

Attachment 1 : Secretary and Treasury Reports for the 2007 Conference

Secretaries Report for the 2007 Conference

I have only been able to give this job my full attention over the last few weeks. However, I am pleased to report that the membership list is now once again up to date and the subscriptions for the current year have now been sent out to members. Given that the membership subs have only been mailed out to members over the last fortnight, it will take some time to catch up on membership subs.

As of this moment we have 120 people whose membership is current. However this includes those who are signed up as honorary members for one year as a result of paying full registration at this or last years conference and can't be counted on as long term members. Paid up membership is down at the moment due to delay in getting subs for the year out and a hiatus in activity since last year's conference. Of those who are nominally members, only 51 are up to date as of last week. There is a lot of room for improving on this number.

I have assembled most of the records for the NZAIA and these are now stored and are accessible in my downtown Wellington Office.

Financial Report for the 2007 Conference

The draft financial statements for the year ended 31 December 2006 are attached. They comprise a Statement of Financial Performance (the profit and loss statement) and a Statement of Financial Position (the balance sheet). Also included for comparison are the as yet unaudited financial statements for year 2005.

The Statement of Financial Performance shows a net \$2,403.31 of income over expenditure for the year to December 2006, continuing the positive financial direction of the year to December 2005. Subs income for 2006 was almost exactly the same as that for 2005. A detailed breakdown of the finances for the 2006 conference has shown that it made a net of about \$520 of income over expenditure. The current year to December 2007 is likely to see a large net income for the year due mainly to the conference, despite a drop in membership subs income. The drop in membership subs received is an inevitable consequence of not getting the subs out until just before this conference in the hiatus before I took over the secretary treasurer role. However, over the last few weeks I have got the accounts for 2006 and 2007 up to date.

The balance sheet is healthy with a reasonable "float" of retained net income to sustain current activities and support new initiatives. As at the 31st December 2006, NZAIA had net capital funds of \$13,757.74.

The next step is to get the accounts for 2005 and 2006 audited. It would make sense to complete the 2007 accounts and then get the accounts for the three years audited together early in the new year.

NZAIA is in a sound financial position.

It has a number of choices, it could opt to be a low subs organisation restricting the required activities to an annual or biennial conference and such other actions as it has the energy and resources to carry out. Alternatively, it can seek to rebuild a wider range of services such as a regular newsletter and sustain this level of activity through higher subs and or other fundraising activities.

James Newell
29th November 2007

Recommendations:

3. **That this financial report be accepted.**
4. **That the incoming secretary/treasurer in association with the incoming committee, arrange for the 2005, 2006 and 2007 accounts be audited early in the new year.**

Attachment 2 : Financial Summary for the years to December 2005 and 2006

**New Zealand Association for Impact Assessment (Inc.) - NZAIA
Statement of Financial Performance for year ended 31 December 2006**

2005	Income	2006
\$4,120.00	Ann Subs Received - Current Full	\$3,751.96
\$55.00	Ann Subs Received - Current Low Inc	\$60.00
\$60.00	Ann Subs Received in Advance	\$127.08
\$234.00	Subs Previous Year	\$540.00
\$21,280.00	Conference Income	\$9,700.00
\$11,425.50	Professional Dvpt Income	\$360.00
\$136.00	Publications Income	\$0.00
\$25.21	Interest Income	\$26.57
\$37,335.71	Total Income	\$14,565.61
	Expenses	
\$125.00	Post Box Rental	\$125.00
\$170.24	Photocopying/Printing	\$10.00
\$760.91	Web Site	\$729.42
\$315.00	Newsletter Expenses	\$244.34
\$90.00	Postage	\$3.94
\$116.85	IANZ Postage	\$45.00
\$10,772.33	Conference and AGM Expenses	\$5,481.00
\$11,125.50	Workshop Expenses	\$150.00
\$438.53	Office Space Rental	\$0.00
\$1,151.51	Other Meeting Expenses	\$2,403.31
\$64.88	Electricity	\$0.00
\$9.82	Withholding Tax Paid	\$10.37
\$40.00	Bank Charges	\$463.05
\$270.00	Contract for Service	\$11.25
\$0.00	Affiliation Fees	\$927.93
\$237.47	Other Expenses	\$155.48
\$675.00	Audit Fees	\$135.00
\$28,181.80	Total Expenses	\$10,895.09
\$9,153.91	Profit (Loss)	\$2,403.31

New Zealand Association for Impact Assessment (Inc.) - NZAIA
Statement of Financial Position
As at 31 December 2006

Dec-05	Capital	Dec-06
\$933.31	Opening Balance	\$10,087.22
\$9,153.91	Plus Current Year Operating Surplus/(Deficit)	\$3,670.52
\$10,087.22	Total Capital Funds	\$13,757.74
	Represented by	
	Current Assets	
\$9,337.22	BNZ Cheque Account	\$18,909.44
\$750.00	Accounts Receivable	\$410.00
\$0.00	Unbanked	\$0.00
\$10,087.22	Total Current Assets	\$19,319.44
	Less Current Liabilities	
\$0.00	Accounts Payable	\$5,561.70
\$0.00	Total Current Liabilities	\$0.00
\$10,087.22	Net Working Capital	\$13,757.74
\$10,087.22	Net Assets	\$13,757.74