

JUMP TO:

- **AGM Minutes**
- **Co-Chair Report**
- **GM Report**
- **Performance Report**
- **Notice and Agenda**
- **Membership Stats Report**
- **Membership Subscription Paper**

Annual General Meeting

MINUTES

4 May 2018

[Start 12.35am, 4 May 2018]

Amokura Room, Te Papa Tongariro

Attending:

Kate Russell (Board Chair), CMRF	Su Marshall, SPCA
Kirsty Prentice, SPCA (and minutes)	Peter Clarke, Roe Print
Karen Jenkinson, CEO FINZ	Grant Chellew, Roe Print
Anne Wright, Mercy Hospice	Patrick Holmes, Coastguard
Heather Newell, Foresee Communications	Karla Paotonu, Outward Bound
Reg Newell, Foresee Communications	David Lawson, CWS
Kitty Hilton	Shane Chisholm, NZ Red Cross
Carole French, Frontstream	Jess Winchester, Forest & Bird
Greg Millar, IHC	Mark Newell, NZ Post
Katie Martin, WWF	Sue Morse, Heart Foundation
Errol Pike	Alice Montague, CNZ
Stephanie Maitland, Maitland & Associates	Julie Chan, FINZ
Dianne Armstrong, Arthritis NZ	Emma Anderson, FINZ
Iyanthi Wijayanayake, Giving Architects	Minnie Finlayson, FINZ
Clive Pedley, Giving Architects	Louise Parkin, Nikau Foundation
Jacqui Jeffrey, KHNZ	Gail Plamus, IHC
Nicki Sayers, VUW Foundation	Chris Davis, Ngai Tahu Tourism
Arron Perriam, Cholmondeley Children's Centre	John Thomason, Independent Consultant
Eve Brickner, St Johns	Tilda Bostwick, Execucare NZ
Debbie Pipson, St Johns	Eleanor Cater, CFNZ

- Welcome** –Kate Russell formally opened the AGM and welcomed members.

2. Apologies

- Dominique Leeming
- Cheryl Moffat
- Jim Datson
- Kathryn Marshall - with proxy vote to Su Marshall
- Ellie Grey – with proxy vote to David Lawson
- Wayne McKenzie

3. Minutes of the 27th Annual General Meeting held on Thursday 4th May 2017

Kate Russell called to accept the Minutes of the 27th Annual General Meeting held on Thursday 4th May 2017.

Members accepted the minutes as a true and accurate record with the following amendment:

- Stephanie Maitland will be added to the list of apologies listed for the 2017 AGM

Proposed: Kate Russell

Seconded: Karla Paotonu

MOTION CARRIED

4. Matters arising

Kate Russell informed the meeting that the FINZ Rules (Constitution) will be amended by a Special General Meeting once the amendments are received for the Complaints Process. She also noted that some semantic changes from Jim Datson will be included in this set of changes, rather than be put to the AGM at this time.

There were no other matters arising.

5. Reports

Chairperson's report

Kate Russell proposed that the Chair's report, that had previously been circulated, was accepted.

Heather Newell's request to speak at the end of all three reports was agreed.

Proposed: Kate Russell

Seconded: Su Marshall

MOTION CARRIED

Chief Executive's Report

Kate Russell proposed that the CEO's report, that had previously been circulated, was accepted.

Proposed: Kate Russell

Seconded: Karla Paotonu

MOTION CARRIED

Financial report

Kate Russell read the comments previously presented in front of the Financial Report.

The room was invited to ask questions about the Report.

Questions raised:

- Dianne Armstrong raised a concern about a lack of transparency around Include a Charity (IAC) funds. Board Chair, Kate Russell responded with explanation and a promise to provide a fulsome report to members covering IAC spend, activity and an update for members on the Justly (a project in the bequest space) Project.
- Heather Newell read out a list of concerns which included concerns regarding the Certificate in Fundraising mooted online version, the format and content of the website, lack of training and FINZ purpose, focusing on organisations rather than individual members. Board Chair, Kate Russell thanked Heather for her questions and comments which were noted. FINZ Board Chair, Kate Russell later noted that Heather had made some salient points and agreed that FINZ needs to focus its attention on education and member support.
- Clive Pedley raised an issue around Board and CEO education and would like to see a higher degree of CEO-focused education and awareness of fundraising process, facilitated by FINZ.
- Stephanie Maitland asked a question on behalf of Wayne MacKenzie around access to financial information. Board Chair, Kate Russell confirmed that the Board received financial reports at every meeting, as well as constant updates from the FINZ Administration Manager regarding financial status and transactional management.
- Greg Millar commended the FINZ Board in this difficult time. He queried why last year's deficit was not mentioned in this financial report. Board Chair, Kate Russell noted that the budget was formed last year but it did not allow for the number of issues affecting FINZ this year (CEO passing, drop in membership etc). However, the Board has set in place a plan for office restructure which includes several Board and Fellow committees to support the FINZ office to carry out the required tasks this year.

Kate closed this session with comments regarding:

- The Certificate in Fundraising is still a work in progress, there is more work to be done, the online version is still on the table. For it to work we will need to have NZ tutors, we have to adapt it to the NZ situation.
- The importance of concentrating on the fundraisers, on having great educational opportunities. CFRE have a new system in place where we can earn more funds. Clive Pedley, CFRE board member and exam committee pointed out that CFRE is an exam that is globally relevant and any local aspects are removed.
- In order to survive financially and produce revenue again we have to pull activity back to what we exist to do – supporting and educating fundraisers.
- Kate responded to Heather's concern about the website issue, saying the website is a work in progress. . Emma Anderson provided Heather with information as to how to access the member's area of the website where some of the information she requested was located.

FINZ Board Chair, Kate Russell proposed that the Financial report, that had previously been circulated, was accepted.

Proposed: Kate Russell

Seconded: David Lawson
MOTION CARRIED

6. Appointment of Auditor

Kate Russell moved to appoint our current auditors Moore Stephens Markhams Wellington for next year. This was accepted by members.

Proposed: Kate Russell
Seconded: Karla Paotonu
MOTION CARRIED

7. Setting of Membership Fee for 2019 year

Kate Russell proposed retaining the same fee structure as for 2019. This was accepted by members.

Proposed: Kate Russell
Seconded: Karla Paotonu
MOTION CARRIED

8. Announcement of Incoming Board

Kate Russell recognised the exceptional work of the FINZ Board this past year. She noted that they have worked diligently under very difficult circumstances.

Outgoing Board Representatives:

Kate Russell thanked:

- Karla Paotonu, outgoing Central Division representative and, welcomed Katie Martin as the incoming Central Division representative on the FINZ Board.
- Su Marshall, outgoing Southern Division representative and, welcomed Kathryn Marshall as incoming Southern Division representative on the FINZ Board.

Kate also thanked the outgoing board members Patrick Holmes and Grant Chellew and recognised absentee Ellie Gray who resigned from the Board in March 2018.

Board Member Ballot:

FINZ Board Chair, Kate Russell announced the results of the ballot for two new FINZ board members. She noted that there were four nominations and two were successful.

Nicky Sayers and Su Marshall have been voted by members as the new FINZ Board members (Su was a divisional representative but now stands as an independent FINZ board member).

Kate noted that the Board could co-opt two further members onto the FINZ Board under the FINZ Rules (Constitution). She noted that the board was considering if a suitable FIINZ Fellow and accountant could fill these roles.

Outgoing FINZ Board Chair:

Kate reported that the new Board Chair will be agreed at the first board meeting.

Shane Chisholm gave an address to thank Kate for her service to the FINZ board. He noted her dedication, support and expertise and presented her with a gift.

9. General Business

FINZ Board Chair, Kate Russell asked the meeting if there was any general business.

Ethics Committee

Heather Newell enquired if the appointment of the Ethics Committee should take place at the AGM?

Kate Russell reported that the Ethics Committee was led by an independent chair, Kate Morrison with members Louise Carroll, Cheryl Moffat, Dominique Leeming and Carol Painter.

There was a discussion regarding the actual membership of the Ethics Committee. Board Chair, Kate Russell proposed that the existing committee be retained.

Heather Newell expressed she was strongly against the proposal but no reason was proffered. The majority members accepted the proposal, and it was accepted.

Proposed: Kate Russell

Seconded: Diane Armstrong

MOTION CARRIED

Ongoing Communication

Stephanie Maitland raised the question of what processes are in place to keep members informed throughout the year. Kate Russell noted a number of suggestions around sharing the board minutes and papers being reported to throughout the year and not just at the AGM. Stephanie agreed that as a member organisation this would be optimal.

FINZ Family

Louise Parkin addressed the room with a heartfelt statement around supporting the FINZ family. She introduced the notion of becoming a regular donor to FINZ as we are now a charity. Noting that we could solve the problem from multiple directions by rallying together as a family. This statement was met with a round of applause.

Chair Kate ended the Annual General Meeting by thanking attendees for attending and for the robust commentary, comments and questions.

[Meeting closed at 1.27pm]



MATATIKA MĀTAURANGA KAITAUTOKO

Co-Chair report 2018

2018 was another year of significant change for FINZ. We commenced the year with a clear mandate to bring the organisation back to good financial health. Our first priority was to revisit the strategic plan, simplifying and clarifying the key objectives of FINZ. This led to an in-depth analysis of the budget with a determination to return to a surplus. Subsequently, we reviewed the staffing resources at the FINZ national office needed to deliver on the strategy. After the resignation of the CEO, Karen Jenkins, we commenced a consultation process with staff and a new structure was successfully implemented with Michelle Berriman appointed as General Manager in August 2018.

Since the restructure the key priorities for the FINZ team has been to regain some stability and consistency within the office, and to assess and redevelop our quality education offerings and membership benefits. Good things take time, and the team is progressing towards delivering new and exciting professional development and education offerings out to our members.

Michelle has created a hardworking, productive and passionate team who are focussed on producing excellent value for members. We are particularly excited about the 2019 FINZ conference, which is looking to build on the successes of previous years with a stellar line up of international and local fundraising super stars. Other positive activities over the year include the enhancements to our website and the FINZ magazine which has been refreshed and the content continues to be updated, with relevant and interesting articles and documents.

Financially, 2018 was always going to be a challenging year for FINZ. With the previous two years' deficits we have had to review every aspect of the entity, a necessary process which was started by the 2017 Chair, Kate Russell. We are incredibly proud that due to the implementation of a number of significant changes, along with positive increased levels of membership and sponsorship we have ended the year with a surplus. We believe we have re-established a stable base, and with the strong leadership of Michelle, supported by her team and the Board we are excited about what 2019 has to offer.

It has been a challenging time during which we have worked alongside four CEOs over a two-year period. This has made it challenging for FINZ to get traction on a number of key areas, but we know we are now going in the right direction with clarity and confidence.

Finally, as Co-Chairs, we'd like to thank our wonderfully talented members for their ongoing support, our Board for their thoughtfulness, questioning and commitment, our wonderful FINZ office, including Julie, Minnie, Karen, Tamla and of course our always hard working GM, Michelle. We cannot forget our sponsors for their valuable contribution and knowledge sharing and finally our Fellows for their continued passion and interest in the changes and developments at FINZ.

We look forward to continuing this positive momentum in 2019.

Alice Montague

Co-Chair

Shane Chisholm

Co-Chair

2018 GM Report for AGM

In August 2018 I began my role as General Manager of FINZ, in what has been a year of significant change for the organisation. I took on the role as I wanted to play a part in ensuring that FINZ was the country's best provider of fundraising education and professional development and the lead voice for effective fundraising in New Zealand. FINZ is going through an exciting period of change and I am thrilled to be part of these changes.

The Board provided me with clear direction and a strong strategy, so, as the saying goes, I hit the ground running. We have been guided on our strategic objectives by our members, thanks to concise and honest answers to our July member survey. These responses have assisted us as we reviewed our education and training framework and the other services that we deliver.

From these responses and other insights, we knew we needed to reconnect with our members. To make them really feel part of the organisation, connected and listened to.

We have, and are in the process of, ensuring that this objective is met through a myriad of tactics. One of the first things we set our minds to was rebranding and refreshing our quarterly FINZ magazine - with the first, sparkling new edition hitting desks last September.

We firmly believe that providing a good publication, full of industry news, advice and the latest trends, is essential for our members. By offering this informative educational tool, we can assist our fundraisers with up-skilling and help them to be across the ever-changing landscape that is the not for profit sector.

We have been thrilled with the feedback that we've received for the refreshed magazine, with members from around the country dropping us a line to compliment the new look. This magazine is designed for and aims to give our members both an educational tool to use in their roles as well as a good read, and we will continue to provide this throughout 2019.

Our three regional committees continue to deliver strong, regionally-focused services. . These committees work hard to provide events for their local fundraisers, including the ever-popular learning lunch sessions. I'm grateful to the hard work of these committee members and for our members who attend, learn and network at their local events.

This year, to support our objective of providing quality educational services for our members, we employed Karen Laverde as Education and Membership Co-coordinator. One of Karen's first tasks was the planning and promotion of a digital speaker tour, which was delivered in November in Auckland, Wellington and Christchurch. This tour was well received by our members. I acknowledge Karen's hard work and commitment to producing education events and for working hard to connect with our existing members and seek new ones.

This year Minnie Finlayson was appointed to the part-time position of Digital Manager and charged with overseeing the much-needed refreshment of our website – an important tool for our members.

Using new technologies, we are streamlining our online presence to provide a more robust and user-friendly website. Minnie's hard work, creative input and patience in trying to do a lot of work within very limited hours is much appreciated.

We also sought to re-engage with our sponsors. In November, we restructured our sponsorship agreements to ensure we were offering tangible benefits to these sponsors as well as creating benefits that FINZ could honour. I'm thrilled to announce that all but one of 2018's sponsors have recommitted for 2019, and we are pleased to have onboard four new sponsors.

The end of the year also saw the formation of the FINZ conference speaker committee. This select group of knowledgeable and committed fundraisers and industry experts have created an incredible programme of speakers for the FINZ 2019 conference. A conference that I believe will be our best yet!

Looking back, the first four months of my role as GM were a flurry of activity and strategic planning. I'm pleased to say that we have created a full calendar of events for this year, where FINZ will deliver a core education programme for our members, including speakers' tours, online training, webinars, learning lunches, 360 and conference.

I believe this programme will assist in creating a strong value proposition for our members. We want our members to automatically re-join us as they believe that being a member of FINZ is an important, essential and integral part of being a fundraiser in NZ.

I would like to thank the FINZ Board for appointing me to this role and for their trust in me. Together we share a vision for FINZ, and I am very grateful for the Board's support in helping our team to start delivering upon our objectives. I would like to also give special mention to the Board's co-chairs, Alice Montague and Shane Chisholm, for their ongoing mentoring.

Thank you also to the FINZ team - Karen, Julie, Minnie and Tamla. This brilliant bunch of hard working committed, and intelligent women work so hard to achieve the vision that we have set for FINZ.

I've been humbled by the number of FINZ members and FINZ fellows who have personally reached out to me and offered their support and encouragement as they watch another chapter in the FINZ story unfold. Thank you to you all, and to all our FINZ members around the country - I look forward to continuing to lead FINZ and deliver fresh, insightful and relevant opportunities to you all.



Michelle Berriman
GM FINZ



FUNDRAISING
INSTITUTE OF
NEW ZEALAND

MĀTATIKA MĀTAURANGA KAITAUTOKO

Performance Report

FUNDRAISING INSTITUTE OF NEW ZEALAND
INCORPORATED

For the year ended 31 December 2018

LEVEL 2, 57 WILLIS STREET
WELLINGTON 6011
NEW ZEALAND

p. +64 4 499 6223
e. info@finz.org.nz
w. finz.org.nz

PERFORMANCE REPORT

Fundraising Institute of New Zealand Incorporated

For the year ended

31 December 2018

Contents

	Page
Non-Financial Information:	
Entity Information	3-4
Approval of Financial Report	5
Statement of Service Performance	6-7
Financial Information:	
Statement of Financial Performance	8
Statement of Financial Position	9
Statement of Cash Flows	10
Statement of Accounting Policies	11-12
Notes to the Performance Report	13-16
Independent Auditor's Report	

Entity Information

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

Legal Name of Entity:

Fundraising Institute of New Zealand Incorporated

Entity Type & Legal Basis

Incorporated Society and Registered Charity (since 10 February 2018)

Registration Numbers

Incorporation No. 512675 and Charity Registration No. CC55344

Entity's Purpose or Mission

The Fundraising Institute of New Zealand (FINZ) is the professional membership body that represents fundraising in New Zealand. For the benefit of all New Zealanders, FINZ is committed to fundraising excellence. We want to ensure that worthy causes are well supported and that the generosity of New Zealanders is recognised and encouraged.

We do this by:

*Ensuring ethical fundraising

FINZ members abide by ethical fundraising practices. We have comprehensive standards of practice to enhance the integrity and professionalism of your fundraising activities. Members of FINZ can proudly communicate to their donors that they are a part of New Zealand's premier professional and ethical fundraising body.

*Professional Development

Ongoing education will help you become a master of your craft, polish your fundraising skills and increase your charities income. FINZ offers members access to a wide range of knowledge enhancing workshops, seminars, conferences and online courses - often at significantly discounted rates. FINZ also has a wealth of research material and industry information that members can access.

*Networking Opportunities

Deepen existing relationships and forge new ones with other fundraising professionals from around the country and overseas. Share best practice ideas and learn from each other's experiences. FINZ is an excellent vehicle through which fundraisers can build great working relationships.

*Mentoring

Take advantage of up to 8 formal coaching or mentoring sessions arranged through FINZ. Learn from experienced fundraisers, let them share their insights, solutions, and support and guide you through any challenges you might be facing.

*Discounted Services

Membership of FINZ offers a wide variety of discounts from training partners, printing specialists, fundraising tools and much more.

*Be your voice

As one of the lead voices for effective fundraising and philanthropy in New Zealand, FINZ will advocate on behalf of our members to ensure the value of fundraising continues to be recognised and that public policy provides an excellent environment in which to work.

Entity Structure

The Fundraising Institute of New Zealand Incorporated (FINZ) is an incorporated society and a registered charity. FINZ is governed by the FINZ Board on behalf of its members.

The current Board members are:

Shane Chisholm, Co Chair (New Zealand Red Cross)

Alice Montague, Co Chair (Experience Wellington)

Katie Martin, FINZ Central Regional Representative (WWF New Zealand)

David Lawson, Board Member and Northern Representative (Christian World Service)

Kathryn Marshall, FINZ Southern Regional Representative (University of Canterbury)

Su Marshall, Board Member (RNZSPCA)

Nicki Sayers, Board Member (Victoria University of Wellington)

Peter Bain, Co-Opt Board Member (The Salvation Army)

Entity Information

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

FINZ operates from its office at Level 2, 57 Willis Street, Wellington. To manage its operation, currently it employs five employees; one full time (General Manager) and four part-time (Finance Manager, Membership & Education Coordinator, Digital Manager and Office Administrator).

Main Sources of the Entity's Cash and Resources

FINZ's main resources are sponsorships, annual membership subscription fees received from members and educational events organised by FINZ and FINZ regions.

Main Methods Used by the Entity to Raise Funds

Website donation

Entity's Reliance on Volunteers and Donated Goods or Services

FINZ relies on volunteers like the Board members and Regional Committee members.

Physical Address

Level 2, 57 Willis Street, Wellington, New Zealand 6011

Postal Address:

P O Box 11203, Manner Street, Wellington, New Zealand 6142

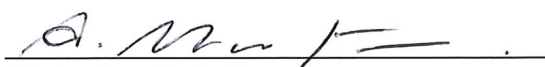
Approval of Performance Report

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

The Officers are pleased to present the approved Performance Report including the historical statements of Fundraising Institute of New Zealand Incorporated for year ended 31 December 2018.

APPROVED



Alice Montague (Co Chair)

Date: 1.4.2019

APPROVED



Nicki Sayers (Board Member)

Date: 1.4.2019

Statement of Service Performance

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

Description of the Entity's Outcomes:

Four goals were developed and adopted by the FINZ Board in 2018. It was also agreed that the weight in relation to resource allocation would reflect the goal order i.e. education and sustainability goals would receive a significant level of focus and that ethics activities would be maintained, and advocacy would be managed at a reactive level with a focus on maintaining core stakeholder relationships.

1. Education: To be the best provider of fundraising education and professional development in New Zealand by providing a relevant, engaging national conference and to meet attendance targets and useful education and professional development opportunities.

2. Sustainability: To build a sustainable FINZ at all levels, responsive to need and structured for Success by attracting quality business partners as members and sustainable sponsors and to build a sustainable business model to take us forward, using sound financial practice, clear and achievable goals, relevant and sustainable sponsorship.

3. Ethics: To promote and uphold the FINZ Code of Professional Conduct, Ethics and Standards by being a valuable member of the DIA Sector User Group in 2018 and continue to scan the environment for key issues and complaints dealt with according to processes within FINZ's Rules.

4. Advocacy: To be the lead voice for effective fundraising and philanthropy in New Zealand by being the voice of the sector advocating for ethical fundraising and maintaining a strong public voice on relevant issues, such as the reform of the Charities Act.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual 2018	Target 2018	Actual 2017
Membership Category	Number of members	Number of members	Number of members
FINZ Individual	181	142	260
FINZ Federated	4	2	1
FINZ Corporate	36	23	7
FINZ Organisation	191	141	279
Total members	412	308	547
Website impact for FINZ Site	Data	Data	Data
Pageviews	95,652	Not set	142,000
Sessions	36,829	Not set	Not Available
Users	17,165	Not set	51,000
New Visitors	78.50%	Not set	47.50%
Returning Visitors	21.50%	Not set	52.70%
Social Media Impact	Followers	Followers	Followers
LinkedIn	724	Not set	Not Available
Twitter	982	Not set	Not Available
Facebook	1,274	Not set	Not Available
YouTube	10	Not set	Not Available
Total	2,990		

<u>FINZ Education Event Category</u>	<u>Number registered</u>	<u>Number</u>	<u>Number registered</u>
FINZ Conference	168	169	155
FINZ Conference Master Class	77	78	49
Certificate of Fundraising (not provided in 2018)	0	0	23
Fundraising Practices (FINZ National Office)	0	Not set	29
Speaker Tours	1 Tour (66 registered)	2 tours	0
Bequest Education (not provided in 2018)	0	0	39
FINZ Central	320	Not set	369
FINZ Northern	328	Not set	459
FINZ Southern	114	Not set	105

Additional Information:

During 2018 FINZ has undergone significant change and reformation. We finish the year with strong foundations on which we can build a robust and focused organisation. Significant progress has been made to ensure that FINZ becomes more sustainable. And although we will need to continue to work towards a healthier financial position, we are positioned well for the year ahead.

Our membership levels continue to grow, and with the launch of a 'new look' magazine our internal communications have improved significantly. The highlight for the educational goal must be the FINZ annual conference which was a success with increased levels of delegates and exhibitors. It was great to see a speaker tour delivered before the end of the year, and with the national office team now in place we are in a strong position to 'lift our game' and develop/deliver a new and exciting professional development and training program in 2019.

Statement of Financial Performance

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	8,663	-
Fees, subscriptions and other revenue from members	1	183,492	288,677
Revenue from providing goods or services	1	410,583	329,201
Interest, dividends and other investment revenue	1	2,223	2,611
Total Revenue		604,962	620,489
Expenses			
Volunteer and employee related costs	2	240,559	327,373
Costs related to providing goods or services	2	242,659	233,042
Other expenses	2	74,645	117,461
Total Expenses		557,863	677,876
Surplus /(Deficit for the Year) before tax		47,098	(57,386)
Income Tax Expense			
Income tax expense		-	-
Surplus /(Deficit for the Year) after tax		47,098	(57,386)

Statement of Financial Position

Fundraising Institute of New Zealand Incorporated

As at 31 December 2018

	NOTES	31 DEC 2018	31 DEC 2017
Assets			
Current Assets			
Bank accounts and cash	4	208,813	69,271
Debtors and prepayments	4	80,078	224,469
Other current assets	4	44,291	43,333
Total Current Assets		333,182	337,073
Non-Current Assets			
Property, plant and equipment	6	6,450	10,821
Other non-current assets	4	1,500	1,500
Total Non-Current Assets		7,950	12,321
Total Assets		341,132	349,394
Liabilities			
Current Liabilities			
Creditors and accrued expenses	5	33,800	95,073
Employee costs payable	5	10,333	12,987
Other current liabilities	5	211,997	203,430
Total Current Liabilities		256,129	311,490
Total Liabilities		256,129	311,490
Total Assets less Total Liabilities (Net Assets)		85,003	37,905
Accumulated Funds			
Accumulated surpluses or (deficits)	7	85,003	37,905
Total Accumulated Funds		85,003	37,905

Statement of Cash Flows

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

	2018	2017
Statement of Cash Flows		
Cash Flows from Operating Activities		
Cash was received from		
Donations, fundraising and other similar revenue	8,663	
Fees, subscriptions and other receipts from members	183,492	288,677
Revenue from providing Goods and Services	536,140	231,320
Interest, Dividends and other Investment Receipts	2,223	2,611
Total Cash was received from	730,518	522,608
Cash was applied to:		
Payments to suppliers and Employees	(601,089)	(556,776)
Donations or Grants Paid	-	-
Net GST	11,314	(4,073)
Total Cash was applied to:	(589,775)	(560,849)
Total Cash Flows from Operating Activities	140,742	(38,242)
Cash flows from Investing and Financing Activities		
Cash was received from:		
Receipts from sale of investments	-	-
Receipts from the sale of property, plant and equipment	-	140
Proceeds from loans borrowed from other parties	-	-
Repayments of loans advanced to others	-	19,349
Total Cash was received from:	-	19,489
Cash was applied to:		
Payments to acquire property, plant and equipment		(754)
Payments to purchase investments	(1,203)	(967)
Total Cash was applied to:	(1,203)	(1,721)
Net Cash Flows from Investing and Financing Activities	(1,203)	17,768
Net Increase / (Decrease) in Cash	139,541	(20,474)
Opening Cash balance		
Bank Accounts and Cash	69,271	89,745
Total Opening Cash balance	69,271	89,745
Closing Cash balance	208,813	69,271
Bank Accounts and Cash	208,813	69,271

Statement of Accounting Policies

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

Basis of Preparation

Fundraising Institute of New Zealand Incorporated 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 of 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.

Presentation Currency

The Performance Report is presented in New Zealand dollars (NZ\$) and all values are rounded to the nearest NZ\$.

Revenue Recognition

Fees and subscriptions from members are recorded evenly over the period the item is provided, or where the value varies recorded proportionally on the basis of value in relation to the estimated value.

Donation and grant income is accounted for depending on whether or not it has a "use or return" condition attached. Where no "use or return" condition is attached, the revenue is recognised as income when cash is received.

Donated goods and services are not recognised.

Event income for annual conference and education events are recorded as revenue when they take place.

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.

Trade Receivables

Trade receivables are initially measured in the amount owed. When it is likely that the amount owed, or some portion of, will not be collected, an impairment adjustment is recorded. Interest charged on overdue amounts are added to the individual debtor balance.

Trade Payables

Trade payables are initially measured in the amount owing or billed by or agreed with the supplier. If a supplier invoice is not received, an accrual for an estimate of the amount to be paid will be made.

Statement of Accounting Policies

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

Income Tax

Income tax is accounted for using the taxes payable method. Fundraising Institute of New Zealand is liable for income tax on income derived from outside the circle of membership, less allowable deductions up to 9 February 2018.

Fundraising Institute of New Zealand was registered as a Charity under the Charities Act 2005 and accordingly are not subject to income tax from 10 February 2018.

Property, Plant & Equipment

Items of property, plant and equipment are initially recognised at cost. Historical cost includes items of expenditure direct attributable to the acquisition of assets and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance expenditure is recognised in the Statement of Financial Performance as incurred.

Depreciation is calculated on a straight line basis over the estimated useful life of the asset. The estimated depreciation rate have been used:

Software 25% SL

Office Equipment 7% - 50% SL

Office Fitout 7% SL

Website 30% - 40% SL

Advertising Campaign 50% SL

Provisions

Provisions are recognised when the entity has an obligation which can be reliably measured at balance date as a result of past event and it is probable that the company will be required to settle the obligation.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the obligation at balance date. Movement in the best estimate are recorded in the Statement of Financial Performance.

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.

Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (Last year: nil).

Notes to the Performance Report

Fundraising Institute of New Zealand Incorporated

For the year ended 31 December 2018

	2018	2017
1 : Analysis of Revenue		
Donations, fundraising and other similar revenue		
Scholarship received	3,043	-
Grants	5,000	-
Donation Received	620	-
Total Donations, fundraising and other similar revenue	8,663	-
Fees, subscriptions and other revenue from members		
FINZ Membership	183,492	176,227
Include A Charity Campaign Revenue	-	112,450
Total Fees, subscriptions and other revenue from members	183,492	288,677
Revenue from providing goods or services		
Conference Income	291,792	172,213
Professional Development Income	36,922	76,988
Sponsorship Income	25,323	22,560
Marketing & Communications Income	42,637	39,237
Other Income	13,908	18,203
Total Revenue from providing goods or services	410,583	329,201
Interest, dividends and other investment revenue		
Interest Income	2,223	2,611
Total Interest, dividends and other investment revenue	2,223	2,611
Total Revenue	604,962	620,489
2 : Analysis of Expenses	2018	2017
Volunteer and employee related costs		
ACC	768	742
Salaries	230,660	303,527
Staff Amenities	4,336	12,959
Staff travel: International	-	656
Staff travel: National	2,799	1,489
Recruitment	1,995	8,000
Total Volunteer and employee related costs	240,559	327,373
Costs related to providing goods or services		
Conference Expenses	203,035	116,943
IAC Website & Advertising Expense	648	41,214
Marketing and Communication Expenses	12,197	13,157
Professional Development Expenses	26,779	61,728
Total Costs related to providing goods or services	242,659	233,042
Other expenses		
Administration Costs	17,879	29,214
Governance Costs	6,634	13,023
Facility Costs	34,511	31,346

	2018	2017
Professional Services Expenses	14,520	32,627
Loss on disposal	-	11,251
FINZ BoP Division - Donation	1,102	-
Total Other expenses	74,645	117,461
Total Expenses	557,863	677,876

3 : Taxation

Net Profit/(loss) before taxation	(19,046)	(57,386)
Add		
Exempt Expenditure	26,982	212,865
Non-Deductible Expenditure	-	-
Total Add	26,982	212,865
Less		
Exempt Income	21,088	185,850
Not for profit exemption	-	-
Timing Difference	3,329	225
Total Less	24,418	186,075
Taxable income/(loss)	(16,482)	(30,597)
Provision for income tax	-	-
Taxation movement		
Opening Balance	(664)	(2,186)
RWT Paid	(273)	(664)
Provisional Tax Paid	-	-
Terminal Tax Paid/ (Refunded)	664	2,186
Penalties	-	-
Use of Money Interest	-	-
Total Taxation movement	(272)	(664)
Income Tax Receivable	(272)	(664)

Fundraising Institute of New Zealand was registered as a Charity with the Charities Services on 10 February 2018. Tax losses amounting to \$16,482 are calculated to 9 February 2018 and are to be carried forward to be offset against future taxable income. The availability of tax losses is subject to the requirement of Income Tax Act 2007 continuing to be met. The potential future income tax benefit has not been recorded in the accounts.

4 : Analysis of Assets

Bank accounts and cash		
ASB Current Account	22,777	11,438
ASB Savings On Call	185,592	55,323
Petty Cash	17	-
Kiwibank Current Account - BoP Division	-	901
Kiwibank Current account - Northern Division	-	30
Kiwibank Current Account-Otago Division	427	1,032
Kiwibank Current account	-	548
Total Bank accounts and cash	208,813	69,271
Debtors and prepayments		
Accounts Receivable - General	536	13,499
Accounts Receivable - NZ Post	-	40,699
Accounts Receivable - Income In Advance	78,345	169,381
Prepayments	1,197	890
Total Debtors and prepayments	80,078	224,469

	2018	2017
Other current assets		
ASB Term Deposit	42,031	40,811
Accrued Revenue	568	435
Income Tax Receivable	273	664
FINZ Education Trust	1,419	1,423
Total Other current assets	44,291	43,333
Other non-current assets		
Trademark	1,500	1,500
Total Other non-current assets	1,500	1,500

5 : Analysis of Liabilities

Creditors and accrued expenses

Accrued Expenses	6,570	6,660
Accounts Payable - General	1,080	44,863
Accounts Payable - NZ Post	26,149	43,550
Total Creditors and accrued expenses	33,800	95,073

Employee costs payable

Holiday Pay Accrual	5,253	9,163
Wages Accrual	5,079	3,824
Total Employee costs payable	10,333	12,987

Other current liabilities

Credit Cards	1,371	457
GST	29,260	28,819
Income in Advance - Membership	165,382	170,816
Income in Advance - Sponsorships	15,983	3,338
Total Other current liabilities	211,997	203,430

6 : Property, Plant and Equipment

Software

Opening Carrying Value	-	17,847
Disposal	-	(10,296)
Amortisation	-	(7,551)
Total Software	-	0

Office Equipment

Opening Carrying Value	4,266	6,064
Addition	-	695
Disposal	-	(1,095)
Depreciation	(1,139)	(1,398)
Total Office Equipment	3,126	4,266

Office Fitout

Opening Carrying Value	2,445	2,697
Depreciation	(252)	(252)
Total Office Fitout	2,193	2,445

Website

Opening Carrying Value	1,260	3,186
Addition	-	-
Amortisation	(1,080)	(1,926)
Total Website	180	1,260

	2018	2017
IAC Advertising Campaign		
Opening Carrying Value	2,850	-
Addition	-	3,800
Amortisation	(1,900)	(950)
Total IAC Advertising Campaign	950	2,850
Total Property, Plant and Equipment	6,450	10,821

7 : Accumulated Funds

Accumulated Funds		
Opening Balance	37,905	95,291
Accumulate surpluses or (deficits)	47,098	(57,386)
Total Accumulated Funds	85,003	37,905

8 : Commitments

Operating Leases		
Office Premises		
Current	17,875	17,875
Non-Current	-	-
Total Office Premises	17,875	17,875
Printer		
Current	2,242	2,242
Non-Current	4,296	6,538
Total Printer	6,538	8,780
Total Operating Leases	24,413	26,655
Total Commitments	24,413	26,655

9 : Contingent Liabilities and Guarantees

There are no contingent liabilities and guarantees as at 31 December 2018 (Last year: nil)

10: Related Parties**FINZ Educational Trust**Nature of relationship

Ellie Gray, board member of Fundraising Institute of New Zealand, is also an officer of the Fundraising Institute of New Zealand Educational Trust.

Transaction during the year

Fundraising Institute of New Zealand received \$4 credit for accounting fee on behalf of Fundraising Institute of New Zealand Educational Trust.

Closing balance

\$1,419 (current liabilities) (Last year: \$1423)

11: 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).

Independent auditor's report

To the Members of the Fundraising Institute of New Zealand Incorporated

Opinion

We have audited the accompanying performance report of the Fundraising Institute of New Zealand Incorporated on pages 3 to 16, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2018, the statement of financial position as at 31 December 2018, and the statement of accounting policies and notes to the performance report.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
- b) the accompanying performance report presents fairly, in all material respects:
 - the entity information for the year then ended
 - the service performance for the year then ended, and
 - the financial position of the Fundraising Institute of New Zealand Incorporated as at 31 December 2018, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of the Fundraising Institute of New Zealand Incorporated in accordance with Professional and Ethical Standard 1 (Revised) 'Code of ethics for assurance practitioners' issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than our capacity as auditor we have no relationship with, or interests in, the Fundraising Institute of New Zealand Incorporated.

Board's responsibilities for the performance report

The Board are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance
- b) the preparation and fair presentation of the performance report on behalf of the Fundraising Institute of New Zealand Incorporated which comprises:
 - the entity information
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and

- c) for such internal control as the Board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board are responsible on behalf of the Fundraising Institute of New Zealand Incorporated's for assessing the Fundraising Institute of New Zealand Incorporated's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board either intend to liquidate the Fundraising Institute of New Zealand Incorporated or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Fundraising Institute of New Zealand Incorporated's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Fundraising Institute of New Zealand Incorporated's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Fundraising Institute of New Zealand Incorporated to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.





FINZ ANNUAL GENERAL MEETING

ATTENDEE PACK

Content

1. Notice and agenda
2. Minutes
3. Chair Report
4. General Manger report
5. Financial report
6. Performance report
7. Membership report



Notice of AGM

The 29th Annual General Meeting
of the
Fundraising Institute of New Zealand incorporated
Will be held at

Agenda

1. Opening and welcome
2. Apologies
3. Minutes of the 28th AGM held on 4 May 2018
4. Matters arising
5. Reports to be received and adopted
 - A. Chair's report
 - B. General Manager's report
 - C. Financial Report
6. Appointment of auditor
7. Announcement of Incoming Board
8. Announcement of Ethics committee
9. Annual membership subscriptions
10. General Business
11. Meeting closes

FINZ Membership Statistic Report as at 31 December 2018

<i>Membership by Region</i>	<i>Breakdown by Region</i>					
<i>FINZ Membership Category</i>	<i>Northern</i>	<i>Central</i>	<i>Otago/ Southland</i>	<i>Southern</i>	<i>Overseas</i>	<i>Total</i>
<i>Full Individual</i>	74	41	6	26	14	161
<i>Fellow of FINZ</i>	6	5	1	4		16
<i>Honorary</i>	2	1			1	4
<i>Organisation Tier 1</i>	3	6		1		10
<i>Organisation Tier 2</i>	39	23	1	11		74
<i>Organisation Tier 3</i>	41	17	2	6	1	67
<i>Organisation Tier 4</i>	19	11		9	1	40
<i>Corporate</i>	11	7	1	5	12	36
<i>Federated</i>	2	2				4
<i>Total FINZ members at balance date</i>	197	113	11	62	29	412
<i>Percentages by Region</i>	48%	27%	3%	15%	7%	100%

Given that this was the first year with the new organisation tier structure, and introduction of the new federated membership, this is will be the new baseline for membership numbers going forward. Additionally, we have a new strategic plan to grow membership by a minimum of 5% annually. This includes new recruitment collateral, non-member event attendance acquisition and being present at more conferences & exhibition opportunities.

Membership Types

FINZ organisational membership matches a Tier structure based on all gross revenue not just fundraising revenue.

Membership Type	<i>Prices shown are in NZD and are GST exclusive</i>
Individual	\$226.09
Organisation Tier 4 - Income under \$125k	\$300
Organisation Tier 3 - Income under \$2 million	\$600
Organisation Tier 2 - Income under \$30 million	\$900
Organisation Tier 1 - Income over \$30 million	\$1,200
Federated - for umbrella organisations	\$3,600
Corporate Band D - Total revenue under \$1.5 million	\$300
Corporate Band C - Total revenue between \$1.5 to \$3 million	\$600
Corporate Band B - Total revenue between \$3 to \$6 million	\$900
Corporate Band A - Total revenue between \$6 to \$12 million	\$1,200