

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Performance Report
For the Year Ended 30 June 2020

Lock & Partners Ltd

CHARTERED ACCOUNTANTS AUCKLAND

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AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

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For the Year Ended 30 June 2020

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AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Report on the Engagement to Compile the Performance Report

For the Year Ended 30 June 2020

COMPILATION REPORT TO THE MEMBERS OF THE COMMITTEE

Reporting Scope

On the basis of information that you provided we have compiled, in accordance with "Service Engagement Standard Number 2: Compilation of Financial Information", the Performance Report of AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED for the year ended 30 June 2020 as set out on the following pages.

These statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (GAAP) as described in Note 1 to the Performance Report.

Responsibilities

You are solely responsible for the information contained in the Performance Report and have determined that the financial reporting basis stated above is appropriate to meet your needs and for the purpose that the Performance Report was prepared. The Performance Report was prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the Performance Report.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the Performance Report from information that you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Disclaimer

As mentioned earlier in our report, we have compiled the financial information based on information provided to us which has not been subject to an audit or review engagement. Accordingly, neither we nor any of our employees accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.



LOCK & PARTNERS LTD

Chartered Accountants

Auckland

18 September 2020

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Entity Information

As at 30 June 2020

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED is an incorporated society, registered under the Incorporated Societies Act 1908. The incorporated society is a reporting entity for the purposes of the Financial Reporting Act 2013.

Entity's Purpose or Mission	To enhance the inclusion of people with Down syndrome within the community.
Entity Structure	Auckland Down Syndrome Association (ADSA) is managed by an elected Management Committee consisting of a Chairperson, Treasurer, Secretary and general committee. ADSA employs 2 part time staff and 1 casual employee.
Main Sources of Cash and Resources	Unspent (yet tagged) grants from Government programs, trust and charities; Fundraising activities (i.e. Buddy Walk, Golf Day); Courses (i.e. Success in Schools); Donations.
Main Methods Used to Raise Funds	Grants from Government programs, trust and charities; Fundraising activities (i.e. Buddy Walk, Golf Day); Courses (i.e. Success in Schools); Donations.
Entity's Reliance on Volunteers and Donated Goods or Services	The Management Committee are volunteers. Major activities depend on volunteers to organise, run and manage them. The success of fundraising activities depends on the amount and quality of donated goods and services.
Community Liaison Officer	Christel Van Baalen
Chair	Angela Owen
Secretary	Paula Beguely
Treasurer	Tom Beguely
Committee Members	Diane Burnett Philippa Smyth Maia Faulkner Matt Cameron
Bankers	ASB Bank
IRD Number	080-690-991
Registered Charity Number	CC3341

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Statement of Service Performance

For the Year Ended 30 June 2020

Description of the Society's Outcomes

To enhance the inclusion of people with Down Syndrome in the community.

The Association is a parent led organisation which supports families and people with Down Syndrome. The Association employs two people on a part-time basis to answer queries and offer support in person, by phone, by written correspondence/email, and by way of online support (website and Facebook).

Description and Quantification of Outputs

	Actual 2020	Actual 2019
Education and Workshop Course Participants	74	102
Newsletters Produced	3	4
E-Updates Produced	40	38
Social Club Events Held	25	22
Social Club Members	59	64
Youth Camp Participants Funded (bi-annual camp)	20	None
Other Social Events	9	7

Additional Output Measures

ADSA has 513 families as members, with 5 families with more than one child with Down Syndrome as at 30th June 2020, with 44 schools, 18 3rd party organisations and 9 other DS associations on our database.

Additional Information

ADSA runs a library with free membership for our families, schools and 3rd party organisations.

ADSA's Facebook page has 1069 followers, and it's members' only group has 139 members.

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Statement of Financial Performance

For the Year Ended 30 June 2020

	Note	Actual 2020 \$	Actual 2019 \$
Revenue			
Donations, fundraising and other similar revenue	2	65,896	77,360
Fees, subscriptions and other revenue from members	3	2,537	2,801
Revenue from providing goods or services	4	21,987	14,803
Interest, dividends and other investment revenue	5	2,668	3,611
Total Revenue		93,088	98,575
Less Expenses			
Expenses related to public fundraising	6	1,025	868
Volunteer and employee related costs	7	32,471	38,175
Costs related to providing goods or services	8	70,625	86,014
Gifts and Donations	9	529	89
Total Expenses		104,650	125,146
Deficit		(11,562)	(26,571)

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Statement of Financial Position

As at 30 June 2020

	Note	2020 \$	2019 \$
Current Assets			
Petty Cash		292	404
ASB Bank Ltd - 00 Account		4,899	4,768
ASB Bank Ltd - 51 Account		-	2,757
ASB Bank Ltd -Term Deposit		74,611	107,125
ASB Bank Ltd - 52 Account		25,181	10,829
Accounts Receivable		1,979	664
GST Receivable		516	1,349
Prepayments		674	643
Merchandise Stock		3,480	3,613
Stock of Library Resources		9,080	10,200
Total Current Assets		120,712	142,352
Non-Current Assets			
Property, Plant & Equipment		7,666	7,540
Total Assets		128,378	149,892
Current Liabilities			
Accounts Payable		681	4,430
Income in Advance		10,295	16,498
Total Liabilities		10,976	20,928
Net Assets		117,402	128,964
Accumulated Funds			
Accumulated Funds	10	117,402	128,964
Total Accumulated Funds		117,402	128,964

Angela Owen

Chair

Date _____

Tom Beguely

Treasurer

Date _____

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Statement of Cash Flows

For the Year Ended 30 June 2020

Note	2020 \$	2019 \$
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	59,693	91,313
Fees, subscriptions and other receipts from members	2,537	2,801
Receipts from providing goods or services	20,672	17,818
Interest, dividends and other investment receipts	2,668	3,611
	85,570	115,543
Cash was applied to:		
Payments to suppliers and employees	104,326	124,145
Donations or grants paid	529	89
	104,855	124,234
Net Cash Flows from Operating Activities	(19,285)	(8,691)
Cash Flows from Investing Activities		
Cash was applied to:		
Payments to acquire property, plant and equipment	1,615	-
	1,615	-
Net Cash Flows from Investing Activities	(1,615)	-
Net Decrease in Cash Held	(20,900)	(8,691)
Cash at the Beginning of the Year	125,884	134,574
Cash at the End of the Year	104,983	125,883
This is represented by:		
Petty Cash	292	404
ASB Bank Ltd - 00 Account	4,899	4,768
ASB Bank Ltd - 51 Account	-	2,757
ASB Bank Ltd -Term Deposit	74,611	107,125
ASB Bank Ltd - 52 Account	25,181	10,829
Total Cash & Bank Balances	104,983	125,883

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Statement of Property, Plant and Equipment

For the Year Ended 30 June 2020

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
Furniture & Fittings																	
Office Furniture	19.20D		1,673	161	-	22/07/08	-	-	-		-	-	31	1,543	-	-	130
			1,673	161	-		-	-	-		-	-	31	1,543	-	-	130
Office Equipment																	
HP 6690 Computer & Printer	30.00P		-	-	-	15/03/00	-	-	-	30/06/20	2,800	-	-	-	-	-	-
Epson 610 Scanner	50.00P		-	-	-	15/03/00	-	-	-	30/06/20	400	-	-	-	-	-	-
Dell Desktop Computer	60.00D		-	-	-	14/05/08	-	-	-	30/06/20	2,489	-	-	-	-	-	-
Fuji Xerox Printer	48.00D		-	0	-	14/05/08	-	-	(0)	30/06/20	1,151	-	-	-	-	-	-
Projector	30.00D		1,002	19	-	10/06/08	-	-	-		-	-	6	989	-	-	13
Tripod Screen	30.00D		276	6	-	10/06/08	-	-	-		-	-	2	272	-	-	4
Epson Scanner	60.00D		-	-	-	10/06/08	-	-	-	30/06/20	336	-	-	-	-	-	-
Toshiba Notebook Computer	60.00D		-	-	-	11/08/08	-	-	-	30/06/20	1,090	-	-	-	-	-	-
Banners	12.00D		1,798	461	-	14/11/08	-	-	-		-	-	55	1,392	-	-	406
Sony Camcorder	48.00D		1,823	2	-	23/12/08	-	-	-		-	-	1	1,822	-	-	1
HP ProBook 15.6' Win7Pro	40.00D		1,030	99	-	04/11/14	-	-	-		-	-	39	970	-	-	60
HP Desktop ProDesk 600	40.00D		1,094	105	-	04/11/14	-	-	-		-	-	42	1,031	-	-	63
Monitors and Screens	40.00D		1,006	96	-	04/11/14	-	-	-		-	-	38	948	-	-	58
Brother Printer and Scanner	40.00D		822	79	-	04/11/14	-	-	-		-	-	31	774	-	-	48
LG 32' LED TV	40.00D		113	11	-	04/11/14	-	-	-		-	-	4	106	-	-	7
Logitech Conference Cam	40.00D		1,132	108	-	04/11/14	-	-	-		-	-	43	1,067	-	-	65
Hard Drive and Server	40.00D		1,341	128	-	04/11/14	-	-	-		-	-	51	1,264	-	-	77
Office Professional DVD Suite	40.00D		2,236	213	-	04/11/14	-	-	-		-	-	85	2,108	-	-	128
Gazebos	12.00D		6,332	3,927	-	09/09/15	-	-	-		-	-	471	2,877	-	-	3,455
Gazebos 2	12.00D		2,771	1,796	-	11/02/16	-	-	-		-	-	216	1,192	-	-	1,579
Branded Buddy Walk Signs	12.00D		510	334	-	02/03/16	-	-	-		-	-	40	217	-	-	293

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Statement of Property, Plant and Equipment (continued)

For the Year Ended 30 June 2020

	RATE & TYPE	% PVT USE	Cost on HAND	OPENING WDV	ADDITIONS	DATE of ADDITION	SALE PRICE	PARTSALE PRICE	PROFIT (LOSS)	DISPOSAL DATE	Cost	CAPITAL GAIN/LOSS	DEPN	ACC DEPN	PRIVATE DEPN	ACCUM PRIVATE	CLOSING WDV
HP ProBook 15.6" Win7Pro		50.00D	1,615	-	1,615	19/02/20	-	-	-		-	-	333	333	-	-	1,282
			24,898	7,382	1,615		-	-	(0)		8,266	-	1,457	17,362	-	-	7,536
TOTAL			26,571	7,542	1,615		-	-	(0)		8,266	-	1,488	18,905	-	-	7,666

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Notes to and forming part of the Performance Report

For the Year Ended 30 June 2020

1 Statement of Accounting Policies

Reporting Entity

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED is registered under the Incorporated Societies Act 1908 and registered under the Charities Act 2005. The incorporated society is a reporting entity for the purposes of the Financial Reporting Act 2013.

The performance report of AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED has been prepared according to generally accepted accounting practice in New Zealand as determined by the Financial Reporting Act 2013.

Statement of Compliance and Basis of Preparation

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED is eligible to apply Tier 3 PBE Accounting Requirements : 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. The incorporated society has elected to report in accordance with PBE SFR-A (NFP). All transactions in the Performance Report are reported using the accrual basis of accounting.

The measurement base adopted is that of historical cost, modified by the revaluation of certain assets if indicated in specific accounting policies.

The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

(a) Revenue Recognition

Revenue comprises the amounts received and receivable for goods and services supplied to customers in the ordinary course of business

(b) Cash and Cash Equivalents

Cash and cash equivalents comprise cash on hand and demand deposits, together with other short-term, highly liquid investments that are readily convertible into known amounts of cash and which are subject to an insignificant risk of changes in value.

(c) Inventories

Inventories are recognised at lower of cost and net realisable value, determined on a first-in first-out basis.

(d) Property, Plant & Equipment and Investment Property

Fixed Assets are stated at cost less aggregate depreciation, and are as recorded on the Statement of Property, Plant and Equipment that forms part of these financial statements.

Depreciation has been calculated using the rates otherwise provided for taxation purposes in the Income Tax Act. The particular rates and method of depreciation applied are as recorded on the Schedule of Property, Plant and Equipment that form part of these financial statements.

(e) Income Tax

The entity is a charity registered with the Charities Commission and is therefore exempt from income tax.

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED

Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2020

(f) Financial Instruments

Financial instruments are recognised in the Statement of Financial Position when the incorporated society becomes party to a financial contract. They include cash balances, deposits, bank overdraft, payables, receivables and intercompany balances.

All of the financial instruments of the incorporated society are initially recorded at cost and subsequently carried at amortised cost using the effective interest method. Due allowance is made for impaired receivables (credit losses).

(g) Goods and Services Taxation (GST)

Revenue and expenses have been recognised in the performance report exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST. The incorporated society is registered for GST.

(h) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on a basis consistent with those from previous performance report.

2 Donations, fundraising and other similar revenue

	2020	2019
	\$	\$
Donations Income	9,086	9,646
Fundraising	19,056	23,411
Lottery Grants	25,000	18,750
Community Organisation Grant Schemes	8,569	13,097
Other Grants	4,185	12,456
Total Donations, fundraising and other similar revenue	<u>65,896</u>	<u>77,360</u>

Acknowledgements of Grants and Donations income

The Auckland Down Syndrome Association gratefully acknowledges the following grants received during the financial year. (All figures are exclusive of GST).

COGS - Community Organisation Grants Scheme

The Auckland Down Syndrome Association acknowledges the receipt in August 2019 of three separate allocations from Auckland City (\$5,000), Papakura/Franklin (\$1,000), Manukau (\$1,750).

NZ Lottery Grants Board

The Auckland Down Syndrome Association acknowledges receipt of \$25,000 in Oct 2019.

Lock & Partners Ltd

The Auckland Down Syndrome Association acknowledges the provision of audit services by Lock & Partners Limited for no charge.

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED
Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2020

3 Fees, subscriptions and other revenue from members	2020	2019
	\$	\$
Membership Fees	2,537	2,801
Total Fees, subscriptions and other revenue from members	2,537	2,801
4 Revenue from providing goods or services	2020	2019
	\$	\$
Course Fees and Sales of Merchandise	21,987	14,803
Total Revenue from providing goods or services	21,987	14,803
5 Interest, dividends and other investment revenue	2020	2019
	\$	\$
Interest Received	2,668	3,611
Total Interest, dividends and other investment revenue	2,668	3,611
6 Expenses related to public fundraising	2020	2019
	\$	\$
Commission Paid	563	708
Fundraising Costs	462	160
Total Expenses related to public fundraising	1,025	868
7 Volunteer and employee related costs	2020	2019
	\$	\$
ACC Levies	109	45
Volunteers Expenses	-	45
Wages (2020 figure net of Covid-19 Wage Subsidy of \$5,600)	32,362	38,085
Total Volunteer and employee related costs	32,471	38,175

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED**Notes to and forming part of the Performance Report (continued)****For the Year Ended 30 June 2020**

8	Costs related to providing goods or services	2020	2019
		\$	\$
	Cost of Goods Sold	133	2,774
	Accountancy Fees	2,409	3,816
	Bank Fees & Charges	71	60
	Book and Publications	-	59
	Contracting Expenses	9,113	10,381
	Courses and Forums	578	474
	Depreciation	1,488	1,496
	Electricity & Gas	1,061	1,100
	Entertainers	913	9,206
	Equipment Rental & Purchases	26	5,154
	Functions	25,452	25,340
	General Expenses	962	396
	Hire of Grounds	11,463	9,000
	Insurance	1,122	1,335
	Licence	-	125
	Mileage Reimbursement	-	1,243
	Motor Vehicle Expenses	294	-
	Obsolescence of Library Stock	1,200	1,200
	Photocopying & Postage	1,360	1,948
	Printing & Stationery	2,897	1,350
	Rent	5,760	5,760
	Repairs & Maintenance	224	28
	Subscriptions & Dues	909	1,377
	Telephone & Tolls	1,316	1,386
	Travel Expenses	607	-
	Website	1,267	1,006
	Total Costs related to providing goods or services	70,625	86,014
9	Gifts and Donations	2020	2019
		\$	\$
	Gifts & Donations	529	89
	Total Gifts and Donations	529	89
10	Accumulated Funds	2020	2019
		\$	\$
	Opening Balance	128,964	155,534
	Less:		
	Net Deficit	11,562	26,570
	Total Accumulated Funds	117,402	128,964

These financial statements are to be read in conjunction with the accompanying Notes

AUCKLAND DOWN SYNDROME ASSOCIATION INCORPORATED
Notes to and forming part of the Performance Report (continued)

For the Year Ended 30 June 2020

11 Library Resources

Library Resources are stated at cost less an allowance for obsolescence. As at balance date Library Resources had a cost value of \$10,280 less an allowance for obsolescence of \$1,200 giving a carrying value of \$9,080 as shown on the statement of Financial Position.

12 Related Parties

There were no significant transactions or transactions that were on terms and conditions that are likely to be different from the terms and conditions of transactions in similar circumstances, involving related parties during the financial year. (Last year - Nil)

13 Commitments

The incorporated society has no commitments as at 30 June 2020, (2019 Nil).

14 Contingent Liabilities and Guarantees

The incorporated society has no contingent liabilities and no guarantees as at 30 June 2020. (2019: Contingent Liabilities Nil. Guarantees Nil.)