

# Biodiversity Guardians of Hawke's Bay Incorporated

## Performance Report

For the year ended:  
30 June 2018

### Contents

Page

#### Non-Financial Information:

|                                  |   |
|----------------------------------|---|
| Entity Information               | 2 |
| Statement of Service Performance | 7 |

#### Financial Information:

|   |    |
|---|----|
| Statement of Receipts and Payments        | 9  |
| Statement of Resources and<br>Commitments | 11 |
| Notes to the Performance Report           | 13 |

[

# Biodiversity Guardians of Hawke's Bay Incorporated

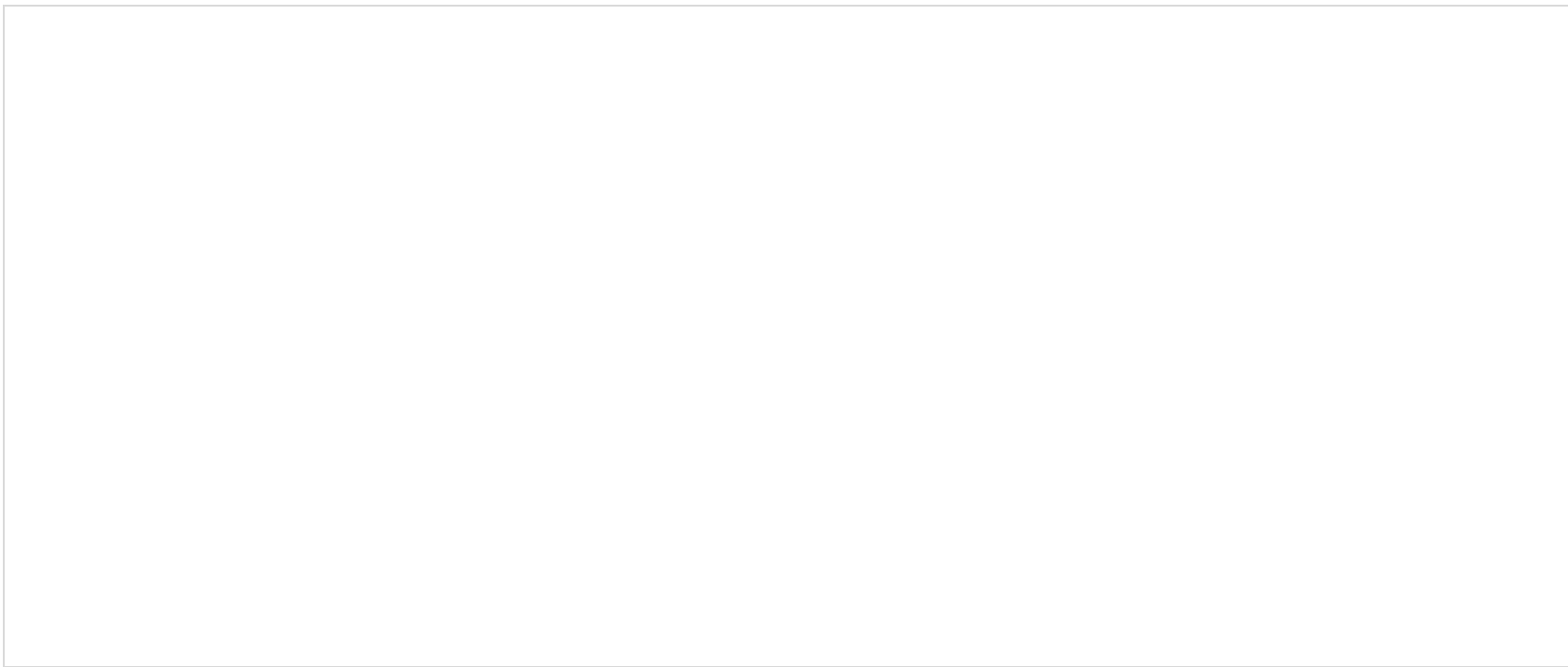
## Entity Information

"Who are we?", "Why do we exist?"

For the year ended:  
30 June 2018

---

|   |  |
|---|--|
| Legal Name of Entity:*                    | Biodiversity Guardian's of Hawke's Bay Incorporated  |
| Other Name of Entity (if any):            | Known as the "Guardians"   |
| Type of Entity and Legal Basis (if any):* | Incorporated Society   |
| Registration Number:                      | CC55557  |
| Entity's Purpose or Mission: *            | To promote and support biodiversity and biodiversity related activity in and for the benefit of the Hawke's Bay Region |



**Entity Structure: \***

The Biodiversity Guardians of Hawke's Bay are governed by a Management Committee, which comprises of a minimum of 5 and a maximum of 9 individuals who hold office as Committee Members, each individual being a Member of the Society or a representative of a non-individual member and include: a chair, a deputy chair, a secretary and a treasurer.

|  |
|--|
|  |
|--|

|   |
|---|
| <b>Main Sources of the Entity's Cash and Resources:*</b>  |
| Main source of revenue is via public (individual, family, small business and corporate) memberships and donations |

|   |
|---|
| <b>Main Methods Used by the Entity to Raise Funds:*</b> |
| Membership drives and Fundraising events                |


Entity's Reliance on Volunteers and Donated Goods or Services: \*

Entity is fully reliant on volunteers and donation of funds, and agency contributions

Additional Information\*

The secretary of the Biodiversity Guardians of Hawke's Bay is also the Secretary of the Biodiversity Hawkes Bay Foundation, and is known as the project manager.

#### Contact details

|   |  |
|---|--|
| Physical Address:   | C/ - The Conservation Company, 707 Tod Rd, RD 1,<br>Waipawa  |
| Postal Address:   |  |
| Phone/Fax:  |  |
| Email/Website:  | <a href="http://www.biodiversityhb.org">www.biodiversityhb.org</a> ,<br><a href="mailto:projectmanager@biodiversityhb.org">projectmanager@biodiversityhb.org</a> |
|  | Biodiversity Hawkes Bay  |

# Biodiversity Guardians of Hawke's Bay Incorporated

## Statement of Service Performance

"What did we do?"

For the year ended  
30 June 2018

### Description of the Entity's Outcomes:

Biodiversity Guardians of Hawkes Bay became incorporated on the 1st of May 2018. Since that time, and up to the year ended 30 June 2018, we have had an official launch , and gained 80 individual members, 1 Non governmental organisation member and 1 corporate or agency member.

|  | Actual*   | Budget    | Actual*   |
|--|-----------|-----------|-----------|
| Description and Quantification (to the extent practicable) of the Entity's Outputs:* | This Year | This Year | Last Year |
| Management committee meetings  | 2         | 2         | n/a       |
| membership - individual  | 80        | 50        | n/a       |
| membership - small business or ngo   | 1         | 2         | n/a       |

|                                  |   |   |     |
|----------------------------------|---|---|-----|
| membership - corporate or agency | 2 | 1 | n/a |
| Launch event                     | 1 | 1 | n/a |
| Forum event                      | 0 | 0 | n/a |
| Additional Output Measures:      |   |   |     |
| Nil                              |   |   |     |
| Additional Information:          |   |   |     |
| Nil                              |   |   |     |



# Biodiversity Guardians of Hawke's Bay Incorporated

## Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

30 June 2018

|   | Notes | Actual*<br>This Year<br>\$ | Budget<br>This Year<br>\$ | Actual*<br>Last Year<br>\$ |
|---|-------|----------------------------|---------------------------|----------------------------|
| <b>Operating Receipts</b>                                 |       |                            |                           |                            |
| Donations, fundraising and other similar receipts*        |       | 5,664                      |                           |                            |
| Fees, subscriptions and other receipts from members*      |       | 3,820                      |                           |                            |
| Receipts from providing goods or services*                |       |                            |                           |                            |
| Interest, dividends and other investment income receipts* |       |                            |                           |                            |
| Other operating receipts                                  |       |                            |                           |                            |
|   |       |                            |                           |                            |
|   |       |                            |                           |                            |
|   |       |                            |                           |                            |
|   |       |                            |                           |                            |
| <b>Total Operating Receipts</b>                           |       | <b>9,484</b>               | <b>-</b>                  | <b>-</b>                   |
| <b>Operating Payments</b>                                 |       |                            |                           |                            |
| Payments related to public fundraising*                   |       | 1,000                      |                           |                            |
| Volunteer and employee related payments*                  |       |                            |                           |                            |
| Payments related to providing goods or services*          |       |                            |                           |                            |

|   |  |              |          |          |
|---|--|--------------|----------|----------|
| Grants and donations paid*  |  |              |          |          |
| Other operating payments  |  | 4,664        |          |          |
|   |  |              |          |          |
|   |  |              |          |          |
|   |  |              |          |          |
| <b>Total Operating Payments</b>                                       |  | <b>5,664</b> | <b>-</b> | <b>-</b> |
| <b>Operating Surplus or (Deficit)</b>                                 |  | <b>3,820</b> | <b>-</b> | <b>-</b> |
| <b>Capital Receipts</b>   |  |              |          |          |
| Receipts from the sale of resources*                                  |  |              |          |          |
| Receipts from borrowings*   |  |              |          |          |
| <b>Capital Payments</b>   |  |              |          |          |
| Purchase of resources*  |  |              |          |          |
| Repayments of borrowings*   |  |              |          |          |
|   |  |              |          |          |
| <b>Increase/(Decrease) in Bank Accounts and Cash*</b>                 |  | <b>3,820</b> | <b>-</b> | <b>-</b> |
|   |  |              |          |          |
| Bank accounts and cash at the beginning of the financial year*        |  | -            |          |          |
| <b>Bank Accounts and Cash at the End of the Financial Year*</b>       |  | <b>3,820</b> | <b>-</b> | <b>-</b> |
|   |  |              |          |          |
| <b>Represented by:*</b>   |  |              |          |          |
| Cheque account(s)   |  | 3,820        |          |          |
| Savings account(s)  |  |              |          |          |
| Term Deposit account(s)   |  |              |          |          |
| Cash Floats   |  |              |          |          |
| Petty Cash  |  |              |          |          |
|   |  |              |          |          |
| <b>Total Bank Accounts and Cash at the End of the Financial Year*</b> |  | <b>3,820</b> | <b>-</b> | <b>-</b> |

## Biodiversity Guardians of Hawke's Bay Incorporated

### Statement of Resources and Commitments

"what the entity owns?" and "what the entity owes?"

As at  
30 June 2018

| SCHEDULE OF RESOURCES  | This Year      | Last Year      |
|--|----------------|----------------|
|  | \$             | \$             |
| <b>Bank Accounts and Cash (from Statement of Receipts and Payments)*</b> | <b>3,820</b>   | <b>-</b>       |
| <b>Money Held on Behalf of Others*</b>                                   |                |                |
| <b>Description*</b>  | <b>Amount*</b> | <b>Amount*</b> |
|  |                |                |
| <b>Money Owed to the Entity*</b>   |                |                |
| <b>Description*</b>  | <b>Amount*</b> | <b>Amount*</b> |
| Corporate Membership   | 1,000          |                |
| Small Business Membership  | 200            |                |

|   |                               |                               |
|---|-------------------------------|-------------------------------|
| Individual Memberships (x2)   | 40                            |                               |
|   |                               |                               |
|   |                               |                               |
| <b>Other Resources*</b>   |                               |                               |
| <b>Description and Source of Value* (cost or current value required if practicable to obtain)</b>     | <b>Cost or Current Value*</b> | <b>Cost or Current Value*</b> |
|   |                               |                               |
| <b>SCHEDULE OF COMMITMENTS</b>  | This Year                     | Last Year                     |
|   | \$                            | \$                            |
| <b>Money Payable by the Entity*</b>   |                               |                               |
| <b>Description*</b>   | <b>Amount*</b>                | <b>Amount*</b>                |
|   |                               |                               |
| <b>Other Commitments*</b>   |                               |                               |
| <b>Description*</b>   | <b>Amount*</b>                | <b>Amount*</b>                |
|   |                               |                               |
| <b>Guarantees*</b>  |                               |                               |
| <b>Description*</b>   | <b>Amount*</b>                | <b>Amount*</b>                |
|   | This Year                     | Last Year                     |
| <b>SCHEDULE OF OTHER INFORMATION</b>  | \$                            | \$                            |
| <b>Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*</b> | <b>Amount*</b>                | <b>Amount*</b>                |
|   |                               |                               |
|   |                               |                               |
| <b>Resources Used as Security for Borrowings*</b>   |                               |                               |
|   |                               |                               |

# Biodiversity Guardians of Hawke's Bay Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2018

### Note 1: Accounting Policies "How did we do our accounting"

#### **Basis of Preparation\***

Biodiversity Guardians of Hawke's Bay Incorporated is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

#### **Goods and Services Tax (GST)\***

*OR (Delete one not applicable to the entity)*

#### **Goods and Services Tax (GST)\***

Biodiversity Guardians of Hawke's Bay Incorporated is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

# Biodiversity Guardians of Hawke's Bay Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2018

### Note 2 : Analysis of Receipts "How was it funded?"

| <b>Receipt Item</b>  | <b>Analysis</b> | This Year<br>\$ | Last Year<br>\$ |
|----------------------|-----------------|-----------------|-----------------|
| Fundraising receipts |                 |                 |                 |
|                      | <b>Total</b>    | -               | -               |

| <b>Receipt Item</b>  | <b>Analysis</b>  | This Year<br>\$ | Last Year<br>\$ |
|----------------------|--|-----------------|-----------------|
| Grants and donations | Catering Contribution - University of Waikato          | 1,000           |                 |
|                      | Legal Fees Contribution - Hawke's Bay Regional Council | 4,664           |                 |
|                      | <b>Total</b>   | <b>5,664</b>    | -               |

| <b>Receipt Item</b>                                 | <b>Analysis</b>            | This Year<br>\$ | Last Year<br>\$ |
|---|----------------------------|-----------------|-----------------|
| Fees, subscriptions and other receipts from members | Individual Memberships     | 1,620           |                 |
|   | Small Business Memberships | 200             |                 |

|  |                       |              |          |
|--|-----------------------|--------------|----------|
|  | Corporate Memberships | 2,000        |          |
|  |                       |              |          |
|  |                       |              |          |
|  | <b>Total</b>          | <b>3,820</b> | <b>-</b> |

| <b>Receipt Item</b>                       | <b>Analysis</b> | <b>This Year</b> | <b>Last Year</b> |
|---|-----------------|------------------|------------------|
|   |                 | \$               | \$               |
| Receipts from providing goods or services |                 |                  |                  |
|   |                 |                  |                  |
|   |                 |                  |                  |
|   | <b>Total</b>    | <b>-</b>         | <b>-</b>         |

| <b>Receipt Item</b>                                      | <b>Analysis</b> | <b>This Year</b> | <b>Last Year</b> |
|--|-----------------|------------------|------------------|
|  |                 | \$               | \$               |
| Interest, dividends and other investment income receipts |                 |                  |                  |
|  |                 |                  |                  |
|  |                 |                  |                  |
|  | <b>Total</b>    | <b>-</b>         | <b>-</b>         |

| <b>Receipt Item</b> | <b>Analysis</b> | <b>This Year</b> | <b>Last Year</b> |
|---------------------|-----------------|------------------|------------------|
|                     |                 | \$               | \$               |
| Other receipts      |                 |                  |                  |
|                     |                 |                  |                  |
|                     |                 |                  |                  |
|                     | <b>Total</b>    | <b>-</b>         | <b>-</b>         |

| <b>Receipt Item</b> | <b>Analysis</b> | <b>This Year</b> | <b>Last Year</b> |
|---------------------|-----------------|------------------|------------------|
|                     |                 | \$               | \$               |
| Capital receipts    |                 |                  |                  |
|                     |                 |                  |                  |
|                     |                 |                  |                  |
|                     | <b>Total</b>    | <b>-</b>         | <b>-</b>         |

# Biodiversity Guardians of Hawke's Bay Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2018

### Note 3 : Analysis of Payments "What did it cost?"

|  |               | This Year    | Last Year |
|--|---------------|--------------|-----------|
| Payment Item                           | Analysis      | \$           | \$        |
| Payments related to public fundraising | Catering Fees | 1,000        |           |
|  | <b>Total</b>  | <b>1,000</b> | -         |

|   |              | This Year | Last Year |
|---|--------------|-----------|-----------|
| Payment Item                            | Analysis     | \$        | \$        |
| Volunteer and employee related payments |              |           |           |
|   | <b>Total</b> | -         | -         |

|   |              | This Year | Last Year |
|---|--------------|-----------|-----------|
| Payment Item                                    | Analysis     | \$        | \$        |
| Payments related to providing goods or services |              |           |           |
|   | <b>Total</b> | -         | -         |



|                           |              | This Year | Last Year |
|---------------------------|--------------|-----------|-----------|
| Payment Item              | Analysis     | \$        | \$        |
| Grants and donations paid |              |           |           |
|                           | <b>Total</b> | -         | -         |

|                          |              | This Year    | Last Year |
|--------------------------|--------------|--------------|-----------|
| Payment Item             | Analysis     | \$           | \$        |
| Other operating payments | Legal Fees   | 4,664        |           |
|                          |              |              |           |
|                          |              |              |           |
|                          | <b>Total</b> | <b>4,664</b> | -         |

|                  |              | This Year | Last Year |
|------------------|--------------|-----------|-----------|
| Payment Item     | Analysis     | \$        | \$        |
| Capital payments |              |           |           |
|                  | <b>Total</b> | -         | -         |

# Biodiversity Guardians of Hawke's Bay Incorporated

## Notes to the Performance Report

For the year ended  
30 June 2018

### Notes 4-7

#### Note 4: Correction of Errors\*

#### Note 5: Related Party Transactions\*

|  |  | This Year              | Last Year              | This Year           | Last Year           |
|--|--|------------------------|------------------------|---------------------|---------------------|
|  |  | \$                     | \$                     | \$                  | \$                  |
| Description of Related Party Relationship*   | Description of the Transaction (whether in cash or amount in kind)*  | Value of Transactions* | Value of Transactions* | Amount Outstanding* | Amount Outstanding* |
| Hawke's Bay Regional Council provides the Guardians with administrative and advisory resource including a dedicated project manager  | Time is committed from Hawke's Bay Regional Council with no requirement for the Guardians to reimburse   | 75,000                 |                        |                     |                     |
| Other organisations have also committed staff time to the management committee - including DOC, The Conservation Company and Plant Hawkes Bay, also Amelia McQueen as an individual. | Time is committed to the Management Committee with no requirement for reimbursement. Estimated time from incorporation to year end is 80 hours |                        |                        |                     |                     |

|   |      |  |  |  |  |
|---|------|--|--|--|--|
| University of Waikato has donated monies to supporting the Launch event | 1000 |  |  |  |  |
|   |      |  |  |  |  |

**OR (Delete one not applicable to the entity)**

**Note 5: Related Party Transactions**  
 There were no transactions involving related parties during the financial year. (Last Year - Nil)

**Note 6: Events After the Balance Date\***

| Nature of the Event* | Estimated Amount* | How, if at all, the event is likely to affect the continuing viability of the entity* |
|----------------------|-------------------|---|
|                      |                   |   |
|                      |                   |   |

**OR (Delete one not applicable to the entity)**

**Note 6: Events After the Balance Date**  
 There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

**Note 7: Additional Notes**

