

Cycling Action Network (Incorporated)

Performance Report

**For the year ended
30 June 2016**

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Cycling Action Network (Incorporated)

Entity Information

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

For the year ended

30 June 2016

Legal Name of Entity:	Cycling Action Network (Incorporated)
Type of Entity and Legal Basis (if any):	Charitable Trust and Registered Charity
Registration Number:	CC36909

Entity's Purpose or Mission:

CAN is the national voice for people on bicycles in New Zealand.

We link local cycling action groups, partners and supporting organisations and people with a passion to:

Promote the benefits of cycling

Improve safety for those traveling by bicycle

Encourage the creation of great cycling environments

Increase the number of people on bikes

Entity Structure:

Cycling Action Network (Incorporated) is administered by a committee consisting of a chairperson, a treasurer, a secretary plus at least three and not more than five elected committee members. The officers and elective members of the committee are elected at each Annual General Meeting for a term of one year.

Cycling Action Network (Incorporated) employ a project manager who administers the day to day operations of the society

Cycling Action Network (Incorporated)

Entity Information

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

**For the year ended
30 June 2016**

Main Sources of the Entity's Cash and Resources:

The main source of income is from contracts with government bodies (New Zealand Transport Agency).

Every other year a conference is held. No conference was held during the year to 30 June 2016 although most of the planning for the conference held in July 2016 was completed during the year under review.

Main Methods Used by the Entity to Raise Funds:

Cycling Action Network (Incorporated) is not an active fundraiser, but it does receive donations on a regular basis and charges an annual membership subscription.

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

The officers and elective members of the committee perform their committee duties on a voluntary basis.

Cycling Action Network (Incorporated)

Entity Information

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

For the year ended
30 June 2016

Additional Information:

The society changed its name from Cycling Advocates Network (Inc.) to Cycling Action Network (Inc.) in April 2016. The reason for this name change was part of an effort to modernise the appeal of the society.

Contact details

Physical Address:	2 Forresters Lane, Opposite Bunnings on Tory Street Wellington
Postal Address:	PO Box 25-424 Featherston Street Wellington 6146
Phone:	04 210 4967
Website:	www.can.org.nz

Cycling Action Network (Incorporated)

Statement of Service Performance

"What did we do?", When did we do it?"

For the year ended

30 June 2016

Description of the Entity's Outcomes:		
	Improve safety of cyclists	
	Link local cycle groups	
	Promote the benefits of cycling	

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual	Budget	Actual
	This Year	This Year	Last Year
Delivered workshops to heavy vehicle drivers to modify their driving around cyclists. The number of workshops held were	22		11
Organised the national meeting for local advocates in Hamilton (Christchurch 2015) in March 2016. Attendances were	25	20	27
Participated in organising the premier Walking and Cycling conference in New Zealand held in Auckland in July 2016 and Nelson in November 2014. The numbers attending were	195		155

Cycling Action Network (Incorporated)

Statement of Financial Performance

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

For the year ended

30 June 2016

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Revenue				
Donations, and other similar revenue	1	20,051	21,550	32,408
Fees, subscriptions and other revenue from members	1	7,699	6,150	7,879
Revenue from providing goods or services	1	217,710	259,579	304,320
Interest, dividends and other investment revenue	1	3,407	5,000	9,134
Total Revenue		248,867	292,279	353,741
Expenses				
Volunteer and employee related costs	2	64,030	64,955	59,792
Costs related to providing goods or services	2	226,782	269,027	268,401
Grants and donations made	2	320	1,000	720
Other expenses	2	11,834	15,605	11,249
Total Expenses		302,966	350,587	340,162
Surplus/(Deficit) for the Year		(54,099)	(58,308)	13,579



Cycling Action Network (Incorporated)

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
30 June 2016

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Assets				
Current Assets				
Bank accounts and cash	3	134,175		182,386
Debtors and prepayments	3	31,820		30,975
Inventory	3	598		580
Total Current Assets		166,593	-	213,941
Non-Current Assets				
Property, plant and equipment	4	129		215
Other non-current assets	3	19,025		
Total Non-Current Assets		19,154	-	215
Total Assets		185,747	-	214,156
Liabilities				
Current Liabilities				
Creditors and accrued expenses	3	36,183		13,013
Employee costs payable	3	1,216		
Unused donations and grants with conditions	3			19,990
Other current liabilities	3	21,294		
Total Current Liabilities		58,693	-	33,003
Total Liabilities		58,693	-	33,003
Total Assets less Total Liabilities (Net Assets)*		127,054	-	181,153
Accumulated Funds				
Accumulated surpluses or (deficits)	5	65,661		141,153
Reserves	5	61,393		40,000
Total Accumulated Funds		127,054	-	181,153

Cycling Action Network (Incorporated)

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30 June 2016

	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Cash Flows from Operating Activities			
Cash was received from:			
Donations, fundraising and other similar receipts	19,916		32,138
Fees, subscriptions and other receipts from members	7,709		7,717
Receipts from providing goods or services	227,631		252,742
Interest, dividends and other investment receipts	3,407		9,134
Net GST	8,664		(3,263)
Cash was applied to:			
Payments to suppliers and employees	296,193		344,345
Donations or grants paid	320		720
Net Cash Flows from Operating Activities	(29,186)	-	(46,597)
Cash flows from Investing and Financing Activities			
Cash was applied to:			
Payments to acquire property, plant and equipment	19,025		
Net Cash Flows from Investing and Financing Activities	(19,025)	-	-
Net Increase / (Decrease) in Cash	(48,211)	-	(46,597)
Opening Cash	182,386		228,983
Closing Cash	134,175	-	182,386
This is represented by:			
Bank Accounts and Cash	134,175	-	182,386

Cycling Action Network (Incorporated)

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

30 June 2016

Basis of Preparation

Cycling Action Network (Incorporated) 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

Goods and Services Tax (GST)

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

Cycling Action Network (Incorporated) 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

There have been no changes in accounting policies during the financial year (last year - nil)



Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended
30 June 2016

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Major Donor	15,000	25,000
	Other Donations	5,051	7,408
	Total	20,051	32,408

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Fees and subscriptions from members	6,960	6,253
	Fees and subscriptions from member organisations	739	1,626
	Total	7,699	7,879

Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services	Revenue from government contracts	214,699	100,416
	Revenue from local authority contracts	300	690
	Revenue from sales to the public	800	626
	Revenue from commercial activities	1,911	202,588
	Total	217,710	304,320

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	3,407	9,134
	Total	3,407	9,134

Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended

30 June 2016

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Staff costs	60,750	56,088
	Committee & volunteers costs	3,280	3,704
	Total	64,030	59,792

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Direct costs relating to service delivery	226,783	268,401
	Total	226,783	268,401

Expense Item	Analysis	This Year \$	Last Year \$
Grants and donations made	Grants to local groups	320	720
	Total	320	720

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Office rent	4,800	4,800
	Accounting and account review	2,998	2,050
	Depreciation	86	120
	Website costs	1,407	2,371
	Review fee	2,650	1,750
	Other expenses	2,543	1,908
	Total	14,484	12,999



Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended
30 June 2016

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Bank current accounts	36,972	39,294
	Bank deposit accounts	22,254	96,715
	Conference accounts	72,351	48,443
	Paypal account	6,077	1,239
	Bank credit card	(3,480)	(3,305)
	Total	134,174	182,386

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	30,603	28,614
	Prepayments	1,217	2,138
	GST Receivable	-	223
	Total	31,820	30,975

Asset Item	Analysis	This Year \$	Last Year \$
Inventory		598	580
	Total	598	580

Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Website upgrade work in progress	19,025	-
	Total	19,025	-

Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended

30 June 2016

Note 3 : Analysis of Assets and Liabilities

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Trade and other payables	23,145	3,153
	Accrued expenses	2,450	4,601
	GST Payable	6,092	-
	Subscriptions due to affiliates	4,496	5,259
	Total	36,183	13,013

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	PAYE owing	1,216	-
	Total	1,216	-

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions	RST contract revenue received in advance	-	19,990
	Total	-	19,990

Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities	Net Conference funds for July 2016 received in advance	21,294	-
	Total	21,294	-

Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended

30 June 2016

Note 4 : Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	-				-
Motor Vehicles*	-				-
Furniture and fixtures*	-				-
Office equipment*	215			86	129
Computers (including software)*	-				-
Machinery*	-				-
Heritage assets	-				-
Total	215	-	-	86	129

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*					-
Motor Vehicles*					-
Furniture and fixtures*					-
Office equipment*	335			120	215
Computers (including software)*					-
Machinery*					-
Heritage assets					-
Total	335	-	-	120	215

Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended

30 June 2016

Note 5: Accumulated Funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	141,153	40,000	181,153
Surplus/(Deficit)		(54,099)		(54,099)
Transfer to Reserves		(21,393)	21,393	
Closing Balance	-	65,661	61,393	127,054

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	167,574	-	167,574
Surplus/(Deficit)		13,579		13,579
Transfer to Reserves		(40,000)	40,000	
Closing Balance	-	141,153	40,000	181,153

Breakdown of Reserves

Name	Nature and Purpose	Actual This Year	Actual Last Year
		\$	\$
Conference funds	Funds held to provide working capital for the 2Walk and Cycle bi-annual conferences	61,393	40,000
Total		61,393	40,000

Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended

30 June 2016

Note 6 : 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)

Cycling Action Network (Incorporated)

Notes to the Performance Report

For the year ended
30 June 2016

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Note 7: 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
Committee member providing services to the network	Will Andrews is an elected member of the committee. He also provides services to the network.	10,912	6,013	-	1,350

Note 8: Events After the Balance Date

This Year		
Nature of Event	Estimate of Financial Effect	Effect, if any on the entity's ability to continue operating
2Walk & Cycle Conference 6-8 July 2016	4,500	Small net profit realised to be shared with conference partner, Living Streets Aotearoa



**INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT
TO THE MEMBERS OF CYCLING ACTION NETWORK INCORPORATED**

Report on the Performance Report

We have reviewed the accompanying performance report of Cycling Action Network Incorporated which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2016, the statement of financial position as at 30 June 2016, and the statement of accounting policies and other explanatory information.

The Responsibility of the Committee for the Performance Report

The Committee are responsible on behalf of the entity for

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information
 - the statement of service performance; and
 - 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 Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

c) for such internal control as the Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review 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 Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), *Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity*, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report. Other than in our capacity as an independent reviewer, we have no other relationship with, or interests in, Cycling Action Network Incorporated.

Basis for Qualified Opinion on Financial Performance

In common with other organisations of a similar nature, control over revenue from donations prior to being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

Conclusion

Based on our review, except for the possible effects of the matter outlined above in the Basis for Qualified Opinion on Financial Performance paragraph, nothing has come to our attention that causes us to believe that:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable;
- b), the performance report does not present fairly, in all material respects:
 - the financial position of Cycling Action Network as at 30 June 2016, and of its financial performance and cash flows for the year then ended; and
 - the entity information and its service performance for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

A handwritten signature in blue ink, reading "Ainger Tomlin Audit Ltd.", is positioned above the company name.

AINGER TOMLIN AUDIT LIMITED
CHRISTCHURCH
31 January 2017