skills Active Aotearoa has reconfirmed their partnership agreement with NZOIA which will see the two organisations working together on the development of mountain biking qualifications and resources and further benchmarking of NZOIA qualifications once the post Targeted Review of Qualifications (TRoQ) qualifications are up and running in late 2016.
- Leave No Trace (LNT) – to promote LNT's environmental policy in all NZOIA resources and courses.

- The transition pathway established in 2014-2015 has seen 36 New Zealand Mountain Safety Council (MSC) volunteers transition to NZOIA qualifications.
- ARA Timaru Campus (formerly Aoraki Polytechnic), AUT University, ARA Christchurch Campus (formerly CPIT), Hillary Outdoors, NMIT, North Tec, Otago Polytechnic, Tai Poutini Polytechnic and Whitireia all continue to provide assessment centres for NZOIA qualifications.

Increased skills and knowledge of leaders, instructors and guides to enhance the quality of outdoor experiences for participants

The National Training Symposium at Peel Forest Outdoor Centre was attended by 143 people. (14% of total membership).

In a post Symposium survey, 100% of respondents were satisfied overall with the Symposium

Over the year, 192 members attended training and 108 attended refresher workshops. 97% of attendees expressed satisfaction with the quality of training and refresher workshops and assessor events.

88 members (8.5% of our members) used the on-line logbook. While we want this to be a useful tool for NZOIA members, it is a crucial tool for NZOIA to demonstrate the impact and reach we have across New Zealand to funding organisations like Sport NZ. We cannot impress upon you enough the need to use this valuable tool. Enhancements are being made to make it more user friendly to members, so we are hoping that uptake will increase.

Leader workbooks with example answers for assessors for Abseil, Cave, Rock Climbing, Core Knowledge, Bush Walking, Sea Kayaking and Kayaking have all been updated. An exploration of Recognition of Current Competency (RCC) process for Swiss Canyoning has been completed. The RCC for British Canoe Union coaching awards has been updated to equivalent NZOIA qualifications.

Targeted Review of Qualifications

NZOIA has continued to actively participate in the Targeted Review of Qualifications (TRoQ) for the outdoor sector with an NZOIA Board member on the Outdoor Sector Reference Group, the NZOIA Operations Manager and NZOIA assessors/instructors on the TRoQ Technical Advisory Groups, and NZOIA syllabuses being tabled as a start point for the work of appropriate Technical Advisory Groups.

The future

Over the next year, we plan to focus on how we can build our income and membership base with organisational membership and better engaging with the Adventure Tourism sector, who are increasingly looking to employ staff with NZOIA qualification, as well as undertake projects that meet the needs of our existing members. We will continue to work collaboratively with other organisations to strengthen the voice of the outdoor sector to secure better advocacy and increased investment to ensure that people continue to have safe and enjoyable experiences in the outdoors.

Nga mihi nui,

Deb Hurdle
Executive Services Provider
NZRA

Annual Report

New Zealand Outdoor Instructor's Association
For the year ended 30 June 2016

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 Instructor's Association For the year ended 30 June 2016

Legal Name of Entity

New Zealand Outdoor Instructor's 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.

MISSION: To provide qualifications and training for New Zealand's outdoor leaders through an internationally recognised assessment and registration body.

Entity Structure

The New Zealand Outdoor Instructor's 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 two full time (0.8) staff (Operations Manager and Business Manager), and three part-time administration staff. The New Zealand Recreation Association (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
- Stu Allan
- Cameron Walker
- Matt Barker
- Dave Ritchie
- Jo Parsons

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, Water Safety 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

Physical Address

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

Postal Address

P O Box 1620, Nelson, New Zealand, 7010

Approval of Financial Report

New Zealand Outdoor Instructor's Association For the year ended 30 June 2016

The Executive are pleased to present the approved financial report including the historical financial statements of New Zealand Outdoor Instructor's Association for year ended 30 June 2016.

APPROVED



Gillian Wratt

Chairperson

Date: 9 September 2016

Statement of Service Performance

New Zealand Outdoor Instructor's Association For the year ended 30 June 2016

Description of Entity's Outcomes

Qualifications and Training

- Increase the skills and knowledge of leaders, instructors and guides to enhance the quality of outdoor experiences for participants.

Professional Community

- Increase the number and quality of leaders, guides and instructors
- Support the professional development of registered instructors

Leadership and Advocacy

- Improve national leadership to better coordinate delivery of outdoor recreation
- Drive awareness of trends relating to professional outdoor instruction to positively influence decision making

Operational excellence

- Strong financial management and sustainability through policies, processes, controls, accountability and governance
- Develop a high performing team through clear aligned KPIs and performance management
- Maintain a robust and informative NZOIA web platform

Description and Quantification of the Entity's Outputs

Description	Actual this year 2015/2016	Actual last year 2014/15
130 participants attend 2015 National Training Symposium	143	126
300 Attendees of training and refresher workshops	300	350
1000 registered instructors and guides	1,032	943
Annual assessor forum and continuing professional development programme provided	48 attendees	30 attendees
Benchmarking of NZOIA quals against the NZQF completed	Completed	N/A
Rock and Wall Qualification reviews undertaken	Underway	N/A
Leader workbook reviewed	Completed	N/A
3 x partnerships and/or collaborations with other organisations maintained	4	3

Additional Output Measures

Description	Actual this year 2015/16	Actual last year 2014/15
85% satisfaction of participants with 2015 National Training symposium	100%	90%
85% Satisfaction of participants with quality of training and refresher workshops and assessment events	97%	98%

Statement of Financial Performance

New Zealand Outdoor Instructor's Association For the year ended 30 June 2016

	NOTES	2016	2015
Revenue			
Donations, fundraising and other similar revenue	1	125,000	145,000
Fees, subscriptions and other revenue from members	1	152,914	155,253
Revenue from providing goods or services	1	138,846	127,245
Interest, dividends and other investment revenue	1	9,105	10,621
Other revenue	1	6,184	8,175
Total Revenue		432,050	446,293
Expenses			
Volunteer and employee related costs	2	146,449	148,743
Costs related to providing goods or service	2	233,058	187,561
Other expenses	2	37,702	42,979
Total Expenses		417,210	379,283
Surplus/(Deficit) for the Year		14,840	67,010

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 Instructor's Association As at 30 June 2016

	NOTES	30 JUN 2016	30 JUN 2015
Assets			
Current Assets			
Bank accounts and cash	3	133,038	102,732
Debtors and prepayments	3	94,340	87,315
Total Current Assets		227,378	190,046
Non-Current Assets			
Property, Plant and Equipment	5	16,611	23,974
Investments	3	210,000	210,000
Total Non-Current Assets		226,611	233,974
Total Assets		453,989	424,020
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	227,904	218,336
Employee costs payable	4	8,898	3,338
Total Current Liabilities		236,802	221,673
Total Liabilities		236,802	221,673
Total Assets less Total Liabilities (Net Assets)		217,187	202,347
Accumulated Funds			
Accumulated surpluses or (deficits)	6	217,187	202,347
Total Accumulated Funds		217,187	202,347

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 Instructor's Association For the year ended 30 June 2016

2016

Cash Flows from Operating Activities

Donations, fundraising and other similar receipts	143,750
Fees, subscriptions and other receipts from members	153,535
Receipts from providing goods or services	157,954
Interest, dividends and other investment receipts	9,105
Cash receipts from other operating activities	5,012
GST	(16,837)
Payments to suppliers and employees	(389,188)
Cash flows from other operating activities	(23,177)
Total Cash Flows from Operating Activities	40,153

Cash Flows from Investing and Financing Activities

Payments to acquire property, plant and equipment	(6,788)
Cash Flows from Other Investing and Financing Activities	(3,059)
Total Cash Flows from Investing and Financing Activities	(9,847)

Net Increase/ (Decrease) in Cash **30,306**

Cash Balances

Cash and cash equivalents at beginning of period	102,732
Cash and cash equivalents at end of period	133,038
Net change in cash for period	30,306

There are no comparative figures for the Statement of Cashflows. This is because 2016 is the first year this report has been included in the Annual Report and there are no comparative figures available.

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 Instructor's Association For the year ended 30 June 2016

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Fixed Asset Additions								
Gen-i Computer	1,907	27	-	-	60%	16	1,896	11
Hp Compaq 8100 Elite PC	1,410	22	-	-	60%	13	1,401	9
HP Laser Jet Printer	299	-	-	-	100%	-	299	-
HP Probook 4320s Notebook	1,525	18	-	-	60%	11	1,518	7
HP Probook 4330s i3-2310M 2GB	1,801	41	-	-	60%	25	1,784	17
HP Probook 640	1,183	1,134	-	-	50%	567	616	567
HP Probook 640 G	3,456	-	3,456	-	50%	432	432	3,024
HP Prodesk Computer	1,107	1,015	-	-	50%	507	600	507
Office chairs & filing cabinets	1,981	1,033	-	-	16%	165	1,113	868
Office chairs, cabinet & mobile	894	472	-	-	16%	76	497	397
Office Mobiles (x3)	803	425	-	-	16%	68	446	357
Office Phone System	755	214	-	-	30%	64	605	150
Office Refit	814	558	-	-	10%	56	312	502
OKI MC562W A4 Colour Wireless Printer	852	324	-	-	40%	130	658	194
Samsung OS7030 Telephone System	1,865	1,492	-	-	20%	298	671	1,194
Standing Desk	640	-	640	-	13%	7	7	633
Web Development	787	4	-	-	60%	2	785	2
Web Development	40,000	4,375	-	-	50%	2,188	37,813	2,188
Web Development	8,555	3	-	-	48%	2	8,553	2
Web Development	800	3	-	-	60%	2	799	1
Web Development	14,700	2,234	-	-	60%	1,341	13,806	894
Web Development	5,580	5	-	-	48%	2	5,577	3
Website Development	1,500	240	-	-	60%	144	1,404	96

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

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	RATE	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Website Development	7,600	1,520	-	-	60%	912	6,992	608
Website Development	3,800	836	-	-	60%	502	3,466	334
Website Development	1,250	1,125	-	-	60%	675	800	450
Website Development	7,600	1,216	-	-	60%	730	7,114	486
Website Development - Logbook	2,500	1,750	-	-	60%	1,050	1,800	700
Website Development - Logbook	2,160	1,188	-	-	60%	713	1,685	475
Website Development - Logbook	500	450	-	-	60%	270	320	180
Website Development - Logbook	1,000	-	1,000	-	60%	550	550	450
Website Development - Logbook	2,500	2,250	-	-	60%	1,350	1,600	900
Wireless phone headset with Handset Lifter	509	-	509	-	20%	102	102	407
Total Fixed Asset Additions	122,633	23,974	5,605	-		12,968	106,022	16,611
Total	122,633	23,974	5,605	-		12,968	106,022	16,611

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 Instructor's Association For the year ended 30 June 2016

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 Instructor's 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 Instructor's Association For the year ended 30 June 2016

	2016	2015
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Grant Income		
NZ Community Trust	-	25,000
Sport NZ	100,000	100,000
Water Safety NZ	25,000	20,000
Total Grant Income	125,000	145,000
Total Donations, fundraising and other similar revenue	125,000	145,000
Fees, subscriptions and other revenue from members		
Member Subscriptions	152,914	155,253
Total Fees, subscriptions and other revenue from members	152,914	155,253
Revenue from providing goods or services		
Assessment / Refresher Income	91,800	88,988
Training Course Income	42,743	33,210
Publications & Merchandise Income	4,304	5,047
Total Revenue from providing goods or services	138,846	127,245
Interest, dividends and other investment revenue		
Interest Received	9,105	10,621
Total Interest, dividends and other investment revenue	9,105	10,621
Other revenue		
Marketing Income	347	48
Depreciation recovered on sale of fixed assets	-	37
Sundry Income	836	8,090
Partnership Income - Skills Active	5,000	-
Total Other revenue	6,184	8,175
	2016	2015

2. Analysis of Expenses

Volunteer and employee related costs		
Wages & Salaries	146,449	148,743
Total Volunteer and employee related costs	146,449	148,743
Costs related to providing goods or services		
ACC Levies	607	355
Advertising & Sponsorship	4,642	4,094
Assessment / Refresher / Revalidation Course Expenses	69,874	59,303
Board Expenses	12,098	9,958
Cleaning	735	499
Computer, Website & IT Expenses	5,814	5,225

Projects and Consultancy and Contractor Expenses	9,295	32,937
Electricity	704	782
Executive Expenses		
Staff - Executive Support	44,000	3,375
Total Executive Expenses	44,000	3,375
General Expenses	3,237	1,661
Graphic Design Expenses	420	660
Hire of Equipment and Facilities	36	39
Insurance	4,427	4,425
Postage, freight & packaging	3,308	2,968
Printing & Stationery	3,457	6,741
Project Expenses	-	1,783
Publication / Merchandise Expenses	16,036	18,541
Rent & Rates	7,241	7,147
Travel & Accommodation	1,320	1,320
Subscriptions	363	44
Symposium Expenses	28,092	15,044
Telephone	2,682	2,215
Training Course Costs	10,749	3,919
Bank Fees	3,316	3,413
Staff Expenses	607	1,114
Total Costs related to providing goods or services	233,058	187,561
Other expenses		
Accounting fees	1,226	1,077
Depreciation	12,968	17,024
Legal Expenses	391	900
Unpaid Membership Fees	23,117	23,978
Total Other expenses	37,702	42,979
	2016	2015

3. Analysis of Assets

Bank accounts and cash

ASB Cheque Account	78,808	56,016
ASB Savings Account	38,782	36,154
BNZ Autocall Account	9,008	4,780
BNZ Chq Account	6,440	5,782
Total Bank accounts and cash	133,038	102,732

Debtors and prepayments

Accounts Receivable	92,977	86,894
---------------------	--------	--------

Accrued Interest	1,363	421
Total Debtors and prepayments	94,340	87,315

Investments

Bank Term Deposits	210,000	210,000
Total Investments	210,000	210,000

2016 2015

4. Analysis of Liabilities

Creditors and accrued expenses

Income Received in Advance	171,125	165,688
Accounts Payable	25,423	11,222
Accrued Expenses	-	7,917
Credit Cards	2,306	1,166
GST	29,049	31,995
Unclaimed Gift Vouchers	-	348
Total Creditors and accrued expenses	227,904	218,336

Employee costs payable

Accrued Holiday Pay	8,898	3,338
Total Employee costs payable	8,898	3,338

2016 2015

5. Property, Plant and Equipment

Plant and Equipment

Plant and machinery owned	122,631	117,026
Accumulated depreciation	(106,020)	(93,052)
Total Plant and Equipment	16,611	23,974

Total Property, Plant and Equipment	16,611	23,974
--	---------------	---------------

2016 2015

6. Accumulated Funds

Accumulated Funds

Opening Balance	202,347	135,337
Accumulated surpluses or (deficits)	14,840	67,010
Total Accumulated Funds	217,187	202,347

Total Accumulated Funds	217,187	202,347
--------------------------------	----------------	----------------

7. Commitments

Rent & Rates - Waimea House

8. Securities and Guarantees

The New Zealand Outdoors Instructor's 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
Don McFadzien	Related to Chairperson	Payment for work on Assessor Resources
Matt Barker	Board member	Payments for running NZOIA Assessments
Cameron Walker	Board member	Payments for consultancy work around Alpine Leader Qualification
David Mangnall	Related to person preparing Monthly and Annual Accounts	Payments for running NZOIA assessments and writing qualifications
Jo Parsons	Board member	Payment for Professional Standards Project

10. Events After the 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 \$23,117

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 REVIEWERS REPORT

To the Members of **New Zealand Outdoor Instructors Assoc. Inc.**

Report on the Financial Statements

We have reviewed the accompanying financial statements of the **New Zealand Outdoor Instructors Assoc. Inc.**, which comprise the statement of financial position as at 30th June 2016, the statement of financial performance, and a summary of significant accounting policies and other explanatory information, prepared using PBE SFR-A(NFP) Public Benefit Simple Format Reporting-Accrual (Not –For– Profit) accounting.

Board's Responsibility for the Financial Statements

The Board is responsible for the preparation and fair presentation of these financial statements prepared in accordance with the accounting policies disclosed in the notes to the financial statements; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are 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 these financial statements.

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

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements *do not give a true and fair view* of the financial position of **New Zealand Outdoor Instructors Assoc. Inc** as 30th June 2016, and (of) its financial performance for the year then ended.



INDEPENDENT AUDITORS LTD

Dated 9th September 2016

