



FUNDRAISING
INSTITUTE OF
NEW ZEALAND

MATATIKA MĀTAURANGA KAITAUTOKO

FINZ ANNUAL REPORT 2018



IN DELIVERING IT'S MISSION, FINZ IS FOCUSSED ON **PROVIDING THE BEST EDUCATIONAL EVENTS, DEVELOPING STANDARDS OF PRACTICE AND ADVOCATING FOR THE VALUE OF FUNDRAISING.**

CO-CHAIRMAN'S 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
FINZ Co-Chair



Shane Chisholm
FINZ Co-Chair

BY THE END OF 2018, OUR MEMBERSHIP TOTALLED

421 MEMBERS

OVER THE YEAR WE HAD

16,650



TOTAL USERS ON OUR WEBSITE



WERE NEW WEBSITE VISITORS

During 2018, FINZ has undergone significant change and reformation. We finish the year with strong foundations on which we can build a robust and focussed 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 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 programme in 2019.

SOCIAL MEDIA ENGAGEMENT



THANKS TO OUR SOCIAL CHANNELS, WE WERE ABLE TO EDUCATE, SUPPORT AND CELEBRATE WITH

2,990
PEOPLE LAST YEAR

LAST YEAR FINZ EDUCATED

1,073

PEOPLE ACROSS EDUCATIONAL EVENTS AROUND THE COUNTRY

ANNUAL CONFERENCE



REGISTERED FOR THE 2018 CONFERENCE



NEARLY HALF OF THOSE FROM CONFERENCE



COMPLETED THE CONFERENCE MASTER CLASS



FINZ FELLOWS

The Fundraising Institute of New Zealand has 22 Fellows. Becoming a fellow is a rare distinction and shows that the individual has a deep commitment to both the Institute and fundraising. It is the highest honour the Institute can bestow on a member. We would like to continue to show our thanks for their commitment to fundraising in New Zealand.

| | |
|-------------------|-----------------------|
| Carol Painter | John Dear |
| Cheryl Moffat | Kate Russell |
| Clive Pedley | Lisa Wells |
| Dianne Armstrong | Louise Parkin |
| Dominique Leeming | Pat Thomas |
| Dwyllis Brown | Rosemary Ledingham |
| Errol Pike | Stephanie Maitland |
| Heather Newell | Thomas Kavanagh |
| James Mutch | Wayne McKenzie |
| Jim Datson | The late JB Munro |
| Johan Vos | The late Kitty Hilton |



Fundraising Institute of New Zealand
Matatika Mātauranga Kaitautoko



**AUCKLAND WAR
MEMORIAL MUSEUM,
"SECRET WORLD
OF BUTTERFLIES"**

WINNER FRONT COVER

The cover shot was chosen as it shows off the donor Ray Shannon's display cases and also communicates that it's a family friendly exhibition.

MAGAZINE IMPACT

One of our key objectives in the last financial year was to make our FINZ members really feel part of the organisation; feel connected and listened to.

As you've read, in each edition of our magazine, we continue to ensure 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 also wanted our members to feel part of the magazine, so created new opportunities for contributors, like the Lesson Learnt section, where a FINZ fellow shares their tips and tricks for excelling in our chosen field. Another new feature is Day in the Life, where we reached out to members around the country and asked for their (sometimes quirky) answers to a range of serious and fun questions.

We love being part of the FINZ family. FINZ are the first port of call for professional fundraisers in New Zealand and they connect us with both our clients and candidates through their conferences, regional events, the magazine and job board." Sponsor

Both of these new sections help connect our wide-ranging national membership, and give greater insight into the different roles, organisations and causes for whom we work. We are very grateful to contributors who have accepted this challenge and look forward to featuring more in subsequent issues.

To help bring some more colour and often warm fuzzies to the magazine, we've also asked for photographic contributions for our past two covers. We've been so pleased with the high-quality imagery that has been submitted and it's always hard to choose which photos to feature.

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 or two 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 the new year.

REFLECTING ON 2018

I find FINZ lunches a great opportunity for networking, and catching up with colleagues working in other charities. Most of all I attend the session to listen to great guest speakers from other NGOs but also from outside the sector. Here in NZ there are so many charities and each of us want to be unique. At the same time we all tend to copy each other with pride. FINZ lunches give me some inspiration, new ideas and an opportunity to learn from each other.

Renata Krzyszycha – Save the Children New Zealand



“Really great day. Extremely knowledgeable tutor.”

“Overall great session with so many takeaways and actions, wish we could have had more time.”

“Excellent content, really well delivered.”

“Interesting, something to think about.”

DIGITAL SPEAKER TOUR

“Such a great two days, James’ knowledge was fabulous – awesome presenter, engaging, relevant and experienced.”

“Very good information.”



In an emerging profession like fundraising with people coming from many diverse backgrounds it is vital to have a forum that allows us to share knowledge, stay up to date with latest information, and network. Learning lunches are a very important forum that allows all this to happen!

Caroline Campbel – Outward Bound

FINZ 2018 CONFERENCE

“FINZ conference for me is like a homecoming to a home that I didn’t know I had. These fundraisers, they are inventive, creative, inspiring, entrepreneurial, change makers, a little bit crazy, and deeply motivated to do good. They are like me! I love the FINZ conference, because I love the people.” Simon

“Because I was on the conference committee and felt like I had a hand in its creation, I am maybe a little biased! But meeting and hearing Dale Nirvani Pfeiffer was an honour and we were so lucky to have Usha Menon’s energy and ideas for our opening and closing. Some of my stand out moments: Our welcoming cocktail party was brilliant - we even had to run and get more bubbles as numbers were way above expected and people really did feel welcomed! As a recruiter it’s always such a treat to meet people (face-to-face) who I have placed in roles but only talked to on skype. Presenting our second Newcomer of the Year award, roaming around the new gallery and dancing to Barnaby Weir and friends made an exciting and very different gala dinner night that really was the best (well... apart from the time Michelle A’Court was the MC and we got lockjaw from laughing so much!)” TILDA

“My first FINZ conference and it totally exceeded my expectations. It was the kind of event where you wish you could split yourself in two so you can go to everything, but I did the next best thing and sent my team. Seeing colleagues inspired and motivated is one of the best things ever and, for me, it is one of the most important outcomes of any professional development opportunity.” JESS

We are already looking forward to the next FINZ Conference, we came back to our base buzzing and with pages full of ideas last time – thank you! Member

STATEMENT OF FINANCIAL PERFORMANCE

FUNDRAISING INSTITUTE OF NEW ZEALAND INCORPORATED

FOR THE YEAR ENDED 31 DECEMBER 2018

| Revenue | 2018 | 2017 |
|--|----------------|-----------------|
| Donations, fundraising and other similar revenue | 8,663 | - |
| Fees, subscriptions and other revenue from members | 183,492 | 288,677 |
| Revenue from providing goods or services | 410,583 | 329,201 |
| Interest, dividends and other investment revenue | 2,223 | 2,611 |
| Total Revenue | 604,962 | 620,489 |
| Expenses | | |
| Volunteer and employee related costs | 240,559 | 327,373 |
| Costs related to providing goods or services | 242,659 | 233,042 |
| Other expenses | 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

| Assets | 31 DEC 2018 | 31 DEC 2017 |
|---|----------------|----------------|
| Current Assets | | |
| Bank accounts and cash | 208,813 | 69,271 |
| Debtors and prepayments | 80,078 | 224,469 |
| Other current assets | 44,291 | 43,333 |
| Total Current Assets | 333,182 | 337,073 |
| Non-Current Assets | | |
| Property, plant and equipment | 6,450 | 10,821 |
| Other non-current assets | 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 | 33,800 | 95,073 |
| Employee costs payable | 10,333 | 12,987 |
| Other current liabilities | 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) | 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

Cash Flows from Operating Activities

| Cash was received from | 2018 | 2017 |
|---|------------------|------------------|
| 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 of 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

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.

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)

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.

Moore Stephens Wellington Audit

Moore Stephens Wellington Audit | Qualified Auditors, Wellington, New Zealand 1 April
2019

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. 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.

Michelle Berriman

**FINZ PROVIDES MEMBERS
WITH GREAT OPPORTUNITIES
TO NETWORK, A VARIETY
OF EDUCATIONAL AND
LEARNING EXPERIENCES AS
WELL AS AN OPPORTUNITY
TO CONTRIBUTE TO THE
GROWTH AND DEVELOPMENT
OF OUR PROFESSION.**

FINZ FELLOW



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CHARITY NUMBER: CC55344
