

Canine Friends Pet Therapy Incorporated

Performance Report



For the year ended 31 March 2017

The Executive Committee are pleased to present the approved performance report including the historical financial statements of Canine Friends Pet Therapy Incorporated for the year ended 31 March 2017.

.....

President
Annette Dougherty

.....

(Acting) Treasurer
Leanne Gibson

.....

Date

Canine Friends Pet Therapy Incorporated

Performance Report

For the year ended:
31 March 2017



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Canine Friends Pet Therapy Incorporated

Entity Information

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

For the year ended:
31 March 2017



| | |
|---|--|
| Legal Name of Entity:* | Canine Friends Pet Therapy Incorporated ("Canine Friends") |
| Other Name of Entity (if any): | |
| Type of Entity and Legal Basis (if any):* | Incorporated Society 488306 |
| Registration Number: | Charities Commission CC41067 |

Entity's Purpose or Mission: *

Canine Friends is a voluntary organisation providing competent and caring pet therapy visiting programmes where the benefits of canine company are shared with others

Entity Structure: *

Canine Friends is a nationwide organisation. There are 30 regions. Each region has at least one Liaison officer (LOs). All 30 LOs report to either a North Island or South Island Field Officer.

Each region reports to the National Committee which is based in the Wellington region. The National Committee is responsible for setting and maintaining national standards, codes of conduct and necessary operational policies. All regions will observe the national standards, codes of conduct and any operational policies set by the National Committee.

Canine Friends consists of members. Members can be active, qualified active, or honorary.

Honorary Members are elected by resolution at the Annual General Meeting. Honorary Members are exempt from payment of subscriptions and enjoy full member privileges.

Committee meetings are held once a month. Quorum shall be five members. The current elected officers are:

President - Annette Dougherty

Vice - President - Sarah Cull

Treasurer - Anne Abbott

(Acting) Secretary - Leanne Gibson

Field Officer North Island - Ann Evans

There are also a number of Committee members that perform specific tasks for Canine Friends Pet Therapy such as the New Members Co-ordinator, the Database Manager, the Newsletter Editor, the Funding Co-ordinator and the Communications Manager.

Main Sources of the Entity's Cash and Resources: *

The main source of income for our organisation is from annual membership fees, grants and donations.

Canine Friends Pet Therapy Incorporated

Entity Information

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

For the year ended:
31 March 2017



Main Methods Used by the Entity to Raise Funds:*

Canine Friends applies for grants to undertake specific strategic projects that will help us meet our purpose. We use our membership fees to meet the operational needs of the organisation

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

Canine Friends relies on gifts of volunteer time and expertise to complete work in many essential roles such as governance, administration, communications & technology.

Contact details

| | |
|---|---|
| Physical Address: | |
| Postal Address: | P O Box 45056, Waterloo, Lower Hutt 5010 |
| Phone/Fax: | 04 4737063 |
| Email/Website: | EMAIL:Secretary@caninefriends.org.nz, WEBSITE: http://www.caninefriends.org.nz |
|  | https://www.facebook.com/CanineFriendsPetTherapy |
|  | |

Canine Friends Pet Therapy Incorporated

Statement of Service Performance

"What did we do?"

For the year ended
31 March 2017



Description of the Entity's Outcomes:

The objects of Canine Friends are:

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

| Description and Quantification (to the extent practicable) of the Entity's Outputs:* | Actual* | Actual* |
|--|---------------------------------|--------------------------------|
| | This Year ending March 31 2017 | Last Year ending March 31 2016 |
| Total Number of financial members - consisting of | 485 | 501 |
| Qualified Active members - these have been assessed by a LO and have received the training and induction to perform visits | 429 | Not able to be provided |
| Active members - these are members that are no longer visiting for a variety of reasons but still want to receive communication and attend events | 50 | Not able to be provided |
| Honorary members | 6 | Not able to be provided |
| Quarterly newsletters - available to members and the organisations that they visit in both soft & hard copy. These are seen as educational as well as informative | 4 | 4 |
| Monthly Liaison Officers Report - to ensure all LOS are informed of policy changes; new educational resources; upcoming events | 11 | - |
| Deliver Liaison Officer Training Annually - to ensure consistency in assessment and induction to members across the country | 1 day event based in Wellington | - |

Additional Output Measures:

- Special Project 1: Transition to an online Membership Management Platform (\$3500 Grant from Lotteries)
 Special Project 2: Refresh all our key communication materials (Funded by members)
 Special Project 3 : South Island Liaison Officer & members educational event (\$5000 Donation from NZKC)

Additional Information:

We are looking to develop better recording systems for our outputs going forward. Areas we are exploring include an annual feedback survey from the organisations we visit; a breakdown of the organisations we visit; improved H&S reporting; improved educational resources (hardcopy & online)

Canine Friends Pet Therapy Incorporated

Statement of Receipts and Payments

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

For the year ended:

31 March 2017



| | Notes | Actual* This Year \$ | Actual* Last Year \$ |
|---|-------|----------------------------|----------------------------|
| Operating Receipts | 2 | | |
| Fundraising and other similar receipts* | | 113 | 1,526 |
| Donations, and grants and other similar receipts* | | 997 | 6,629 |
| Fees, subscriptions and other receipts from members* | | 10,049 | 13,557 |
| Receipts from providing goods or services* | | 3,595 | 162 |
| Interest, dividends and other investment income receipts* | | 63 | 131 |
| Other operating receipts | | - | - |
| Total Operating Receipts | | 14,817 | 22,004 |
| Operating Payments | 3 | | |
| Payments related to public fundraising* | | - | 624 |
| Volunteer and employee related payments* | | - | - |
| Payments related to providing goods or services* | | 15,190 | 18,167 |
| Grants and donations paid* | | - | - |
| Other operating payments | | 75 | - |
| Total Operating Payments | | 15,265 | 18,791 |
| Operating Surplus or (Deficit) | | (448) | 3,213 |
| 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* | | (448) | 3,213 |
| Bank accounts and cash at the beginning of the financial year* | | 11,756 | 8,543 |
| Bank Accounts and Cash at the End of the Financial Year* | | 11,308 | 11,756 |
| Represented by:* | | | |
| Westpac Cheque account | | 4,936 | 6,069 |
| Westpac Savings account | | 6,183 | 674 |
| BNZ Book account | | 189 | 5,013 |
| Total Bank Accounts and Cash at the End of the Financial Year* | | 11,308 | 11,756 |

Canine Friends Pet Therapy Incorporated
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"

As at
 31 March 2017



| SCHEDULE OF RESOURCES | | This Year \$ | Last Year \$ |
|---|--|-----------------|-----------------|
| Bank Accounts and Cash (from Statement of Receipts and Payments)* | | 11,308 | 11,756 |
| Money Held on Behalf of Others* | | | |
| Description* | | Amount* | Amount* |
| | | | |
| Money Owed to the Entity | | | |
| Description* | | Amount* | Amount* |
| | | | |
| Other Resources | | | |
| Description* | | Amount* | Amount* |
| | | | |
| | | | |
| SCHEDULE OF COMMITMENTS | | This Year \$ | Last Year \$ |
| Money Payable by the Entity* | | | |
| 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* |
| New Zealand Lotteries Board - \$1970.59 of \$3500 spent as at 31st March 2017 leaving \$1529.41 to meet the budgeted expenses | | 1,529 | - |
| | | | |
| | | | |
| | | | |
| | | | |
| Resources Used as Security for Borrowings* | | | |
| | | | |

Canine Friends Pet Therapy Incorporated

Notes to the Performance Report

For the year ended
31 March 2017



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

Basis of Preparation*

Canine Friends Pet Therapy 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)*

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

Canine Friends Pet Therapy Incorporated

Notes to the Performance Report

For the year ended
31 March 2017



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

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|----------------------|--------------|-----------------|-----------------|
| Fundraising receipts | Book Sales | 113 | 1,526 |
| | | | |
| | | | |
| | Total | 113 | 1,526 |

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|----------------------|--------------|-----------------|-----------------|
| Grants and donations | Donations | 997 | 6,629 |
| | | - | |
| | Total | 997 | 6,629 |

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|---|---------------|-----------------|-----------------|
| Fees, subscriptions and other receipts from members | Badge Sales | 255 | - |
| | Book sales | 340 | 4,577 |
| | Donations | 484 | 3,265 |
| | Scarf Sales | 20 | - |
| | Subscriptions | 8,950 | 5,715 |
| Total | | 10,049 | 13,557 |

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|---|---|-----------------|-----------------|
| Receipts from providing goods or services | Grant - New Zealand Lotteries Board | 3,500 | - |
| | Sundry - overpaid subs (to be returned) | 95 | 162 |
| | Total | 3,595 | 162 |

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|--|---------------------------|-----------------|-----------------|
| Interest, dividends and other investment income receipts | Interest (all 3 accounts) | 63 | 131 |
| | Total | 63 | 131 |

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|----------------|--------------|-----------------|-----------------|
| Other receipts | | - | - |
| | | | |
| | Total | - | - |

| Receipt Item | Analysis | This Year \$ | Last Year \$ |
|------------------|--------------|-----------------|-----------------|
| Capital receipts | | | |
| | Total | - | - |

Canine Friends Pet Therapy Incorporated

Notes to the Performance Report

For the year ended
31 March 2017



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

| Payment Item | Analysis | This Year | Last Year |
|--|----------------------|-----------|------------|
| | | \$ | \$ |
| Payments related to public fundraising | Book Launch Expenses | - | 624 |
| | | | |
| | | | |
| | | | |
| | Total | - | 624 |

| 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 | AGM costs | 12 | - |
| | Bank charges | 2 | 50 |
| | Badges | 1,017 | - |
| | Book | - | 8,634 |
| | General | 316 | 1,593 |
| | Gifts / Cards | 233 | 135 |
| | Insurance | 404 | 404 |
| | Liaison Officer Event | 4,724 | 654 |
| | Membership Management Database | 1,026 | - |
| | Newsletter | 1,784 | 2,028 |
| | Printing / Stationery | 1,449 | 1,378 |
| | Postage | 1,003 | 1,725 |
| | Scarves | 1,366 | 1,323 |
| | Room Hire | 282 | 120 |
| | Telephone / Cell Charges | 1,320 | 22 |
| | Website | 252 | 101 |
| | | | |
| | Total | 15,190 | 18,167 |

| Payment Item | Analysis | This Year | Last Year |
|---------------------------|--------------|-----------|-----------|
| | | \$ | \$ |
| Grants and donations paid | | | |
| | | | |
| | Total | - | - |

| Payment Item | Analysis | This Year | Last Year |
|--------------------------|---------------|-----------|-----------|
| | | \$ | \$ |
| Other operating payments | Subscriptions | 75 | |
| | | | |
| | | | |
| | Total | 75 | - |

| Payment Item | Analysis | This Year | Last Year |
|------------------|--------------|-----------|-----------|
| | | \$ | \$ |
| Capital payments | | | |
| | | | |
| | Total | - | - |

Canine Friends Pet Therapy Incorporated

Notes to the Performance Report

For the year ended
31 March 2017



Notes 4-7

Note 4: Correction of Errors*

All errors have been corrected prior to the finalisation of this performance report.

Note 5: Related Party Transactions

| Description of relationship | Description of the transaction | This year | Last year | This year | Last year |
|-----------------------------|-----------------------------------|-----------------------|-----------------------|--------------------|--------------------|
| | | value of transactions | value of transactions | amount outstanding | amount outstanding |
| | | \$ | \$ | \$ | \$ |
| President | Sews and gets payment for scarves | 644 | - | - | - |
| President | Monthly payment for cellphone | 720 | - | - | - |
| Field Officer | Travel allowance | 720 | - | - | - |

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