



Thirty First (31)  
ANNUAL GENERAL MEETING  
NEW ZEALAND FIREFIGHTERS  
WELFARE SOCIETY



*1400 hours Wednesday 26th September 2017*

Working Man's Club - Petone

## **AGENDA**

1. Welcome - Open Meeting
2. Apologies
3. Minutes of 2017 AGM – Approval of Minutes
4. Matters Arising
5. Annual Accounts
6. Secretary's Report
7. Chairman's Address
8. Trustees report
9. Returning Officer's Report
10. Appointment of Auditor
11. Rule Changes

*"That the contribution rate for welfare society membership increase from \$4 to \$5 per week".*

The 2014 AGM held at Takapuna approved a rise from \$3.00 a week to \$4.00. \$5.00 was the suggested figure by the Board of the Welfare Society at the time. The 2014 AGM agreed the additional rise of one dollar should be considered again at a future AGM meeting voting for a rise of only \$1.00 in 2014.

*"that every where the name 'New Zealand Fire Service' occurs in the Rules of the Society, it be replaced with the name 'Fire and Emergency New Zealand'".*

There is a need to change the name of the 'The Fire Service' which no longer exists, as and where the name appears in the Society Rules to the new entity name 'Fire and emergency New Zealand'.

12. New Business

***This year the NZFF Welfare Society and NZFF Credit Union are having their AGM's together at the Petone's Working Man's Club. NZFFWS's AGM is at 1400 hours and The NZFFCU's AGM is at 1500 hours. Please join us afterward at 1600 for nibbles and an open bar.***

# MEMBERS OF THE WELFARE BOARD

As of 1 June 2018

## CHAIRMAN

*Keith Nixon*

## REGIONAL REPRESENTATIVES

**Region 1** *Darryl Johnston*

**Region 2** *Jenna Collings*

**Region 3** *Noel Brock*

**Region 4** *Erroll Tapiki*

**Region 5** *Alice Jonathan*

**Region 6** *Kris Kennett*

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## SECRETARY

*Darrel Surman*

## TREASURER

*Bruce Jensen*

## TRUSTEES

*Ian Pickard*

*Brian Thompson*



# Minutes NZFF Welfare Society - AGM

**Date:** Sept 13, 2017      **Start Time:** 1400      **Meeting Closed:** 1449  
**Venue:** Petone Working Men's Club

**Present:** Keith Nixon (Chair), Darrel Surman, Malcolm Langdon, Brian Thompson, Amanda Smith, Noel Brock, Owen Williams, Darryl Johnston, Bruce Jensen, Kris Kennett, Alice Jonathan, Karen Donaldson, Barry Ollerenshaw, Tricia Filkins, Owen Williard, Henry Stechmen, Brent Pritchard, Dan Sharpe Dave Brown, Pete Cullinan, Roger Stead, Jordan Heron, Jay Bauman, Jared McKone, Louis Karl, Jamie Garrick, Tui Gordon, Sam Coleman, Paul Fleming, Steve Denholm, Morgan Wills, Chris Walker

**Apologies:** Jim Rodgers, Peter Laws, Grant Bristow, John Turkington, Ian Pichard, Peter Stevenson, David O'Donald

| Item                            | Background/Discussion  | Decision  | Action |
|---------------------------------|--|---|--------|
| 1) <b>Welcome and Apologies</b> | Welcome to the 30 <sup>th</sup> AGM of the NZFF Welfare Society. Thanks to everyone for attending. | <i>"that the apologies be accepted"</i><br>Richard Lee/Erroll Tapiki Carried  |        |
| 2) <b>Minutes of 2016 AGM</b>   |  | <i>"that the minutes as read are accurate and correct and be accepted"</i><br>Owen Williams/Brent Pritchard Carried |        |
| 3) <b>Matters Arising</b>       | No Matters Arising.  |   |        |

| Item   | Background/Discussion  | Decision   | Action |
|--|--|--|--------|
| <p>4) <b>Annual Accounts</b></p> <p>Treasurer – Financial Accounts</p> | <p>A good result for this financial year with a surplus of \$56,215. A surplus is essential if the Society wishes to purchase another holiday home.</p>  | <p><i>“that the financial accounts as read for the year ending 31 March 2017 are accurate and correct and be accepted”</i></p> <p>Brent Pritchard/Noel Brock Carried</p> |        |
| <p>5) <b>Secretary’s Report</b></p>                                    | <p>Welfare society app has been updated. The App now remembers your ID and password, has live phone number contacts for office and Holiday home reps. Notification is an added feature as well. The shift calendars have been updated to 2017 and 2018.</p>  | <p><i>“that the Secretary’s Report be accepted”</i></p> <p>Brent Pritchard/Malcolm Langdon Carried</p>   |        |
| <p>6) <b>Chairman’s Report</b></p>                                     | <p><b>Rules, Board Policy, Information folder</b><br/> The Board, over the 2016/2017 year looked at our Rules, Board policy, Information folder, Procedures, Agreements, Statements of co-operation, MOU’s, Accords and contracts and revised them as required. There will be the need to approve some of the wording in our rules at this AGM to reflect the name change from NZFS to FENZ.</p> <p><b>Offer to Brigades. Volunteer sustainability</b><br/> Brigades can and some already do, pay the Welfare Society contributions for their brigade members to become members of the NZFF Welfare Society. Brigades that have taken up this offer are using this as a tool to help with the sustainability of brigade members.</p> | <p><i>“that the Chairman’s Report be accepted”</i></p> <p>Darryl Johnston/Jared McKone Carried</p>   |        |

| Item | Background/Discussion             | Decision  | Action   |  |
|------|-----------------------------------|---|--|--|
| 7)   | <b>Trustee's Report</b>           | <p>The new rebranded Fire Service is now up and running and hopefully brings with it new and exciting challenges. With this in mind, we also have to look at the changes and see where we can improve our commitment to you our members.</p> <p>We continually look at benefits and update them as new technology comes to hand and prices go up. Unfortunately with this our budget stretches each year, but we absorb this as long as we can and even add to what we give out to you, to help those, who need it, get back on their feet.</p> | <p><i>"that the Trustee's Report be accepted"</i></p> <p>Richie Lee/0Barry Ollenerenshaw Carried</p>   |  |
| 8)   | <b>Returning Officer's Report</b> | <p>I am pleased to announce that Darryl Johnston and Noel Brock have been re-elected as Regional Representatives of the New Zealand Firefighters Welfare Society effective from July 1, 2016 from Region 1 and 3 respectively. Brian Thompson was also reelected as Trustee for a five year term commencing on 23 September 2016.</p>   | <p><i>"that the Returning Officer's Report be accepted as read."</i></p> <p>Paul Fleming/Brent Pritchard Carried</p>   |  |
| 9)   | <b>Appointment of Auditor</b>     | <p>David turner is willing to be the Welfare Society Auditor for the coming year.</p>   | <p><i>"that David Turner be appointed as Auditor for the 2017/2018 financial year."</i></p> <p>Darryl Johnston/Amanda Smith Carried</p>                      |  |
| 10)  | <b>Rule Changes</b>               | <p>Change references to NZ Fire Service in the Rules of the Society to FENZ</p> <p>These changes in all policy documents will now be actioned in January 2018 and carried over for AGM to ratify next year.</p>   | <p>"that all references made in the rules to the NZ Fire Service be changed to FENZ"</p> <p>0/0</p> <p>This motion will be carried over to the 2018 AGM.</p> |  |

| Item |  | Background/Discussion  | Decision    | Action |
|------|--|--|-------------|--------|
| 11)  | <b>General Business</b>                        | <p>Thanks to Paul Swain and Rhyse Jones for coming along and speaking to the group prior to the start of the meeting.</p> <p>We also thank the NZFF Credit Union for their attendance and for agreeing to a joint AGM held here at the Working Man's Club in Petone.</p> |             |        |
| 11)  | <b>Accepted as a true and accurate record.</b> | <i>Chairman</i>  | <i>Date</i> |        |

**Firefighters' Welfare Society**  
**Financial statements**  
**For the year ended 31 March 2018**



|                                   |   |
|-----------------------------------|---|
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# Firefighters' Welfare Society

Directory  
as at 31 March 2018



**Nature of business:** Provision of Welfare Support to Members and their Families

**IRD number:** 012-554-290

**Formation date:** 23 September 1987

**Bankers:** ANZ

**Solicitors:** Thomas Dewar

**Business address:** Private Bag 31 999  
Lower Hutt 5040

**Accountants:** Add Smart Limited

**Auditors:** D J Turner & Associates

# Firefighters' Welfare Society

## Approval of financial report For the year ended 31 March 2018



The committee is pleased to present the approved financial report including the historical financial statements of Firefighters' Welfare Society for the year ended 31 March 2018.

APPROVED

For and on behalf of the committee

A handwritten signature in blue ink, appearing to be 'H. Jensen', written over a horizontal line.

Chairperson

13 July 2018

Dated

A handwritten signature in blue ink, appearing to be 'H. Jensen', written over a horizontal line.

Treasurer

13 July 2018

Dated

# Firefighters' Welfare Society

## Rental statement

For the year ended 31 March 2018



**Add Smart**

ACCOUNTING AND BUSINESS ADVISORS

|                                      | <b>2018</b>    | <b>2017</b>    |
|--------------------------------------|----------------|----------------|
|                                      | <b>\$</b>      | <b>\$</b>      |
| Taupo Rental                         | 16,554         | 19,780         |
| Kapiti Rental                        | 11,633         | 13,614         |
| Nelson Rental                        | 17,266         | 14,157         |
| Queenstown Rental                    | 24,826         | 24,017         |
| Panorama Rental                      | 19,955         | 22,117         |
| Whangamata Rental                    | 15,011         | 18,129         |
| Hanmer Springs Rental                | 21,750         | -              |
|                                      | <u>126,995</u> | <u>111,814</u> |
| <b>Expenses</b>                      |                |                |
| Kapiti                               | (12,573)       | (12,428)       |
| Taupo                                | (13,815)       | (11,238)       |
| Nelson                               | (8,502)        | (11,462)       |
| Queenstown                           | (13,535)       | (14,238)       |
| Panorama                             | (17,057)       | (13,074)       |
| Whangamata                           | (13,746)       | (20,197)       |
| Hamner                               | (7,643)        | -              |
| Interest on Mortgage                 | 45,932         | 26,014         |
|                                      | <u>132,803</u> | <u>108,651</u> |
| <b>Net profit (loss) from rental</b> | <u>(5,808)</u> | <u>3,163</u>   |

# Firefighters' Welfare Society

## Statement of profit or loss For the year ended 31 March 2018



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ACCOUNTING AND BUSINESS ADVISORS

|                                  | <b>2018</b>    | <b>2017</b>    |
|----------------------------------|----------------|----------------|
|                                  | <b>\$</b>      | <b>\$</b>      |
| <b>Income</b>                    |                |                |
| Commission                       | 93,337         | 83,369         |
| Contribution Income              | 469,033        | 410,504        |
| Other Income                     | 13,602         | 2,939          |
| Interest                         | 4,226          | 2,093          |
|                                  | <u>580,198</u> | <u>498,905</u> |
| <b>Less: Direct costs</b>        |                |                |
| Gift Baskets                     | 25,011         | 17,303         |
| Disaster Fund Assistance         | 1,767          | (287)          |
| Home/Hospital Vists              | 9,710          | 5,119          |
| New Baby Grants                  | 3,500          | 3,850          |
| Travel - Medical Visits          | 2,290          | 1,974          |
| Hospital Parking                 | 964            | 756            |
| In Hospital TV Services          | 90             | 73             |
| Counselling                      | 174            | 497            |
| Mobility Aids                    | 838            | 309            |
| Hearing Aid                      | 3,043          | 1,739          |
| Discretionary Grant use 11200    | 1,329          | 3,500          |
| Free Members Accommodation       | (805)          | 75             |
| Home Help                        | 1,775          | 1,104          |
| Corrective Lens                  | 6,822          | 7,770          |
| Ambulance Assistance             | 2,390          | 1,936          |
| Funeral Assistance               | 12,000         | 16,000         |
| FrFanz                           | 3,615          | 1,320          |
| Non Members Assistance           | 1,033          | 280            |
| Holiday Home Convelescence       | 375            | 300            |
| Free Accomodation - Members      | (300)          | 675            |
|                                  | <u>75,621</u>  | <u>64,293</u>  |
| <b>Gross profit from trading</b> | <u>504,577</u> | <u>434,612</u> |
| Gross profit %                   | 87%            | 87%            |
| Net rental profit (loss)         | (5,808)        | 3,163          |
| <b>Expenses</b>                  |                |                |
| ACC Levy                         | 260            | 523            |
| Accommodation - Meetings         | 6,907          | 4,898          |
| AGM Expenses                     | 1,139          | 5,807          |
| Annual Return                    | 50             | 52             |
| Audit                            | 3,100          | 3,000          |
| Bank Charges                     | 7,583          | 7,012          |
| Computer Expenses                | 10,560         | 9,991          |
| Depreciation                     | 57,743         | 35,427         |
| General Expenses                 | 1,464          | 18,500         |
| Healthcare 99 Committee          | 542            | 1,275          |

*The accompanying policies and notes form part of these financial statements. These statements should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# Firefighters' Welfare Society

## Statement of profit or loss

For the year ended 31 March 2018



**Add Smart**

ACCOUNTING AND BUSINESS ADVISORS

|                                  | <b>2018</b>    | <b>2017</b>    |
|----------------------------------|----------------|----------------|
|                                  | <b>\$</b>      | <b>\$</b>      |
| Honoraria - Chairman / Secretary | 14,150         | 14,150         |
| Insurance                        | 8,382          | 8,190          |
| Photocopier Lease                | 4,226          | 4,001          |
| Postage                          | 11,587         | 11,546         |
| Power                            | 2,493          | 2,366          |
| Printing & Stationery            | 27,956         | 19,288         |
| Promotions                       | 52,581         | 26,014         |
| Rent - Office                    | 25,500         | 25,500         |
| Repairs & Maintenance / Security | 405            | 1,101          |
| Telephones                       | 14,655         | 15,319         |
| Travel                           | 15,448         | 10,318         |
| Treasurer                        | 18,896         | 17,321         |
| Wages                            | 149,201        | 139,892        |
| <b>Total expenses</b>            | <b>434,828</b> | <b>381,491</b> |
| <b>Net profit</b>                | <b>63,941</b>  | <b>56,284</b>  |

*The accompanying policies and notes form part of these financial statements. These statements should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# Firefighters' Welfare Society

## Statement of changes in equity For the year ended 31 March 2018



**Add Smart**  
ACCOUNTING AND BUSINESS ADVISORS

|  | <b>2018</b>           | <b>2017</b>           |
|--|-----------------------|-----------------------|
|  | <b>\$</b>             | <b>\$</b>             |
| Equity as at 01 April 2017                 | 611,685               | 555,401               |
| Net profit for the period                  | 63,941                | 56,284                |
|  | <u>675,626</u>        | <u>611,685</u>        |
| <b>Closing balance as at 31 March 2018</b> | <u><u>675,626</u></u> | <u><u>611,685</u></u> |

*The accompanying policies and notes form part of these financial statements. These statements should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# Firefighters' Welfare Society

## Balance sheet as at 31 March 2018



**Add Smart**

ACCOUNTING AND BUSINESS ADVISORS

|                                  | <b>Note</b> | <b>2018</b>      | <b>2017</b>      |
|----------------------------------|-------------|------------------|------------------|
|                                  |             | <b>\$</b>        | <b>\$</b>        |
| <b>Current assets</b>            |             |                  |                  |
| Credit Union - Primary Share     |             | 1,893            | 119              |
| Cash and cash equivalents        | <b>2</b>    | 355,348          | 311,705          |
| Accounts receivable              | <b>3</b>    | 3,605            | 3,006            |
| <b>Total current assets</b>      |             | <b>360,846</b>   | <b>314,830</b>   |
| <b>Non-current assets</b>        |             |                  |                  |
| Property, plant and equipment    | <b>5</b>    | 1,308,899        | 831,058          |
| Investments                      | <b>6</b>    | 80,000           | 80,000           |
| <b>Total non-current assets</b>  |             | <b>1,388,899</b> | <b>911,058</b>   |
| <b>Total assets</b>              |             | <b>1,749,745</b> | <b>1,225,888</b> |
| <b>Current liabilities</b>       |             |                  |                  |
| Care Deposit Holiday Homes       |             | -                | 326              |
| Trade and other payables         | <b>7</b>    | 123,417          | 138,371          |
| Associated loans                 | <b>4</b>    | (1,470)          | (1,470)          |
| GST payable                      |             | (69,707)         | 7,110            |
| Borrowings                       | <b>8</b>    | 44,834           | 42,664           |
| PAYE                             |             | 3,301            | 2,727            |
| <b>Total current liabilities</b> |             | <b>100,375</b>   | <b>189,728</b>   |
| <b>Non-current liabilities</b>   |             |                  |                  |
| Borrowings                       | <b>8</b>    | 973,744          | 424,475          |
| <b>Total liabilities</b>         |             | <b>1,074,119</b> | <b>614,203</b>   |
| <b>Net assets</b>                |             | <b>675,626</b>   | <b>611,685</b>   |
| <b>Equity</b>                    |             |                  |                  |
| Retained earnings                |             | 675,626          | 611,685          |
| <b>Total equity</b>              |             | <b>675,626</b>   | <b>611,685</b>   |

*The accompanying policies and notes form part of these financial statements. These statements should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*



#### 1 Statement of accounting policies

##### Reporting Entity

The New Zealand Firefighters' Welfare Society is a Body Corporate established pursuant to the Friendly Societies and Credit Unions Act 1982. The object of the Society is to provide assistance and afford relief, financial or otherwise, to its members and their dependants.

##### Basis of Preparation

This financial report is a special purpose report to explain the society's financial performance and financial position to the members of the Society. It is based on accounting principles commonly used in New Zealand as detailed below. The report should not be relied on for any other purpose.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

##### Changes in accounting policies

There have been no changes in accounting policies and they have been applied on a consistent basis with those used in previous years.

##### Revenue and other income

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

##### *Sale of goods*

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer, usually on delivery of the goods.

##### Going concern

These financial statements have been prepared on the basis that the entity is a going concern.

##### Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

##### Trade and other receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

##### Property, plant and equipment

All property, plant and equipment, except for land and buildings are stated at cost less accumulated depreciation.

Freehold land and buildings are shown at cost.

| <b>Class of asset</b> | <b>Rate</b> | <b>Method</b> |
|-----------------------|-------------|---------------|
| Buildings             | 2,5%        | SL            |
| Office Equipment      | 20%         | SL            |
| Furniture & Fittings  | 20%         | SL            |
| Computer Equipment    | 40%         | SL            |

*These notes should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# Firefighters' Welfare Society

## Notes to the financial statements For the year ended 31 March 2018



### **Investments**

Investments include equity securities (i.e. shares) of listed and unlisted entities. The entity recognises and measures these investments at cost less any accumulated impairment losses.

### **Trade and other payables**

Trade payables represent the liabilities for goods and services received by the entity that remain unpaid at the end of the reporting period. Trade payables are recognised at their transaction price. They are subject to normal credit terms and do not bear interest.

### **Goods and services tax**

Firefighters' Welfare Society is registered for GST. All amounts are stated exclusive of GST with the exception of receivables and payables, which are stated inclusive of GST.

### **Income tax**

The Society holds tax exempt status as a Friendly Society Organisation, thus no provision has been made for income tax.

*These notes should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# Firefighters' Welfare Society

## Notes to the financial statements For the year ended 31 March 2018



**Add Smart**

ACCOUNTING AND BUSINESS ADVISORS

|  | <i>Note</i> | <b>2018</b>    | <b>2017</b>    |
|--|-------------|----------------|----------------|
|  |             | \$             | \$             |
| <b>2 Cash and cash equivalents</b>     |             |                |                |
| <b>Current assets</b>                  |             |                |                |
| ANZ - Current Account                  |             | 265,297        | 238,503        |
| ANZ - On Call Account                  |             | 51,981         | 37,188         |
| Disaster Fund Account                  |             | 12,274         | 12,143         |
| Funeral Fund Benefit                   |             | 25,796         | 23,811         |
| Petty Cash                             |             | -              | 8              |
| Chair Float                            |             | -              | 52             |
|  |             | <b>355,348</b> | <b>311,705</b> |
|  |             | <u>355,348</u> | <u>311,705</u> |
| <b>3 Trade and other receivables</b>   |             |                |                |
| Loans to members                       |             | 3,605          | 3,006          |
|  |             | <u>3,605</u>   | <u>3,006</u>   |
| <b>4 Associated loans</b>              |             |                |                |
| Inter Entity - Healthcare 99           |             | (1,470)        | (1,470)        |
|  |             | <u>1,470</u>   | <u>1,470</u>   |
| <b>5 Property, plant and equipment</b> |             |                |                |
| <b>Land</b>                            |             |                |                |
| Cost                                   |             | 295,117        | 142,276        |
|  |             | <u>295,117</u> | <u>142,276</u> |
| <b>Buildings</b>                       |             |                |                |
| Cost                                   |             | 1,327,959      | 962,034        |
| Accumulated Depreciation               |             | (340,966)      | (305,462)      |
|  |             | <u>986,993</u> | <u>656,572</u> |
| <b>Office equipment</b>                |             |                |                |
| Cost                                   |             | 11,413         | 11,413         |
| Accumulated Depreciation               |             | (8,954)        | (7,423)        |
|  |             | <u>2,459</u>   | <u>3,990</u>   |
| <b>Furniture and fittings</b>          |             |                |                |
| Cost                                   |             | 18,518         | 18,518         |
| Accumulated Depreciation               |             | (14,282)       | (13,734)       |
|  |             | <u>4,236</u>   | <u>4,784</u>   |
| <b>Computer software and equipment</b> |             |                |                |
| Cost                                   |             | 109,749        | 92,930         |
| Accumulated Depreciation               |             | (89,655)       | (69,494)       |

*These notes should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# Firefighters' Welfare Society

## Notes to the financial statements

For the year ended 31 March 2018



**Add Smart**

ACCOUNTING AND BUSINESS ADVISORS

|  | Note | 2018<br>\$       | 2017<br>\$     |
|--|------|------------------|----------------|
|  |      | 20,094           | 23,436         |
| <b>Total property, plant and equipment</b> |      | <b>1,308,899</b> | <b>831,058</b> |

### Valuations - Land & Buildings

The latest council valuations are as follows:

| Property       | Land               | Buildings          | Total              |
|----------------|--------------------|--------------------|--------------------|
| Taupo          | \$ 95,000          | \$ 265,000         | \$ 360,000         |
| Nelson         | \$ 205,000         | \$ 140,000         | \$ 345,000         |
| Kapiti         | \$ 340,000         | \$ 180,000         | \$ 520,000         |
| Queenstown A   | \$ 352,500         | \$ 507,500         | \$ 860,000         |
| Queenstown B   | \$ 352,500         | \$ 507,500         | \$ 860,000         |
| Whangamata     | \$ 430,000         | \$ 235,000         | \$ 665,000         |
| Hanmer Springs | \$ 137,000         | \$ 328,000         | \$ 465,000         |
| <b>Totals</b>  | <b>\$1,912,000</b> | <b>\$2,163,000</b> | <b>\$4,075,000</b> |

### 6 Investments

|                             |               |               |
|-----------------------------|---------------|---------------|
| Credit Union - Term Deposit | 80,000        | 80,000        |
|                             | <b>80,000</b> | <b>80,000</b> |

### 7 Trade and other payables

|                                |                |                |
|--------------------------------|----------------|----------------|
| Trade Creditors                | 96,149         | 89,276         |
| Accrued Interest               | 4,832          | 2,412          |
| Accommodation won - not taken  | -              | 730            |
| Contribution Income in Advance | 7,929          | -              |
| Kiwisaver Payable              | -              | 296            |
| General Accrual                | 3,100          | 9,275          |
| Contributions Clearing Account | -              | 27,270         |
| Provision for Annual Leave     | 11,407         | 9,112          |
|                                | <b>123,417</b> | <b>138,371</b> |

### Provisions

#### Long service leave provision

Employees who complete 10 years continuous service with the Society are entitled to an additional four weeks leave. At balance date one employee had an unused entitlement of \$Nil (2017: \$Nil). The timing of the outflows relating to the rest of the provision are dependent on when employees complete the qualifying period and when they choose to take the extra leave.

#### Sick pay provision

Employees are entitled to carry forward up to 5 days unused sick leave. The provision represents sick leave expected to be paid in the future as a result of unused entitlements at balance date.

*These notes should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*



|                             | Note | 2018<br>\$ | 2017<br>\$ |
|-----------------------------|------|------------|------------|
| <b>8 Borrowings</b>         |      |            |            |
| ANZ Loan 1002               |      | -          | 3,267      |
| ANZ Loan 1003               |      | 388,513    | 421,208    |
| ANZ Loan 1004               |      | 585,231    | -          |
|                             |      | 973,744    | 424,475    |
| <b>Plus current portion</b> |      |            |            |
| ANZ Loan 1002 - Current     |      | 3,321      | 11,449     |
| ANZ Loan 1003 - Current     |      | 33,050     | 31,215     |
| ANZ Loan 1004 - Current     |      | 8,463      | -          |
|                             |      | 44,834     | 42,664     |
|                             |      | 1,018,578  | 467,139    |

### ANZ Loan 1002

Interest rate: 5.79%  
Term: 15 years  
Security: Taupo, Queenstown and Whangamata Properties

### ANZ Loan 1003

Interest rate: 5.79%  
Term: 15 years  
Security: Taupo, Queenstown and Whangamata Properties

### ANZ Loan 1004

Interest rate: 5.39%  
Term: 30 years  
Security: Taupo, Queenstown, Whangamata, and Hanmer Springs Properties

## 9 Related party

The Society is Trustee of Healthcare 99, a Mutual Health Fund available to Society members.

The Society receives a commission from Healthcare 99 for services provided in administering the Fund. The fee for the year ended 31st March 2018 was \$70,792; (2017:\$83,370).

## 10 Contingent liabilities

At balance date there are no known contingent liabilities. Firefighters' Welfare Society has not granted any securities in respect of liabilities payable by any other party whatsoever.

# Firefighters' Welfare Society

## Notes to the financial statements For the year ended 31 March 2018



|  | <i>Note</i> | <b>2018</b> | <b>2017</b> |
|--|-------------|-------------|-------------|
|  |             | \$          | \$          |
| <b>11 Commitments</b>  |             |             |             |
| Operating lease commitments under non-cancellable operating lease: |             |             |             |
| Not later than one year  |             | \$25,500    | \$25,500    |
| Later than one year and not later than 2 years                     |             | \$25,500    | \$25,500    |
| Later than 2 years and not later than 5 years                      |             | \$76,500    | \$76,500    |
| Later than 5 years   |             | \$65,875    | \$91,375    |

## 12 Financial Instruments

### *Credit Risk*

Financial instruments which potentially subject the Society to credit risk principally consist of bank balances, accounts receivable and investments.

Maximum exposures to credit risk as at balance date are:

|               |           |           |
|---------------|-----------|-----------|
| Bank balances | \$355,348 | \$311,705 |
| Receivables   | \$3,605   | \$3,006   |
| Deposits      | \$80,000  | \$80,000  |

No collateral is held on the above amounts.

### *Concentrations of credit risk*

The Society is not exposed to any concentrations of credit risk.

### *Interest rate risk*

The Society is exposed to interest rate risk in that future interest rate movements will affect the returns earned, cashflows, and the market value of financial instruments.

The Credit Union Term Deposit is fixed term and reprices to market rates at the end of each term upon reinvestment.

### *Fair values*

The carrying amount of bank balances, accounts receivable, investments and accounts payable is the fair value for each of these classes of financial instrument.

## 13 Segment Accounting

The carrying amount of bank balances, accounts receivable, investments and accounts payable is the fair value for each of these classes of financial instrument.

## 14 Events Subsequent to Balance Date

There are no significant events which have occurred subsequent to balance date.

*These notes should be read in conjunction with the attached auditors report prepared by D J Turner & Associates.*

# **INDEPENDENT AUDITOR'S REPORT**

## ***Report on the Financial Statements***

### ***Opinion***

We have audited the financial statements of the New Zealand Fire Fighters' Welfare Society ("The Society") on pages 1 to 13, which comprise the statement of financial position as at 31 March 2018, the statement of financial performance, statement of movements in equity and statement of cash flows for the year then ended, the statement of accounting policies and other explanatory information.

In our opinion, the financial statements on pages 1 to 13 are prepared, in all material respects in accordance with the special purpose framework described in Note 1 to explain the society's financial performance and financial position to the members of the society based on accounting principles commonly used in New Zealand.

### ***Basis for Opinion***

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described below in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Society.

### ***Special Purpose Framework***

The financial statements are prepared in accordance with a special purpose framework for the purpose of reporting to members and, as a result, the financial statements may not be suitable for another purpose.

### ***Restriction on Responsibility***

This report is made solely to the members, as a body, in accordance with the constitution and by-laws of the Society. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members as a body, for our audit work, for this report, or for the opinions we have formed.

### ***Executive's Responsibility for the Financial Statements***

The Executive is responsible for determining that the special purpose framework described in Note 1, based on accounting principles commonly used in New Zealand is acceptable in the Society's circumstances, for the preparation of the financial statements in accordance with the special purpose framework chosen to explain the society's financial performance and financial position to the members of the society and for such internal control as the Executive determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## INDEPENDENT AUDITOR'S REPORT (Continued)

In preparing the financial statements, the Executive is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Executive either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

### ***Auditor's Responsibility***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control
- conclude on the appropriateness of the use of the going concern basis of accounting by the Executive and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management. We communicate with the Executive regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**DJ Turner & Associates**

Chartered Accountants

Wellington, NZ

13<sup>th</sup> July 2018



# SECRETARY'S REPORT

FOR THE AGM – APRIL 1, 2017/MARCH 31, 2018

## ***Board Meetings***

4 board meetings were held during this reporting year. The first, a two-day meeting June 29 and 30, was held at Avalon Studios. The June Healthcare 99 AGM was held on June 29. There was a two-day meeting in September again at Avalon Studios with the 29th Welfare AGM held on the afternoon of September 13. There was also a two-day meeting on November 30 and 1st of December. Finally the 155th Board Meeting was held on March the 14 and 15 at Avalon Studios.

## ***Congratulations***

Keith Nixon, the Chairman, has been made a member of the New Zealand Order of Merit for his service to Fire and Emergency New Zealand. Keith was a founding member of the NZFF Welfare Society in 1987. We all congratulate him on this acknowledgement for the vision, time and effort he has put in to found the New Zealand Firefighters Welfare Society.

## ***Welfare Society Online Booking App Major Update***

Apps are radically changing how we react to traditional activities. For instance if you have a banking app or a utilities app, when is the last time you visited the website of those respective organisations, much less the brick and mortar store. Their web sites are still available to provide more information about their products and perhaps there are some features not provided by the mobile app that occasionally one may need to access. However the day to day need to contact one of those firms is usually done via their app. Usage can be checked on, topped up, plans changed and bills paid.

The NZFF Welfare Society started out as a holiday home booking app. This latest major upgrade makes the app more a Welfare Society App, more than just a holiday home booking app. The app still allows members to book holiday homes but we think the carousel feature is much more elegant than the previous way of displaying the booking information. Logon and password is still required for this section. On the home page we can now place and edit items of interest to the membership. The pushing out of notifications is more reliable and robust. Also Fire and Emergency personnel can now join the society online. The Shift calendars are easily accessed by anyone. Contact phone numbers work with a press of the finger.

Future upgrades will feature online BA1 forms, the ability to join Healthcare 99 on line and a menu item for "Discounts". Stephen Clarke, our new Sales and Marketing person is working to get discount deals at as many merchants around the country as he can. Under this menu item there will be barcodes or information on how to claim the discount.

## ***Elections***

Keith Nixon was re-elected as Chairman of the Welfare Society, effective from July 1, 2017.

## ***Thanks***

I would like to express my thanks to the regional representatives, the many station representatives, members and the office staff, Amanda, Trish, and Karen and Stephen for their continued caring commitment in serving the membership.

**Darrel Surman**  
**Secretary**  
**September 2018**

# Chairman's AGM Report.

Welcome to the 31<sup>st</sup> Annual General Meeting.  
26<sup>th</sup> September 2018.

**1<sup>st</sup> June 2017 to 31<sup>st</sup> March 2018.**

Welcome to you all to this the 31<sup>st</sup> AGM of the New Zealand Firefighters Welfare Society. I am delighted to again present to you my annual report.

With the formation of FENZ the workload placed on Society Staff and the Board has increased and we are doing our best to keep up with the changes being made.

At times this has become a demand that has stretched our abilities to the limit, this is due to the fact, I believe, that a number of the Transitional team don't rate us as an important partner (Stake Holder) within FENZ.

## **Statement of Cooperation.**

On Thursday 8<sup>th</sup> February 2018 two organisations' committed to strive and focus on the welfare and wellbeing of Fire and Emergency personnel and their families.

Fire and Emergency NZ Chief Executive Rhys Jones and myself signed a Statement of Cooperation that outlines how the two organisations will work together to try and achieve desired outcomes.

This Statement of Cooperation came about as a result of our proposal that was presented to the Board of FENZ (2017) to provide membership to all FENZ personal. This proposal was rejected on the assessment of their advisers.

Fire and Emergency NZ recognises the value provided by the Society to personnel within FENZ.

As the majority of Welfare Society work is done by our Rep's is voluntarily, they (FENZ) are very appreciative of the contribution the Welfare Society makes as an independent support agency.

The Society's Board appreciates the assistance that FENZ has provided so far to the Society but feels that after 30 plus years of providing benefits for firefighters and their families, FENZ could now contribute a realistic amount of their funding to the Society so the Society could provide benefits to all FENZ personnel.

Their contribution to the Society would recognize all FENZ personnel, be they volunteers or paid personnel to become members of the society so they can enjoy the benefits of membership.

## **NZFFWS Board.**

During the 2017/2018 year, the Society Board met on four occasions and attended both Healthcare 99 and the NZ Firefighters Welfare Society AGMs.

## **Decision Making Committee (DMC).**

The committee meets as required to attend to items of business that the Board requires settlement on or items that may need an urgent resolution between meetings of the Board.

**Accord – NZ Firefighters Welfare Society, UFBA, NZ Firefighters Credit Union.**

Accord members meet every two months to discuss items of interest that may benefit the memberships of all their respective membership.

**Rules, Board Policy, Information folder etc.**

The Board, over the 2017/2018 year reviewed our Rules, Board policy, Information folder, Procedures, Agreements, Statements of co-operation, MOU's, Accords and contracts and revised them as required. There will be the need to approve some of the wording in our rules at this AGM to reflect the name change from NZFS to FENZ.

**Membership**

Our objective over the next year is to communicate better to members and eligible members by improving and using all possible modern means of communication.

**Online Holiday/Convalescent Homes Booking.**

The online booking for our members is still very popular with the membership and the usages of all the homes and the overall occupancy rate is still in the high 80% mark.

The Board will investigate the purchases another Holiday/Convalescent Home in the 2018/2019 year.

**Smart Phone APPs.**

The Society now has both iPhone and Android APPs operating for online holiday home bookings and add on features by August 2018.

**Finance – 2017/2018**

The annual accounts again will show the Society having a small surplus of just over \$63,000 for the 2017/2018 financial year.

**UFBA Conference. 2017**

The Welfare Society attended the UFBA conference held in Auckland and promoted the Welfare Society to the conference delegates, which was again well received.

**FRFANZ Conference. 2017**

The Welfare Society attended the FRFANZ conference held in Auckland and promoted the Welfare Society to the conference delegates, which was again well received.

**Fire Fighters Memorial Stair Climb**

On September 11<sup>th</sup> 2017 the Welfare Society again attended and supported the Firefighters Memorial Stair Climb held at Auckland Sky Tower and promoted the Welfare Society to the competitors that was well received.

Thanks to Tony Scott and his team for arranging this event.

**Staff, Reps, Office Holders & Members.**

Thanks to our Office Staff for their commitment to the members and their families and to the Welfare Society Regional Rep's/Board members, Station Reps, Office Holders, Members and everyone else who have contributed to help with the smooth running of the Society over the last year.

All the best and thank you

Keith Nixon. MNZM

Chairman

NZFFWS

# Trustees Report 2018

Well that year flew by, but what a year.

Well we now have a new Holiday home in the South Island, situated in Hanmer Springs, this brings to four in the South and Three in the north a great addition to the welfare homes available to the members. Remember you can ask for the use of these if you are convalescing as these are more than just holiday homes.

The office has certainly had a lot of movement, or at least the Welfare Society in general, which brings us around to 'The General' our esteemed Chairman Keith Nixon, was made a 'Member of the NZ Order of Merit'. Congratulations Keith, and well deserved with all the time and effort put in by you and your family over the years keeping the Society in top shape. He was one of the founding members who started it all in 1987, which shows the dedication and belief he has had, and still does, in one of the finest firefighting welfare Societies in the world.

Part of Keith's work has lead to Chief Executive Rhys Jones signing a Statement of Cooperation with NZ Firefighters' Welfare Society (NZFFWS) on Thursday 8 February, signaling the two organisations' commitment to the welfare and wellbeing of Fire and Emergency personnel and their families.

The Statement of Cooperation outlines how the two organisations will work together.

We have lost Cheryl Lovett from the marketing role, as well as Malcolm Langdon and Owen Williams who have both retired from the board. To all three of you, thanks for all the effort and time you gave to the Board and Society over the years. All the best with all the free time you will now have.

But this brings us to a new era with new blood on the board and in the office. We welcome Karen Logan - Office Administrator and Stephen Clarke - Sales/Marketing to the office, as well as board members Kris Kennett in Region 6 and Jenna Collings in Region 2. It was good to see the response to these positions instead of the sitting board being voted in because no-one was willing to take up the task. Congratulations to all new positions.

As trustees it is good to see the strength continually evolving and going forward. It shows to us the members want the best, and we certainly have it.

Thanks to all who have attended this AGM, and we wish you all the best for the rest of 2018.

Brian Thompson

Ian Pickard

Trustees NZFFWS

# RETURNING OFFICER'S REPORT

## ***Election of Chairman to the Board***

I am pleased to announce that Keith Nixon has been re-elected as Chairman of the New Zealand Firefighters Welfare Society Board effective from July 1, 2017.

Darrel Surman  
RETURNING OFFICER  
31 May 2017

## ***Board and AGM Meetings 2017/2018***

|                  |                    |                |
|------------------|--------------------|----------------|
| 20-21 March      | Studio             | Avalon Studios |
| 29-30 June       | Studio             | Avalon Studios |
| 29 June HC99 AGM | Studio             | Avalon Studios |
| 13-14 September  | Studio             | Avalon Studios |
| 13 September AGM | Working Man's Club | Petone         |
| 29-30 November   | Studio             | Avalon Studios |
| 14-15 March      | Studio             | Avalon Studios |

## ***Board Meetings Attendance 2017/2018***

|          | <i>Name</i>     | <i>Meetings attended</i> |
|----------|-----------------|--------------------------|
| Chairman | Keith Nixon     | 5 meetings               |
| Region 1 | Darryl Johnston | 5 meetings               |
| Region 2 | Malcolm Langdon | 3 meetings               |
| Region 3 | Noel Brock      | 5 meetings               |
| Region 4 | Erroll Tapiki   | 4 meetings               |
| Region 5 | Alice Jonathan  | 4 meetings               |
| Region 6 | Owen Williams   | 4 meetings               |
| Region 6 | Kris Kennett    | 1 meetings               |

## ***Holiday Homes Used for Convalescence 2017/2018***

| Name of Home | Number of Nights |
|--------------|------------------|
| Taupo        | 2                |
| Nelson       | 5                |

\$300.00 paid towards a motel as homes full for convalescent care so member could visit a relative in hospital

**Please ensure the Society has your correct address,  
phone numbers and email address, so that we can  
keep in touch**

## ***HEALTHCARE 99 CLAIMS***

**Remember**

***All surgical operations/procedures must have prior  
approval from the Claims Manager***

***Claims must be submitted within 30 days  
of being incurred.***

**For information on Healthcare 99  
Phone 0800 653 473**

**For information on claims  
Phone Aon New Zealand  
0800 50 51 52**

**Post all your claims to  
Aon New Zealand  
P O Box 30567  
Lower Hutt 5040**

**YOUR SOCIETY OFFERS  
Members and their Families  
the following Benefits**

**ASSISTANCE -**

Funeral, Corrective Lenses  
Travel Costs for out of town Medical Visits  
Home Help, Counselling, Adoption, Hearing Aids,  
Birth of a Child

**MEDICAL -**

Hospital/Home visits, Hospital stay, TV hire,  
Mobility Aids, Ambulance Transport, Gift  
Baskets, Hospital Parking

**DISCRETIONARY -**

Loans or Grants up to \$500  
Disaster fund for Members who may  
experience misfortune

**HOUSING -**

Holiday  
Convalescing

***OPTIONAL BENEFITS***

**HEALTHCARE 99 MUTUAL TRUST FUND  
INCOME PROTECTION INSURANCE  
GENERAL INSURANCE  
FIRELIFE INSURANCE**

***REMEMBER - our addresses***

[www.firefighters.org.nz](http://www.firefighters.org.nz)  
[thesecc@firefighters.org.nz](mailto:thesecc@firefighters.org.nz)