

Performance Report

Road Controlling Authorities Forum (NZ) Inc
For the year ended 31 March 2019

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Entity Information

Road Controlling Authorities Forum (NZ) Inc
For the year ended 31 March 2019

Legal Name of Entity

Road Controlling Authorities Forum (New Zealand) Inc

Entity Type and Legal Basis

Charitable Organisation

Charities Commission Registration Number

CC40126

Entity's Purpose or Mission

To assist road-controlling authorities to make informed decisions

Main Sources of Entity's Cash and Resources

Forum Attendance and Annual Membership

Main Methods Used by Entity to Raise Funds

Membership Subscriptions & Invoicing for Forum Attendance.

Entity's Reliance on Volunteers and Donated Goods or Services

The Executive Committee and work groups are made up of individuals from the forums membership. Some administrative and support activities are undertaken by external service providers.

Structure of Entity's Operations

The RCA Forum is an Incorporated Society. The Executive Committee of the RCA Forum consists of elected members from territorial authorities.

Physical Address


Level 8, 276 Lambton Quay, Wellington 6011

Approval of Financial Report

Road Controlling Authorities Forum (NZ) Inc
For the year ended 31 March 2019

The Convenors are pleased to present the approved financial report including the historical financial statements of Road Controlling Authorities Forum (NZ) Inc for year ended 31 March 2019.

APPROVED



James Paterson

Finance and Reporting Convener

Date 2/8/19



Jim Harland

Co-chair of the RCA Forum

Date 2/8/19

Statement of Service Performance

Road Controlling Authorities Forum (NZ) Inc

For the year ended 31 March 2019

Road Controlling Authorities Forum Inc ("RCAF") - Vision

The RCAF vision is to assist road-controlling authorities to make informed decisions. The purpose of the RCAF is to exchange information and provide updates on sector working group activities, proposed legislation, new standards and guidelines, highway and procurement strategies and other issues relevant to road controlling authorities, their suppliers and road users.

Annual Membership Subscriptions

All Territorial Authorities, the New Zealand Transport Agency, the Department of Conservation and Auckland Transport are fee paying members of the RCAF. Subscriptions for individual authorities are determined by the population band that they sit in. This banding methodology is a proxy for the ability to pay and the potential benefits received by each member organisation.

	2019	2018
Number of members	67	67
Total subscription fees	\$208,333	\$208,333

Description and Quantification of the Entity's Outputs

The RCAF expects to deliver three forums per year for membership participation, information and networking, as well as facilitating work group activities for the membership's benefit. It holds one annual general meeting of the society concurrently with a forum meeting.

	2019	2018
Number of forums	3	2
Total number of attendees	180	115

2019 Working Group and Outcomes

The Research and Guidelines Group closed and was replaced by 5 imperative actions (listed below) within the Strategic plan adopted in 2018.

1. Sector Capability
2. Sector Engagement
3. Highly Valued Knowledge Facilitator
4. Innovation
5. Influence

Sector Capability is responsible for the activities relating to; Active Modes (supporting NZTA as lead), Low Volume Roads, and the Road Rail working group.

Current Working Groups

- The Active Modes Infrastructure Group is no longer a workstream that the RCAF funds and NZTA have taken over the funding of this. The RCAF will continue to work with NZTA as the lead. A report was provided to members at the 29 March 2019 Forum and published on the website
- Low Volume Roads – work has been completed and advice published.
- Road Rail Working Group – Nothing to report - need to finalise outputs of this group

The following working group has been closed:

- Shared Footpaths Working Group

Statement of Financial Performance

Road Controlling Authorities Forum (NZ) Inc
For the year ended 31 March 2019

Account	Notes	2019	2018
Revenue			
Revenue from providing goods or services			
Revenue			
Forum Attendance		14,266	8,653
Interest Received		156	118
RCA Annual Subscription		208,333	208,333
Total Revenue		222,755	217,104
Total Revenue from providing goods or services		222,755	217,104
Total Revenue		222,755	217,104
Expenses			
Accounting Fees		17,248	21,551
Active Modes Infrastructure Steering Group		15,000	20,568
Administration of Road-Rail Issues Working Group		4,793	0
Amortisation		1,990	1,758
Annual Return		89	89
Audit Fees		6,100	7,450
Bad Debts		0	165
Bank Fees		240	255
Communications Plans		7,000	19,110
Executive Resources		114	12,144
Forum Expenses		20,647	19,528
General Expense		266	378
Insurance		1,972	1,233
IPWEA NZ Administration		8,000	8,000
IT Costs		691	390
LVR-Funding Heavy Vehicle Impacts Working Group		4,379	37,272
NZUAG		2,500	0
Research & Guideline Working Group		33,678	48,467
Shared Footpaths Group		0	23,481
Website		1,229	1,425
Total Expenses		125,936	223,264
Surplus/(Deficit) for the Year		96,818	(6,160)

The accompanying statement of accounting policies and notes form part of the financial statements.



Statement of Financial Position

Road Controlling Authorities Forum (NZ) Inc
As at 31 March 2019

Account	Notes	2019	2018
Assets			
Current Assets			
Bank accounts and cash	1	146,620	66,840
Debtors and prepayments	1	4,088	617
GST		10,010	14,067
Total Current Assets		160,718	81,523
Non-Current Assets			
Intangibles		13,678	1,758
Total Non-Current Assets		13,678	1,758
Total Assets		174,396	83,281
Liabilities			
Current Liabilities			
Accounts Payable		24,205	24,874
Accrued Expenses		5,784	9,929
Income in Advance		2,104	1,635
Sundry Payables		0	1,358
Total Current Liabilities		32,093	37,796
Total Liabilities		32,093	37,796
Total Assets less Total Liabilities (Net Assets)		142,303	45,485
Accumulated Funds			
Accumulated surplus/(deficit)	2	142,303	45,485
Total Accumulated Funds		142,303	45,485

The accompanying statement of accounting policies and notes form part of the financial statements.



Statement of Cash Flows

Road Controlling Authorities Forum (NZ) Inc

For the year ended 31 March 2019

Account	2019	2018
Cash Flow		
Cash Flows from Operating Activities		
Cash receipts from other operating activities	219,753	220,672
GST	4,057	2,458
Payments to suppliers and employees	(130,119)	(197,582)
Total Cash Flows from Operating Activities	93,690	25,548
Cash Flows from Investing Activities		
Purchase of intangibles assets	(13,910)	0
Total Cash Flows used in Investing Activities	(13,910)	0
Net Increase/ (Decrease) in Cash	79,780	25,548
Cash Balances		
Cash and Cash Equivalents at beginning of period	66,840	41,292
Cash and Cash Equivalents at end of period	146,620	66,840
Net change in cash for period	79,780	25,548

The accompanying statement of accounting policies and notes form part of the financial statements.



Statement of Accounting Policies

Road Controlling Authorities Forum (NZ) Inc

For the year ended 31 March 2019

Basis of Preparation

The financial statements presented are for Road Controlling Authorities Forum (New Zealand) Incorporated. Road Controlling Authorities Forum (New Zealand) Incorporated is incorporated under the Incorporated Societies Act 1908 and is a Registered Charity under the Charities Act 2005.

The Society has elected to apply Tier 3 PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar (\$).

Revenue is accounted for as follows:

Interest revenue is recognised as it is received.

Forum Attendance consists of fees received for attendance at the forums run each year. These are recognised as forum services are provided.

RCA Annual Subscription consists of an annual fee paid by subscribing councils. All Councils, NZTA, the Department of Conservation and Auckland Transport are currently fee paying members of the Forum which contributes towards the planned work programme. Subscriptions are recognised on an accruals basis when invoiced.

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.

Goods and Services Tax (GST)

The Society 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.

Debtors

Debtors are carried at their estimated realisable value. Bad debts are written off in the year in which they were identified.

Income Tax

Road Controlling Authorities Forum (New Zealand) Incorporated is a registered charity and is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Unidentified Deposits

Monies received that cannot be resolved, and held for longer than one year, are to be recognised as income.

Changes in Accounting Policies

There have been no changes in accounting policies, other than the addition of the above 'Unidentified Deposits' policy. Besides this addition, policies have been applied on a consistent basis with those of the previous reporting period.



Notes to the Performance Report

Road Controlling Authorities Forum (NZ) Inc

For the year ended 31 March 2019

Account	2019	2018
1. Analysis of Assets		
Bank accounts and cash		
Westpac Online Saver	0	0
Westpac Depreciation Account	26,963	26,936
Westpac Cheque Account	119,657	39,903
Total Bank accounts and cash	146,620	66,840
Debtors and prepayments		
Accounts Receivable	3,511	0
Prepayments	577	617
Total Debtors and prepayments	4,088	617
Other non-current assets		
RCAF Website Upgrade	13,910	18,750
RCAF Website Upgrade Accumulated Amortisation	(232)	(16,992)
Total Other non-current assets	13,678	1,758

Account	2019	2018
2. Accumulated Funds		
Accumulated Funds		
Opening Balance	45,485	51,645
Current year surplus/(deficit)	96,818	(6,160)
Total Accumulated Funds	142,303	45,485
Total Accumulated Funds	142,303	45,485

3. Commitments

There are no commitments as at 31 March 2019 (2018 - nil).

4. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2019 (2018 - nil).

5. Related Parties

During the year the Society purchased administration services on normal trading terms from the Institute of Public Works Engineering Australasia (New Zealand) Incorporated (Trading as IPWEA NZ) of \$8,000 (2018: \$8,000)

6. 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 (2018 - nil).

7. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



INDEPENDENT AUDITOR'S REPORT

To the Members of Road Controlling Authorities Forum (NZ) Inc

Opinion

We have audited the performance report of Road Controlling Authorities Forum (NZ) Inc (the Society) on pages 6 to 10, which comprises the entity information, the statement of financial performance and statement of cash flows for the year ended 31 March 2019, the statement of financial position as at 31 March 2019, and the statement of accounting policies and other explanatory information.

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; and
- b) the performance report on pages 6 to 10 presents fairly, in all material respects, :
 - the entity information for the year ended 31 March 2019; and
 - the financial position of the Society as at 31 March 2019, 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).

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 of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000. Our responsibilities under these 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 Society 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 in our capacity as auditor we have no relationship with, or interests in, Road Controlling Authorities Forum (NZ) Inc.

Information Other Than the Performance Report and Auditor's Report

The Executive Committee are responsible for the other information. Our opinion on the performance report does not cover the other information included in the annual report and we do not and will not express any form of assurance conclusion on the other information. At the time of our audit, there was no other information available to us.

In connection with our audit of the performance report, if other information is included in the annual report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information that we obtained prior to the date of our auditors' report, we concluded that there is a material misstatement of this other information, we are required to report that fact.

Responsibilities of the Executive Committee for the Performance Report

The Executive Committee are responsible on behalf of the entity 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, 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 in New Zealand by the New Zealand Accounting Standards Board; and

- (c) For such internal control as the Executive Committee 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 Executive Committee are responsible for assessing the Society'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 Executive Committee either intend to liquidate the Society 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 as a whole 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 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 this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000, 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, including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable. 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 Society'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 Society and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society'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 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 represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Executive Committee 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.

