

Biodiversity Guardians of Hawke's Bay Incorporated

Performance Report

For the year ended:
30 June 2019

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[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]

Biodiversity Guardians of Hawke's Bay Incorporated

Entity Information

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

For the year ended:
30 June 2019

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 11 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.
Main Sources of the Entity's Cash and Resources:*	Main source of revenue is via public (individual, family, small business and corporate) memberships and donations
Main Methods Used by the Entity to Raise Funds:*	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, Waipawa
Postal Address:	
Phone/Fax:	
Email/Website:	www.biodiversityhb.org , info@biodiversityhb.org
	Biodiversity Hawkes Bay
	

Biodiversity Guardians of Hawke's Bay Incorporated

Statement of Service Performance

"What did we do?"

For the year ended
30 June 2019

Description of the Entity's Outcomes:

Biodiversity Guardians of Hawkes Bay has gained 56 new individual members, 2 family members, 9 non-governmental organisation or small business members and 5 corporate or agency members, a total of 72 new or returning members over the financial year. The Guardians have also run 3 events: a BIOBUZZ forum event in November 2018, a Wetlands Forum event in February 2019 and an evening event to celebrate International day of Biological Diversity in May 2019. The Management Committee met 9 times throughout the year, and developed plans such as communication and risk management to support the Societies goals and aims.

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Management committee meetings	9	9	2
membership - individual	56	80	80
membership - small business or ngo	9	8	1
membership - corporate or agency	5	4	2
membership - family	2	0	0
Launch event	0	0	1
Forum event	3	3	0

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 2019

	Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Operating Receipts				
Donations, fundraising and other similar receipts*		1,543	950	
Fees, subscriptions and other receipts from members*		8,020	6,000	3,020
Receipts from providing goods or services*				
Interest, dividends and other investment income receipts*		6		
Other operating receipts				
Total Operating Receipts		9,569	6,950	3,020
Operating Payments				
Payments related to public fundraising*			700	1,000
Volunteer and employee related payments*				
Payments related to providing goods or services*		3,391	1,500	
Grants and donations paid*			600	
Other operating payments		322	1,700	
Total Operating Payments		3,713	4,500	1,000
Operating Surplus or (Deficit)		5,856	2,450	2,020
Capital Receipts				
Receipts from the sale of resources*				
Receipts from borrowings*				
Capital Payments				
Purchase of resources*				
Repayments of borrowings*				
Increase/(Decrease) in Bank Accounts and Cash*		5,856	2,450	2,020
Bank accounts and cash at the beginning of the financial year*		2,020		
Bank Accounts and Cash at the End of the Financial Year*		7,876	2,450	2,020
Represented by:*				
Cheque account(s)		7,876		2,020
Savings account(s)				
Term Deposit account(s)				
Cash Floats				
Petty Cash				
Total Bank Accounts and Cash at the End of the Financial Year*		7,876	-	2,020

This performance report has been approved by the [Trustees/Committee/Officers/Board], for and on behalf of [Entity name]:

Date _____	Date _____
Signature _____	Signature _____
Name _____	Name _____
Position _____	Position _____

Other Commitments*

Description*

Amount*

Amount*

Guarantees*

Description*

Amount*

Amount*

SCHEDULE OF OTHER INFORMATION

This Year
\$

Last Year
\$

Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*

Amount*

Amount*

Resources Used as Security for Borrowings*

Biodiversity Guardians of Hawke's Bay Incorporated

Notes to the Performance Report

For the year ended
30 June 2019

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 2019

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

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations	Catering Contribution - University of Waikato		1,000
	Legal Fees Contribution - Hawke's Bay Regional Council		4,664
	Plant Hawkes Bay	302	
	Plant Hawkes Bay	900	
	HB Royal Society	340	
	Total	1,542	5,664

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members	Individual Memberships	1,120	1,620
	Small Business Memberships	1,800	200
	Corporate Memberships	5,000	
	Family Memberships	100	
	Total	8,020	1,820

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services			
	Total	-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts		6	
	Total	6	-

Notes to the Performance Report

For the year ended
30 June 2019

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

Payment Item	Analysis	This Year	Last Year
		\$	\$
Payments related to public fundraising	Catering Fees		1,000
	Event Expenses	3,391	
Total		3,391	1,000
Payment Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related payments			
Total		-	-
Payment Item	Analysis	This Year	Last Year
		\$	\$
Payments related to providing goods or services	Infoodle Database payments	403	
Total		403	-
Payment Item	Analysis	This Year	Last Year
		\$	\$
Grants and donations paid	donation to Endowment fund of HB Biodiversity Foundati	953	
Total		953	-
Payment Item	Analysis	This Year	Last Year
		\$	\$
Other operating payments	Legal Fees		4,664
Total		-	4,664
Payment Item	Analysis	This Year	Last Year
		\$	\$
Capital payments			

Notes to the Performance Report

For the year ended
30 June 2019

Notes 4-7

Note 4: Correction of Errors*

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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	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 for first year is 1200 hrs	60,000			

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

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