

Performance Report

Road Controlling Authorities Forum (NZ) Inc
For the year ended 31 March 2025

Entity Information

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

Legal name

Road Controlling Authorities Forum (New Zealand) Incorporated

Type and legal basis

Registered Charity and Incorporated Society

Registration numbers

Charities Commission: CC40126

Incorporated Societies: 1829511

NZBN: 9429043161683

Inland Revenue: 094-767-113

Purpose / mission

To assist road-controlling authorities to make informed decisions.

Main sources of cash and resources

Forum attendance and annual membership subscriptions (paused in 2022 due to COVID, sufficient level of accumulated funds and reduced activity).

Main methods used to raise funds

Membership subscriptions forum registrations for attendance.

Reliance on volunteers and donated goods or services

The Executive Committee and workgroups are made up of individuals from the forum's membership. Some administrative and support activities are undertaken by external service providers.

Operational structure

The Road Controlling Authorities Forum (New Zealand) Incorporated, also known as RCAF, is an Incorporated Society. The Executive Committee of RCAF consists of elected members from territorial authorities.

Physical address

c/- Āpōpō - Infrastructure Asset Management Professionals Inc.
Floor 11 9 Boulcott St
Wellington 6011
New Zealand

Compilation Report

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

Responsibilities

The Executive Committee of RCAF is solely responsible for the information contained in this Performance Report and has determined that:

- all necessary information has been provided to us (Āpōpō); and
- the accounting policies used are appropriate to meet its needs and for the purpose that the Performance Report was prepared.

Compilation and no assurance

We have compiled this Performance Report based on information provided to us by RCAF and in accordance with PBE SFR-A (Tier 3) standards as set out in the Statement of Accounting Policies. Our procedures use accounting expertise to undertake the compilation but do not include verification or validation procedures. Āpōpō has not performed an audit or review engagement and accordingly no assurance is expressed by us.

Independence

We have no involvement with RCAF other than for the preparation of financial statements and management reports and offering advice based on the financial information provided and completing administrative activity for tax and charity compliance.

Disclaimer

We do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in this Performance Report. Nor do we 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 this Performance Report.

Compiled by

Āpōpō
Infrastructure Asset Management Professionals Incorporated

Approval of Performance Report

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

The Executive Committee is pleased to present the approved Performance Report including the historical financial statements of Road Controlling Authorities Forum (New Zealand) Incorporated for the year ended 31 March 2025.

APPROVED



Steve Mutton

Chair

Date: 3 September 2025

Statement of Service Performance

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

Road Controlling Authorities Forum (NZ) Inc - Vision

The RCAF is a knowledge community of Rooding Asset Managers. 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.

Medium to long term objectives

The RCAF operates in pursuit of the following medium to long term objectives:

- To grow, capture and transfer knowledge and expertise to ensure that appropriate skills and capability are maintained within our member organisations.
- To be the acknowledged point of contact between practitioners and researchers, policy developers, standard worker, and innovators in the pursuit of furthering and refining and embedding best practice.
- To benefit the public of New Zealand by developing and promoting nationally consistent asset management and Rooding standards including approaches to improving safety.
- To enable member organisations to benchmark their performance.
- To strengthen capability in the industry around being an exemplar client ensuring good performance around investment decisions, smart purchasing, procurement, balancing service levels and customer expectations.

Description of key activities

The RCAF prepares and delivers forum events for membership participation, information and networking, as well as facilitating workgroup activities for the membership's benefit.

	2025	2024
Number of Forums delivered	2	nil

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. Subscriptions in the 2024 and 2025 financial years were not levied due to financial pressures on members and the society's stable financial position.

	2025	2024
Number of members	68	68
Total subscription fees	\$nil	\$nil

Statement of Financial Performance

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

	2025	2024
Revenue		
Interest	23,919	18,323
Other revenue	-	598
Total Revenue	23,919	18,921
Operating Expenses		
Other expenses related to service delivery		
Forum Expenses	33,563	26
Total Other expenses related to service delivery	33,563	26
Other expenses		
Accounting Fees	1,700	500
Annual Return	44	45
Audit Fees	6,204	6,156
Bank Fees	25	25
Insurance	2,049	1,987
Āpōpō Administration	2,000	2,000
IT Costs	943	752
NZUAG	2,000	3,000
Website	3,019	1,200
Total Other expenses	17,985	15,664
Total Operating Expenses	51,547	15,691
Net Surplus (deficit)	(27,628)	3,230

Statement of Financial Position

Road Controlling Authorities Forum (NZ) Inc

As at 31 March 2025

	NOTES	31 MAR 2025	31 MAR 2024
Assets			
Current Assets			
Cash and short term deposits	1	405,739	439,217
Debtors and prepayments	1	14,862	10,043
Total Current Assets		420,601	449,260
Total Assets		420,601	449,260
Liabilities			
Creditors and accrued expenses	2	8,509	9,540
Total Liabilities		8,509	9,540
Net Assets		412,091	439,720
Accumulated Funds			
Opening Accumulated Funds		439,720	436,490
Current Year Earnings		(27,628)	3,230
Total Accumulated Funds		412,091	439,720

Statement of Cash Flows

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

	2025	2024
Operating Receipts (payment)		
Payments related to service delivery	(29,636)	(3,939)
Interest received	16,640	15,782
Other payments	(20,482)	(13,284)
Net Cash Flows from Operating Receipts (payments)	(33,478)	(1,441)
Investing Activities		
Other cash items from investing activities	-	(400,000)
Net Cash Flows from Investing Activities	-	(400,000)
Financing Activities		
Other cash items from financing activities	-	-
Net Cash Flows from Financing Activities	-	-
Net Cash Flows	(33,478)	(401,441)
Cash and Cash Equivalents		
Cash and cash equivalents at beginning of period	39,217	440,658
Net change in cash for period	(33,478)	(401,441)
Cash and cash equivalents at end of period	5,739	39,217

Statement of Accounting Policies

Road Controlling Authorities Forum (NZ) Inc For the year ended 31 March 2025

Basis of Preparation

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

This Performance Report is prepared in accordance with the XRB's Tier 3 (NFP) Standard. The RCAF is eligible to apply these requirements as it does not have public accountability and has total annual expenses of less than \$5,000,000. All transactions in the performance report are reported using the accrual basis of accounting. This performance report is prepared under the assumption that the entity will continue to operate for the foreseeable future.

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

Revenue

Revenue is accounted for as follows:

- Interest revenue is recognised as it is received and accrued to balance date for investments maturing after balance date.
- Forum Attendance consists of fees received for attendance at the forums run each year. These are recognised as forum services provided.
- RCAF 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. No subscriptions were levied in 2024 or 2025 financial year due to pressure on member's financial positions and the stable financial position of the society.

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

The RCAF is a registered charity and is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Changes in Accounting Policies

There have been no changes in accounting policies. 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 2025

	NOTES	2025	2024
1. Assets Analysis			
Bank Accounts			
Westpac Cheque Account		731	2,841
Westpac Online Saver		1,625	8,339
Westpac Depreciation Account		3,383	28,037
Total Bank Accounts		5,739	39,217
Receivables and prepayments			
Interest Receivable		9,819	2,541
GST		4,521	3,092
Prepayments		522	4,410
Total Receivables and prepayments		14,862	10,043
Term Deposit		400,000	400,000
Total Assets Analysis		420,601	449,260

	NOTES	2025	2024
2. Liabilities Analysis			
Accounts Payable		909	3,450
Accrued Expenses		7,600	6,090
Total Liabilities Analysis		8,509	9,540

3. Commitments Contingent Liabilities and Guarantees

There are no commitments, contingent liabilities or guarantees as at 31 March 2025 (2024 - nil).

4. Related Parties

During the year the Society purchased administration and accounting services on normal trading terms from Infrastructure Asset Management Professionals Incorporated (trading as Āpōpō) of \$3,700 (2024: \$2,500). There is no common governance between the organisations, although there is some commonality in the membership of the two societies.

5. Events after balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (2024 - nil).

Independent auditor's report

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

Opinion

We have audited the accompanying performance report of Road Controlling Authorities Forum (NZ) Incorporated on pages 2, and 5 to 10, 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 March 2025, the statement of financial position as at 31 March 2025, and the statement of accounting policies and notes to the performance report, including material accounting policy information.

In our opinion:

- a) 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 in that the service performance information is appropriate and meaningful and prepared in accordance with the entity's measurement bases or evaluation methods, and
 - the financial position of Road Controlling Authorities Forum (NZ) Incorporated as at 31 March 2025, and its financial performance, and cash flows for the year then ended

in accordance with the XRB's Tier 3 (NFP) Standard 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 ISAs (NZ) and New Zealand Auditing Standard (NZ AS) 1 (Revised) *The Audit of Service Performance Information*. 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 Road Controlling Authorities Forum (NZ) 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, Road Controlling Authorities Forum (NZ) Incorporated.

Executive Committee's responsibilities for the performance report

The Executive Committee are responsible for:

- a) The preparation, and fair presentation of the performance report in accordance with the applicable financial reporting framework;
- b) The selection of elements/aspects of service performance, performance measures and/or descriptions and measurement bases or evaluation methods that present service performance

- information that is appropriate and meaningful in accordance with the applicable financial reporting framework;
- c) The preparation and fair presentation of service performance information in accordance with the entity's measurement bases or evaluation methods, in accordance with the applicable financial reporting framework;
 - d) The overall presentation, structure and content of the service performance information in accordance with the applicable financial reporting framework; and
 - e) Such internal control as the Executive Committee determine is necessary to enable the preparation of a performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Executive Committee are responsible on behalf of Road Controlling Authorities Forum (NZ) Incorporated's for assessing Road Controlling Authorities Forum (NZ) 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 Executive Committee either intend to liquidate Road Controlling Authorities Forum (NZ) 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 NZ AS 1 (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 NZ AS 1 (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 Road Controlling Authorities Forum (NZ) Incorporated's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Obtain an understanding of the process applied by the entity to select its elements/aspects of service performance, performance measures and/or descriptions and the measurement bases or evaluation methods.
- Evaluate whether the selection of elements/aspects of service performance, performance measures and/or descriptions and measurement bases or evaluation methods present an appropriate and meaningful assessment of the entity's service performance in accordance with the applicable financial reporting framework.
- Evaluate whether the service performance information is prepared in accordance with the entity's measurement bases or evaluation methods, in accordance with the applicable financial reporting framework.

- Conclude on the appropriateness of the use of the going concern basis of accounting by the Executive Committee and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our 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 report. However, future events or conditions may cause the entity 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.

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.

This report is made solely to the members of Road Controlling Authorities Forum (NZ) Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members, for our audit work, for this report, or for the opinions we have formed.



Moore Markhams Wellington Audit | Qualified Auditors, Wellington, New Zealand
3 September 2025