

# Canine Friends Pet Therapy



## PERFORMANCE REPORT

year ending 31<sup>st</sup> March 2020

Email: [Secretary@CanineFriends.org.nz](mailto:Secretary@CanineFriends.org.nz)

caninefriends  
pet therapy  
Dogs helping people



# TABLE OF CONTENTS

<b>UPDATE FROM THE PRESIDENT</b>	<b>3</b>
Financial Highlights	4
Operating Highlights	5
<b>ABOUT US</b>	<b>6</b>
Our Vision	6
Our Mission	6
Our Structure	6
Our Income	7
How We Raise Funds	7
Our Volunteers	7
<b>Statement of SERVICE PERFORMANCE</b>	<b>8</b>
Additional Output Measures	9
Future Initiatives	9
<b>FINANCIAL INFORMATION</b>	<b>10</b>
Statement of Financial Performance	10
Statement of Financial Position	11
Statement of Cash Flows	11
Statement of Accounting Policies	12
Notes to the Performance Report	14

# UPDATE FROM THE PRESIDENT

The committee, members and supporters of Canine Friends Pet Therapy are extremely proud to celebrate 30 years of visiting rest homes, hospitals and hospices. Once again we have seen growth in our membership which in turn has enabled us to further extend our reach into communities.

We have continued our group visits to universities and colleges and have seen an increase in the number of member/dog teams participating in Reading Buddy programmes. As awareness of the benefits of pet therapy grows, our regional Liaison Officers are frequently invited to make presentations to groups in the health sector.

## Strategic Highlights

Over the past 12 months we have formed alliances with the NZ Society of Diversional and Recreational Therapists (September 2019), IDEA Services (July 2019) and are building on a relationship with the Department of Corrections.

Our alliance with the NZSDRT facilitates ease of communication and encourages beneficial relationships between facility therapists and our Liaison Officers and members.

IDEA Services has several hundred homes throughout NZ and our Liaison Officers are encouraged to place member/dog teams at these whenever possible.

After several months of working through processes, four member/dog teams are now visiting specific units at the Hawkes Bay Correction Centre on a monthly roster basis. This is proving very beneficial to both prisoners and staff. More recently we have worked with staff at Waikeria and Northland Correction Centers who are enthusiastic to have member/dog teams visiting.

We are fortunate to receive an annual grant from NZ Lotteries and were thrilled to be featured on a NZ Lotto advertisement in July 2019. Four of our Wellington members and dogs were filmed visiting Te Hopai Rest Home and Hospital. In January this year we again appeared on television, this time on a TVOne Good Sorts item featuring Eileen Curry, Founder of our organization visiting Woburn Masonic Rest Home, Lower Hutt. As a result, we received a flurry of new applications.



As part of our volunteer recognition plan, we have launched a new initiative, Regional Member of the Year, whereby Liaison Officers are invited to nominate a member from their region. Each nominee will feature in our newsletter and social media and receive product from our sponsor, Ziwi.

COVID-19 – this has presented challenges. With the suspension of all visiting prior to Level Four Lockdown, the emphasis on communication with our members and supporters is greater than ever as it is imperative, they continue to feel connected to our organization. We are working on initiatives to maintain and encourage this through social media and our website.

Looking ahead, we are confident our membership numbers will remain stable and visiting will resume when possible.

### **Financial Highlights**

We were extremely fortunate to receive a generous donation from a member of the public which will be used for training Liaison Officers and members.

## **Operating Highlights**

The use of Zoom for committee meetings allows the make-up of the committee to be national rather than Wellington based (historically) and provides a wider perspective.

We have produced a brochure specifically for facilities we are not currently visiting and a range of cards for members and supporters.

Display kits have been provided to Liaison Officers for use at presentations to community groups.

To enable new members to feel confident visiting their assigned facility a "buddy system" has been introduced whereby an experienced member accompanies them for as long as necessary.

An online photo library is being developed which enables key members to access material for publications and presentations.

A YouTube channel has been created and videos are being added progressively. Our partnership with NZ pet food company Ziwi enables us to enjoy unencumbered growth and to enhance our work by providing support and appreciation to our members.

We appreciate our partnership with DogsNZ which enables us to train our Liaison Officers and gives us access to NZ's "dog community" through monthly features in their Dog World magazine.

**Vicky Graham**

**President**

**April 2020**

# ABOUT US

Canine Friends is a New Zealand-wide network of people who share their friendly, well behaved dogs with people (in need) who do not have access to a dog. We have been providing competent and caring canine pet therapy visiting programmes for over 30 years. Health research shows that many people display great improvement in their health and attitude through interaction with visiting animals. Canine Friends experience and anecdotal evidence shows that the people we visit are often energised and comforted by our visiting dog teams.



## Our Vision

Our vision is to share our dogs with people in need. This year 650 of our "active" dogs & handlers visited at over 400 rest homes, hospitals and hospices (a 20% increase over the previous year).

## Our Mission

Our mission is to offer targeted pet therapy services for the elderly, the sick, the stressed and those in rehabilitation. We will do this by building strong alliances with the relevant national bodies.

## Our Structure

We are an Incorporated society run by a national committee consisting of 12 elected members. We have a President, Secretary and Treasurer elected from these members each year at the AGM. All these positions are unpaid, and we have no employees. The national committee sets

the strategy and the associated policies and oversees the operation of the regions against these policies.

## **Our Income**

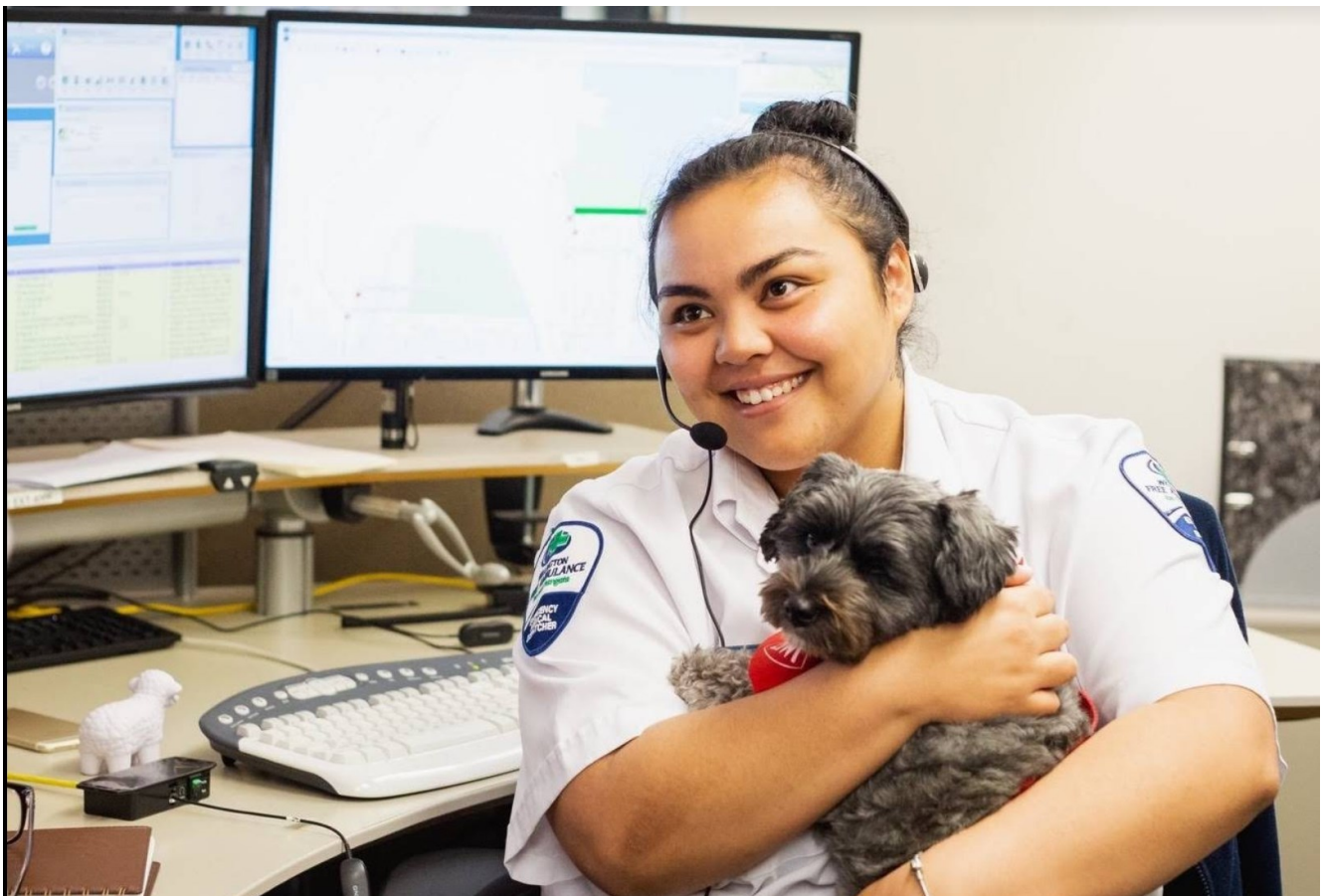
Our main source of income is from our annual membership fees (46%), supplemented with grants/sponsorships (43%) and donations (10%).

## **How We Raise Funds**

Our annual membership fees, grants, sponsorship and donations are supplemented by our members providing dog therapy teams for special events such as university exam weeks and wellness events for corporates.

## **Our Volunteers**

We are 100% reliant on our volunteers for the time and expertise they provide for visiting, governance, administration, communications & technology.



# STATEMENT OF SERVICE PERFORMANCE

Our constitution outlines our key objectives:

- to visit patients in hospitals & other institutions by handlers and dogs approved by Canine Friends, for the purpose of providing therapy for those patients.
- to establish the level of proficiency required by handlers and their dogs before obtaining the approval of Canine Friends for visitations.
- to provide training for the handlers and their dogs to the level of proficiency as required by Canine Friends.
- to hold meetings of an educational nature for members of the public to ensure the promotion of pet therapy and of dogs in general.
- to work with hospitals and other institutions to ensure the continuation and smooth operation of the visitation programme.

## A STRONG MEMBERSHIP BASE

2019/20      2018/19      2017/18

<b>Total Number</b> of financial members consisting of:	706*	700	618
<b>Qualified</b> Visiting Members	630*	612	524
<b>Non-visiting</b> Members	49	67	73
<b>Honorary</b> Members	9	9	7
<b>Exempt</b> Members	18	12	14

\* Impact of COVID-19

## HAPPY VOLUNTEERS

2019/20      2018/19      2017/18

<b>Satisfaction of our members:</b>	87%	85%	85%
-------------------------------------	-----	-----	-----

## ORGANISATIONS WE VISIT

2019/20      2018/19      2017/18

<b>Total Number</b> of places we visit consisting of:	406	340	236
<b>Rest Homes</b>	363	317	221
Hospitals	16	14	6
<b>Hospices</b>	12	9	9
<b>Other</b>	15	-	-



## Additional Output Measures

Each year we identify strategic initiatives that are aligned to our vision and mission. Here are three key projects that were delivered last year. These are very dependent on the acquisition of funds through prudent budgeting and/or the acquisition of grants.

**Display kits:** To aid our educational goal, we produced and distributed standard display kits for our regional liaison officers to assist them with the speeches and events they attend.

**Inaugural Founders Day Event:** To aid our volunteer appreciation goal, we produced 200 service recognition certificates (with the help of our sponsor Ziwi) and distributed them at Founder Day events in the month of May.

**Improved Communication Collateral:** We are very dependent on our printed material for providing information to the organisations we visit.

**Our YouTube channel:** We recognised the need for a visual channel (as well as a printed one) and launched our YouTube channel in March as part of our response to the COVID-19 restrictions.

<https://www.youtube.com/channel/UCdnZJ4LaiApt2bLpdssY2rA>

### Future Initiatives

We have identified the following future initiatives for consideration by the National Committee:

- Online Training Resources.
- An information pack for new organisations.



# FINANCIAL INFORMATION

## Statement of Financial Performance

	Note	2020	2019
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	20,000	27,802
Fees, subscriptions and other revenue from members	1	22,141	17,326
Revenue from providing goods or services	1	417	165
Interest, dividends and other investment revenue	1	61	10
Other revenue	1	2,750	150
<b>Total Revenue</b>		<b>45,368</b>	<b>45,453</b>
<b>Expenses</b>			
Expenses related to public fundraising		-	-
Volunteer and employee related costs	2	9,443	8,904
Costs related to providing goods or services	2	1,330	3,770
Grants and donations made		-	-
Other expenses	2	20,402	17,058
<b>Total Expenses</b>		<b>31,176</b>	<b>29,732</b>
<b>Surplus/(Deficit) for the Year</b>		<b>14,192</b>	<b>15,720</b>

## Statement of Financial Position

Assets	Note	2020	2019
<b>Current Assets</b>			
Bank accounts and cash	3	36,874	16,871
Debtors and prepayments	3	1,510	7,320
<b>Total Current Assets</b>		<b>38,384</b>	<b>24,191</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>38,384</b>	<b>24,191</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)		38,384	24,191
<b>Total Accumulated Funds</b>		<b>38,384</b>	<b>24,191</b>

## Statement of Cash Flows

Cash Flows from Operating Activities	2020	2019
<b>Cash was received from:</b>		
Donations, fundraising and other similar receipts	22,750	22,952
Fees, subscriptions and other receipts from members	22,486	17,326
Receipts from providing goods or services	417	165
Interest, dividends and other investment receipts	61	10
	<b>45,713</b>	<b>40,453</b>
<b>Cash was applied to:</b>		
Payments to suppliers and employees	25,710	32,053
Donations or grants paid		
	<b>25,710</b>	<b>32,053</b>
<b>Net Cash Flows from Operating Activities</b>	<b>20,003</b>	<b>8,400</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>20,003</b>	<b>8,400</b>
<b>Opening Cash</b>	<b>16,871</b>	<b>8,471</b>
<b>Closing Cash</b>	<b>36,874</b>	<b>16,871</b>
<b>This is represented by:</b>		
Bank Accounts and Cash	36,874	16,871

# STATEMENT OF ACCOUNTING POLICIES

## **Basis of Preparation**

Canine Friends Pet Therapy has elected to apply 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 of 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.

## **Sponsorship, Grants and Donations**

Sponsorship, grant income and donations are accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when the cash is received. Where income includes a cash or return condition, it is initially recorded as a liability on receipt. The income is then subsequently recognised within the Statement of Financial Performance as the performance conditions are met.

## **Interest Income**

Interest income is recognised on an accruals basis.

## **Other Income**

All other income is accounted for on an accruals basis and accounted for in accordance with the substance of the transaction.

## **Debtors**

Debtors are carried at estimated realisable value after providing against debts where collection is doubtful.

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

Canine Friends Pet Therapy is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

**Income Tax**

Canine Friends Pet Therapy is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

**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.

**Changes in Accounting Policies**

Canine Friends Pet Therapy have elected to report under PBE SFR-A (NFP). Certain amounts in the comparative information have been reclassified to ensure consistency with the current year's presentation.

# NOTES TO THE PERFORMANCE REPORT

## Note 1 : Analysis of Revenue

		2020	2019
<b>Revenue Item</b>	<b>Analysis</b>		
Donations and other similar revenue	Donations	6,251	6,917
	Grants	8,760	14,380
	Sponsorship	2,742	4,827
	Event	2,247	1,678
	<b>Total</b>	<b>20,000</b>	<b>27,802</b>

<b>Revenue Item</b>	<b>Analysis</b>		
Fees, subscriptions and other revenue from members	Subscription Income - New	8,910	9,685
	Subscription Income - Renewals	13,231	7,641
	<b>Total</b>	<b>22,141</b>	<b>17,326</b>

<b>Revenue Item</b>	<b>Analysis</b>		
Revenue from providing goods or services	Sales - Badges	30	20
	Sales - Bags	20	45
	Sales - Books	20	25
	Sales - Clothing	317	-
	Sales - Scarves	30	75
	<b>Total</b>	<b>417</b>	<b>165</b>

<b>Revenue Item</b>	<b>Analysis</b>		
Investment revenue	Interest Income	61	10
	<b>Total</b>	<b>61</b>	<b>10</b>

<b>Revenue Item</b>	<b>Analysis</b>		
Other revenue	Other Revenue	2,750	150
	<b>Total</b>	<b>2,750</b>	<b>150</b>

## Note 2 : Analysis of Expenses

		2020	2019
<b>Expense Item</b>	<b>Analysis</b>		
Volunteer and employee related costs	AGM Costs	290	1,118
	Conference Calling + Zoom	259	429
	Founders Day	346	-
	Gifts / Cards	146	120
	Liaison Officer Event	8,379	7,238
	Room Hire / Conferencing	23	-
	<b>Total</b>	<b>9,443</b>	<b>8,904</b>

<b>Expense Item</b>	<b>Analysis</b>		
Costs related to providing goods or services	Badges Costs	690	2,530
	Clothing Order	268	-
	Scarves Costs	372	1,240
	<b>Total</b>	<b>1,330</b>	<b>3,770</b>

<b>Expense Item</b>	<b>Analysis</b>		
Other expenses	Accounting Fees	52	-
	Bank Fees	18	11
	Charities Annual Retung Filing	51	51
	Design Costs - Printing / Web	3,172	1,683
	Display Boards	453	-
	Bad Debts	3,145	-
	Freight & Courier	181	27
	General Expenses	92	809
	Insurance	961	910
	Membership Management Databse	2,567	3,555
	Newsletter	1,280	368
	PO Box Rental	150	140
	Printing & Stationery	4,037	3,805
	Subscriptions - Volunteer Wellington	25	75
	Telephone & Internet	684	2,160
	Training	-	330

Travel - National	1,678	1,152
Web Services	335	496
WiFi	600	600
Xero	921	886
<b>Total</b>	<b>20,402</b>	<b>17,058</b>

### Note 3 : Analysis of Assets and Liabilities

		2020	2019
<b>Asset Item</b>	<b>Analysis</b>		
Bank accounts and cash	Cheque account	15,773	5,700
	Grants	1,107	-
	Petty Cash	93	443
	Savings	13,901	4,728
	Term Deposit - Westpac	6,000	6,000
<b>Total</b>		<b>36,874</b>	<b>16,871</b>
<b>Asset Item</b>	<b>Analysis</b>		
Debtors and prepayments	Accounts Receivable	4,655	7,320
	Provision for Doubtful Debts	(3,145)	-
<b>Total</b>		<b>1,510</b>	<b>7,320</b>

### Note 4 : Commitments and Contingencies

#### Commitments

There are no commitments as at balance date (Last Year - Nil ).

#### Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date (Last Year - Nil ).

### Note 5: Related Party Transactions



**Related Party Disclosures:**

There were no transactions involving related parties during the financial year (Last Year - Nil).

**Note 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 (Last Year Nil).