

Applicant	Epilepsy Association of New Zealand
Project	To provide a Field Service Program supporting people living with epilepsy and their families.
Type of group or organisation	Incorporated Society
Community Benefit	The Waikato Educator currently supports 30 families living with epilepsy in the Waitomo region. Talks in schools and to community groups improves awareness and knowledge of the condition.
Total cost	\$57,756.00
Funds raised	\$55,000.00
Amount requested	\$2,000.00
Previous Funding received from WDC within past 3 years	Nil
Comments	<u>Note:</u> This application is considered ineligible as the expenditure items relate to the operational costs and this is not a new initiative. Work not solely focused in the Waitomo District, however there is community benefits to the work undertaken in the region.



WAITOMO DISTRICT COUNCIL

**Community Development Fund
Community Partnership Fund Application**

1. About your Organisation

Full Name

Postal Address

Physical Location

Contact Numbers

Phone Mobile Fax

Email

GST Number

Legal Status

- Trust Formally Constituted Society
- Incorporated Society Informal Group or Committee
- Other (Please Describe)

Years of Operation

Organisational Categories

Please identify which of the following areas your organisation supports. Tick as many, or as few, as appropriate.

- | | | |
|---|--|---|
| <input type="radio"/> Culture and Recreation | <input type="radio"/> Environmental and Animal Protection | <input type="radio"/> International Organisations, Aid and Relief |
| <input checked="" type="radio"/> Education and Research | <input type="radio"/> Development and Housing | <input type="radio"/> Religious Congregations and Associations |
| <input checked="" type="radio"/> Health | <input type="radio"/> Civic and Advocacy Groups | <input type="radio"/> Not elsewhere classified |
| <input checked="" type="radio"/> Social Services and Emergency Relief | <input type="radio"/> Philanthropic Organisation, Aid and Relief | |

Purpose - What is the organisations main purpose and objectives?

To provide support, advocacy and information to people living with epilepsy and their families

To increase community awareness and knowledge about epilepsy through talks in schools, workplaces and community groups.

To provide education provide to professionals working with epilepsy such as paramedicas and resource teachers.

To support reseach into epilepsy.

Queen Street, P O Box 404, Te Kuiti 3941, NZ. Telephone 07-878 0800, Fax 07-878 7771, Email enquiries@waitomo.govt.nz, Website www.waitomo.govt.nz

Contact Persons

Two contact names are required. These must be the same people who make the declaration on behalf of your organisation on page 6 of the application.

Name
Position
Phone(day)
Email

Name
Position
Phone(day)
Email

Referee Details

Name
Position
Phone(day)
Email

Name
Position
Phone(day)
Email

Which of the following Community Categories will benefit from the project or initiative?
(Tick as many, or as few, as appropriate)

Urban

Rural

All of District

2. About your Project or Initiative

Describe your Project

For example; Will this grant fund capital expenditure? (i.e. purchase of equipment). Will this grant fund the development of existing facilities or services?

Our Field Service Program supports people living with epilepsy and their families. This can range from providing information through to direct advocacy. Our advocacy often involves working with schools, improving their understanding and putting in place management plans for students with epilepsy. Epilepsy rate are highest under age 10 and over age 65. As early education is important for future development this has ongoing benefits for families and communities. For young people living with epilepsy this support can also help them into employment. This improves the quality of life for those living with the condition and can often help them work towards more stability and self reliance.

Our staff offers educational services for professionals such as ambulance service staff, police, nurses and teachers. They also promote community awareness through speaking engagements in community groups including service clubs, workplaces and schools.

The program provides wraparound services for individuals and increases the capacity of schools, community groups and front line staff to identify and aid people with epilepsy.

While the services are part of an existing program they offer a steady resource for community and individual growth. Annette works with Volunteering Waikato, public health nurses and other groups in Te Kuiti and the Waitomo region.

Length of Project - How long will your project or initiative continue for?

Community Benefit - How will the community benefit from your project or initiative?

The Waitomo district is covered by our Waikato educator Annette Stott.

She currently offers direct support for 30 families living with epilepsy in the Waitomo region, helping them when problems arise.

Her talks in schools and community groups improves awareness and knowledge about the condition, providing a benefit both the the broader community and people with epilepsy within it.

While her work is not solely focussed in the Waitomo district, there are community benefits to the work she does within your region.

Project Focus - Is your project or initiative focused within the Waitomo District?

Yes

No

3. Community Outcomes and Funding Priorities

The basis of this Community Development Fund is to ensure recipients are undertaking projects that make a positive contribution to achieving the Council's Strategic Community Outcomes. Below is a list of Community Outcomes that contribute to the Community Development Group. Please identify which outcomes your project or activity will contribute to. Tick as many or as few as appropriate.

C01 Cultural Heritage

A place where people are enriched by the multicultural values of all its people and, in particular, Maori heritage and culture are an inherent and valued part of decision making that affects community life.

C02 Recreation and Social Amenities

A place where all age groups have the opportunity to enjoy social, cultural and sporting activities within our District.

C03 Youth

1. A place where young people have access to education, training and work opportunities.
2. A place where young people feel valued and have opportunities for input into the District.

C04 Vibrant and Prosperous District

1. A place that attracts more people who want to live, work and play, and raise a family.
2. A place where wealth and employment are created through local businesses and development of tourism opportunities.

4. Funding for this Project or Initiative

- If you are GST registered please do not include GST in these costs.
- Please round all figures to the nearest dollar.
- Please list separate costs (attached written estimates for verification) and not just a total figure.

Expenditure	\$
Cost of the project	
Salary	\$40,411
Vehicle and Travel	\$4,000
Insurance	\$2,250
Telecommunications	\$855
Staff Training	\$1,600
Other Operational(print,power, etc)	\$8,640
A Total Cost of Project/Service	57,756

Income	\$
How do you plan to fund the project	
National funding - tagged to region	10,000
Other regional grants	45,000
B Funds for Project/Service	55,000

Total amount applied for(A - B)	\$ 2000
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5. Funding from other Parties for this Project or Initiative

Have you applied to, do you intend to apply to, or will you receive funding from any other group for the project or initiative?

No Yes

If Yes, please detail below:

Name of Group	\$
Sky City (Unconfirmed)	7,500
NZCT (Unconfirmed)	9,000
Wel Energy (Unconfirmed)	20,000
Trust Waikato (Unconfirmed)	10,000

6. Previous Council funding for this Project or any other Service

Have you received financial assistance from Waitomo District Council during the last three years for any purpose? (i.e. rates relief, reduced rental, Triennial Grant / Discretionary Grants)

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$

7. Previous Funding for any other Projects or Initiative

Have you received financial assistance from any other body or organisation during the last three years for any purpose?

No Yes

If Yes, please detail below:

What was the purpose of funding?	\$
NZ Lotteries (National Operations)	150,000
Pub Charities (National Salaries)	100,000
Nessbank Trust (Auckland Ops)	61,000
COGS (Various Regional)	42,800

8. Financial Accounts

Please supply a copy of your organisations last Annual Financial Report, or, in the absence of the Financial Report, a statement of income and expenditure for the past 12 months. If neither of these documents is available, please explain why below and attach a copy of your organisations latest bank statement/s.

9. Volunteer Support

What level of volunteer support will this project or service receive from your organisation?

Number of volunteer workers involved?

Variable depending on event.

Describe the work volunteers will undertake

We work with different groups in the region, linking into events when they occur, such as a health expo. The Otarohanga Community House is a volunteer hub for the region, including the Waitomo. They work on things like catering, parking, cleaning, setup and pack down. Our educator keeps close contact with community groups in the region to work with these events.

Resources supplied by volunteers

Facilities depending on the group and the event.

10. Further Information

Please add any further information you may wish to provide. This could include details of voluntary input towards the project or service and how you think the project will benefit our community, or what the impact would be on the community if the project is not provided. Letters of support from other organisations within the community would assist with defining the level of community benefit.

Letters of support provided with this application are from users and partners of our national field service program.

As a charity we are reliant on grants and donations for our continued operation. Any level of support that the council can provide is appreciated.

11. Declaration and Consent

In making this funding application I/we declare that:

1. I/We are authorised to do so and to the best of my/our knowledge the information contained herein is true and correct.
2. I/We have read the Community Development Funding Policy and understand and meet the criteria for applying to the Community Partnership Fund.
3. Any funding received will be used for the project/initiative for which is was approved.
4. If the application is successful, on completion of our project/initiative, I/we agree to provide an Accountability Report to the Waitomo District Council.
5. I/We also consent to the Waitomo District Council collecting, retaining and using the contact details of our organisation that have been listed in this application.
6. I/We agree to repay Waitomo District Council all funding that is not used for the purposes outlined in this application.

Name	Ross MacLeod
Signature	Ross MacLeod
Position	Grant writer
Date	18 sept 2018

Name	George Ambrose
Signature	
Position	CEO
Date	18/9/2018

12. Checklist

Please read and complete the following before submitting your application. Incomplete or late applications will not be accepted.

Have you:

Office Use

Applicant Use

- Completed **ALL** sections of the application?
- Checked **ALL** figures within the application?
- Attached a copy of your Financial Report/Accounts?
- Attached a detailed Business Plan?
- Attached Referee Details - Letters of Support?
- Attached a Bank Deposit Slip (If a donation is approved, payment will be direct credited into your nominated account)

Please send completed applications to:

Waitomo District Council
PO Box 404
Te Kuiti 3941

Ph: 07 878 0800
Fax: 07 878 7771

EPILEPSY NEW ZEALAND STRATEGIC PLAN 2018-2020

<p>Values:</p> <ul style="list-style-type: none"> Professional Inclusive Passionate Empowering Supportive 		<p>Vision: To be a world class organisation at the centre of New Zealand's Epilepsy community that positively influences the lives of people, families and communities affected by epilepsy.</p> <p>Mission: To inspire and equip families and people, who live with epilepsy, towards effective self management of their diagnosis and are engaged with society through information, education, support and public awareness.</p> <p>Purpose: Epilepsy New Zealand is registered charity and voluntary organisation providing epilepsy information, support and advocacy services to people with epilepsy, their families/whanau and wider community.</p> <p>Marketing By-Line: Kia titiro ki te tangata - see the person</p>		
<p>Members and people living with Epilepsy are supported & informed about the condition</p> <p><i>Provide high quality support & advice for people with epilepsy, family & carers.</i></p> <p><i>Develop service user participation opportunities</i></p> <p><i>Support user needs for aids and appliances</i></p> <p><i>Supporting children and young people with epilepsy</i></p> <p><i>Reach particular groups with specific needs</i></p> <p><i>Build relationships with professionals and shared working</i></p>	<p>Raise Awareness and Understanding of how epilepsy affects people, what it is and how to respond to the condition appropriately</p> <p><i>Ensuring active and ongoing communication and awareness about epilepsy to key target audiences</i></p> <p><i>Prioritising issues of risk, safety and SUDEP in our communications and across all areas of the organisation.</i></p> <p><i>Representing and advocating for the rights of those with epilepsy.</i></p>	<p>Build Engagement and Enlist Support by demonstrating best practice in areas of governance, quality, human resources, financial management and sustainability continuing to develop and deliver its services over the long term</p> <p><i>Providing and developing the financial resources required to operate the organisation to full potential.</i></p> <p><i>Managing and building relationships with key funders.</i></p> <p><i>Operate good governance, financial management and managing organisational resources.</i></p> <p><i>Supporting people who are working or volunteering in the organisation</i></p> <p><i>Operating the organisation in line with recognising operating standards and ensuring that we provide a service which is informed by wider national and international models of working.</i></p>	<p>Inspire & Equip PWE/Families With an interest in epilepsy improve their knowledge, skills through training activities</p> <p><i>Providing quality training, education and self management programmes to people living with epilepsy and parents of children living with epilepsy.</i></p> <p><i>Providing epilepsy awareness and Midazolam training and information.</i></p> <p><i>Providing educational seminars, conferences and events.</i></p> <p><i>Developing website and online educational resources</i></p>	<p>Thought Leadership & Influence by contribution and communication to stakeholders of research and policy making relating to epilepsy causes, cures and management.</p> <p><i>Provide research funding and support to encourage NZ research.</i></p> <p><i>Communicating research findings and volunteering opportunities and advocating for research.</i></p>

September 6th, 2018

Dear Sir/Madam,

Re: Application for financial assistance: Epilepsy New Zealand Field Services program.

I would like to offer my strong support to application from Epilepsy New Zealand for assistance with funding epilepsy field services.

Unfortunately, this year my husband and I had to go through the experience of a breakthrough seizure after being seizure-free for 10 years. As a result, I ended up with an episode of with post-traumatic stress disorder, which negatively affected both our lives. While the health system told us we could see a doctor or counsellor "in two weeks' time", Epilepsy New Zealand was there for us straight away through one of its wonderful educators. We received information and ongoing support; we had the comfort of knowing there was somebody on the other end of the line or email that understood us.

I cannot stress enough the importance that organizations like Epilepsy New Zealand have. Unlike more common conditions, epilepsy has a smaller patient base, but that doesn't mean the impact on the affected lives is lesser. We have added our grain of salt and made a small annual donation, but the organization cannot survive with just the contributions of private individuals, so funding from other sources is key in order to keep the positive impact Epilepsy New Zealand has in the lives it touches.

Yours sincerely,



Eugenia Puntillo

eugeniapuntillo@gmail.com

0211503821

PO Box 145

Franz Josef Glacier

West Coast 7856

29/08/2018

Dear Sir/Madam

Re: Application for financial assistance: Epilepsy New Zealand Field Services program.

I would like to offer my strong support to the application from Epilepsy New Zealand for assistance with funding epilepsy field services.

I have seen the valuable service that Epilepsy New Zealand offer and have called on them to help support families that I have worked with, these families have benefitted greatly from their service. I received such positive feedback from these families about the interactions they had with Epilepsy New Zealand. I also acknowledge the great work that Epilepsy New Zealand do with the wider community by offering support and education.

Yours sincerely

Stephanie King

Family Works- Social Worker



Social Worker in Schools
(SWiS)

| Stephanie King

Family Works Tauranga
31 Gloucester Road,
Mt Maunganui,
Tauranga 3152

P: +647 575 9709

M: +64 218 38607

E: stephanie.King@fwn.org.nz

W:

www.familyworksnorthern.org.nz

SkillWise

11 September 2018

Dear Sir/Madam

Re: Application for financial assistance: Epilepsy New Zealand Field Services program.

I would like to offer my strong support to application from Epilepsy New Zealand for assistance with funding epilepsy field services.

I have found the Education officers to be most helpful to the people who I support, both individually and collectively. They are kind, accommodating, efficient and very helpful. They have not only provided direct support in the ways listed below, but they have also pointed me in the right direction when I have sought information and help outside of their direct framework of assistance; in other words, they have been invaluable.

Their support has been broad ranging –

- from personal explanations of the nature of the condition and common triggers, as well as understanding of the medications;
- to assistance in accessing Total Mobility Support;
- to support group facilitation and mentoring (and information on services available to assist people);
- to provision of information for community hubs where people with Epilepsy are regular attendees;
- to education sessions with staff and the people we support who have epilepsy or experience seizures.

I would strongly urge all potential donors to assist Epilepsy New Zealand to continue to provide their service as a great asset to New Zealand and an essential service to all those whose lives are touched by Epilepsy.

Yours sincerely



Robin McKee
Community Facilitator

Annual Report

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

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Entity Information

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

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

Legal Name of Entity

Epilepsy Association of New Zealand Inc.

Entity Type and Legal Basis

Epilepsy Association of New Zealand (ENZ) is a registered Incorporated society under the Incorporated Societies Act 1908 and Charities Act 2005.

Registration Number

CC10611

Entity's Purpose or Mission

Supporting people in New Zealand living with epilepsy and promoting the welfare and interests of people with epilepsy and their family/whanau through education, information support and public awareness

Main Sources of Entity's Cash and Resources

ENZ relies on donations from the public as well as grants from District Health Board & NZ Lottery and other charitable organisation to fund day to day activities.

Main Methods Used by Entity to Raise Funds

Donation Events/Campaigns

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers assist in administration works of day to day activities of the Association



Entity Structure

Epilepsy Association of New Zealand is a registered Not-For-Profit charity, operated by a Board of Trustees monitored by independent Commissioners. It represents its membership by operating a centralised management structure, located in Hamilton. It presently delivers its services in 12 regional offices, located throughout New Zealand, employing 15 professionally trained educators that deliver individualised client education, information and support services together with a localised community awareness and education program.

The Association has the power to do anything lawful that maybe necessary or conducive to attain its objectives exercised by its elected Board, which is independently monitored by elected Commissioners. The Board functions include overseeing the conduct of Association business and of appointed CEO to manage the day to day affairs of the Association in accordance with the organisations objectives together with the policy and direction determined by the Board.

Directory

Commissioners

Ewan Cooke

Michael Chapman

Board Members

Dr Peter Bergin (President October - March 2018, Vice President April - September 2017)

Alison Nation (Treasurer)

Gillian Fowke Bate

Lorraine Skelton

Susan Hill

Dr Isabelle Delmotte

Paul Kellett (President April - September 2017, Past President October - March 2018)

Glenys Steele (Board Member April - September 2017)

CEO/Secretary

Graeme Ambler

Physical Address

6 Vialou Street

Hamilton

Postal Address

PO Box 1074, Waikato Mail Centre

Hamilton

New Zealand

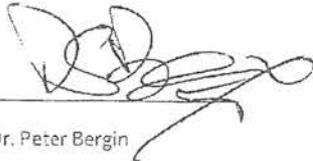


Approval of Performance Report

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

The Trustees are pleased to present the approved performance report including the historical financial statements of Epilepsy Association of New Zealand Inc. for year ended 31 March 2018.

APPROVED



Dr. Peter Bergin

President

Date 21/06/18



Alison Nation

Treasurer

Date 21 June, 2018

Statement of Service Performance

Epilepsy Association of New Zealand Inc.

For the year ended 31 March 2018

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

Description of Entity's Outcomes

Epilepsy Association of New Zealand seeks to promote the welfare and interest of people with epilepsy in New Zealand and their family/ whanau through education, information support and public awareness. To deliver educational and information support services agreed with District Health Board. To build and maintain a suitable organisation to ensure the Association can continue to provide for people suffer with epilepsy.

	2018	2017
Description and Quantification of the Entity's Outputs		
Number of Members	208	382
Number of Clients registered with ENZ	5,218	7,038
Number of Client Contacts	17,342	18,693
Number of Seminars Held	746	763
Number of people attending Seminars	6,293	9,912
Number of Non-client contacts - not registered with ENZ	34,066	41,730
Total Number of people assisted	57,701	70,335

Description and Quantification of the Entity's Outputs

Epilepsy Association of New Zealand provides individual information, education and support to people with epilepsy and their networks so as to achieve better health outcomes through self management and community inclusion. Wider community education and awareness is delivered to a wider variety of places including schools, health professionals and community organisations to increase understanding of epilepsy. Our goal is to increase membership presence in the community and to increase public understanding so as people with epilepsy are included in the community without fear of prejudice and stigma.



Statement of Financial Performance and Comprehensive Income

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

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

	NOTES	Group 2018	Group 2017
Revenue			
Donations, fundraising and other similar revenue	1	694,230	491,373
Fees, subscriptions and other revenue from members	1	1,427	1,152
Revenue from providing goods or services	1	400,295	414,792
Interest, dividends and other investment revenue	1	23,870	27,035
Other revenue	1	-	919
Total Revenue		1,119,822	935,272
Expenses			
Expenses related to public fundraising	2	6,143	4,408
Volunteer and employee related costs	2	968,878	919,129
Costs related to providing goods or service	2	197,925	210,128
Other expenses	2	91,202	96,008
Total Expenses		1,264,148	1,229,673
Surplus/(Deficit) for the Year		(144,326)	(294,401)
Other Comprehensive Income			
Unrealised gains on investments		13,774	7,829
Total Comprehensive Revenue and Expenses for the year		(130,551)	(286,572)

This statement should be read in conjunction with the notes to the Performance Report and Statement of accounting policies.

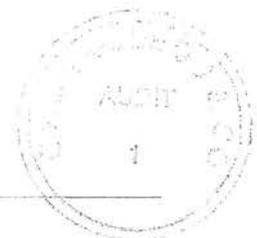


Statement of Financial Position

Epilepsy Association of New Zealand Inc.
As at 31 March 2018

'What the entity owns?' and 'What the entity owes?'

	NOTES	Group 31 MAR 2018	Group 31 MAR 2017
Assets			
Current Assets			
Bank accounts and cash	3	188,726	398,118
Debtors and prepayments	3	49,209	53,072
Investments	3	20,368	253,850
Inventories	3	5,118	7,840
Total Current Assets		263,421	712,880
Non-Current Assets			
Property, Plant and Equipment	5	285,299	303,181
Investments	3	384,479	336,499
Total Non-Current Assets		669,778	639,681
Total Assets		933,199	1,352,561
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	75,526	102,410
Employee Costs Payable	4	88,319	86,782
Unused donations and grants with conditions	7	75,981	339,444
Total Current Liabilities		239,826	528,636
Total Liabilities		239,826	528,636
Total Assets less Total Liabilities (Net Assets)		693,374	823,926
Accumulated Funds			
Accumulated surpluses	6	577,024	721,350
Fair Value Reserves	6	116,350	102,575
Total Accumulated Funds		693,374	823,926



This statement should be read in conjunction with the notes to the Performance Report and Statement of accounting policies.

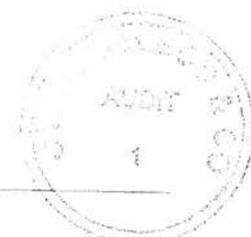
Statement of Cash Flows

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

'How the entity has received and used cash'

	NOTES	Group 2018	Group 2017
Cash Flows from Operating Activities			
Cash Flow was Received from			
Donations, fundraising and other similar receipts		430,767	811,498
Fees, subscriptions and other receipts from members		1,427	1,152
Receipts from providing goods or services		404,385	409,958
Interest, dividends and other investment receipts		23,870	27,036
Cash receipts from other operating activities		-	919
Total Cash Flow was Received from		860,449	1,250,563
Cash was applied to			
GST		(30,955)	34,943
Payments to suppliers and employees		(1,234,751)	(1,183,475)
Total Cash was applied to		(1,265,706)	(1,148,532)
Total Cash Flows from Operating Activities		(405,257)	102,031
Cash Flows from Investing and Financing Activities			
Cash was received from			
Receipts from sale of investments		199,000	73
Total Cash was received from		199,000	73
Cash was applied to			
Payments to acquire property, plant and equipment		(3,135)	(3,212)
Total Cash was applied to		(3,135)	(3,212)
Total Cash Flows from Investing and Financing Activities		195,865	(3,139)
Net Increase/(Decrease) in Cash		(209,392)	98,892
Cash Balances			
Cash and cash equivalents at beginning of period	3	398,118	299,226
Cash and cash equivalents at end of period	3	188,726	398,118
Net change in cash for period		(209,392)	98,892

This statement should be read in conjunction with the notes to the Performance Report and Statement of accounting policies.



Statement of Accounting Policies

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

'How did we do our accounting?'

Basis of Preparation

The entity 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 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.

These financial statements are group financial statements representing the consolidated financial results and position of Epilepsy Association of New Zealand Inc and its subsidiary the Epilepsy Trust.

Basis of Consolidation

Controlled entities are all those entities over which the controlling entity has the power to govern the financial and operating policies so as to benefit from its activities. The controlled entities are consolidated from the date on which control is transferred and are de-consolidated from the date that control ceases. In preparing the consolidated financial statements, all inter-entity balances and transactions, and unrealised gains and losses arising within the consolidated entity are eliminated in full. The accounting policies of the controlled entity are consistent with the policies adopted by the Group and have a 31 March reporting date.

Goods and Services Tax (GST)

The Association is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

The Association and the Trust are registered as a charitable entity under the Charities Act 2005 and is exempt from income tax under the income tax legislation.

Bank Accounts and Cash

Bank accounts and cash are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Revenue

Revenue is recognised to the extent that is probable that the economic benefit will flow to the Group and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.



Donation, Fundraising & Other similar revenue

Donations are recognised as revenue upon receipt.

Grant revenue includes grants given by other charitable organisation, government sector and public. Grant revenue is recognised when the conditions attached to the grant has been compiled with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

Revenue from legacies and estates that satisfies the definition of an asset is recognised as revenue when it is probable that future economic benefits or service potential will flow to the entity, and the fair value can be measured reliably.

Revenue from provide goods & services

The Association receives revenue from the central government to provide services to people with epilepsy. Revenue is recognised in the period the goods and services are provided.

Interest Revenue

Interest revenue is recognised as it accrues, using the effective interest method.

Dividend Income

Dividend Income is recognised when the right to receive payment is established.

Property, Plant & Equipment

Property, plant & equipment are stated at cost less accumulated depreciation and impairment losses. Depreciation is provided on a diminishing value basis over the useful life of the asset except for land. Depreciation is charged at rates calculated to allocate the cost of the asset less estimated residual value over its remaining useful life. Shown below are depreciation rates by the Association

Building	4%
Motor Vehicle	20% - 26%
Furniture & Firings	12% - 48%
Office Equipment	9.5% - 40%
Computer Equipment	33% - 40%

Liabilities

Tagged funds related to grants received with a 'use or return' condition. At the reporting date any grants with 'use or return' condition unused are recorded as a liability until these grants are used for the specific purpose or returned to the granting party.

Trade payable and accruals

These amounts represent liabilities for goods and services provided to the association prior to the end of financial year which are unpaid.

Leases

Payment on operating lease agreements, where the lessor retains substantially the risk and rewards o ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.



Investments

The Association has elected to apply the provisions of the Tier 2 PBE accounting standards in place of the requirements of PBE SFR-A (NFP) standards in respect of the measurement of its investments on the basis that it results in the Performance Report providing more relevant information about the Association's financial performance.

In accordance with Tier 2 PBE accounting standards, the Association's investments are classified as available-for-sale financial assets and are therefore initially recorded at fair value (inclusive of directly attributable transaction costs) and subsequently measured at fair value. Any gain or loss in fair value is then recognised in other comprehensive income until the asset is derecognised, at which time the cumulative gain or loss previously recognised in other comprehensive income is reclassified to profit or loss as a realised gain or loss on derecognition. In the case of the Association's investments, the fair value is based on a market valuation of the investment portfolios as at balance date.

At each balance date, the Association assesses whether there is any objective evidence of impairment. If such evidence exists, any cumulative loss recognised in other comprehensive income in relation to that investment shall be reclassified to profit or loss as an impairment loss.



Notes to the Performance Report

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

	Group 2018	Group 2017
1. Analysis of Revenue		
<u>Donations, fundraising and other similar revenue</u>		
Bequests		
Donations	43,192	36,890
Donor Appeal	41,832	93,619
Community Organisation grant Scheme (COGS)	17,833	450
Grants - Community	52,800	61,267
Grants - Gaming	68,572	45,255
Grants - Philanthropic	219,095	59,375
Lottery National Community	50,906	29,017
Total Donations, fundraising and other similar revenue	694,230	491,373
<u>Fees, subscriptions and other revenue from members</u>		
Memberships		
Total Fees, subscriptions and other revenue from members	1,427	1,152
	1,427	1,152
<u>Revenue from providing goods or services</u>		
Chargeable Income		
Corporate Sponsorship	5,168	3,903
Merchandise Income	372	600
Ministry of Health	951	825
ORC - Mobility Taxi Reimbursement	393,516	392,114
Sundry Income	-	16,906
Total Mobility Income	115	111
Total Revenue from providing goods or services	400,295	414,792
	400,295	414,792
<u>Interest, dividends and other investment revenue</u>		
Dividends Received		
Interest Received	8,547	8,922
Total Interest, dividends and other investment revenue	15,324	18,113
	23,870	27,035
<u>Other revenue</u>		
Rent Concessions		
Total Other revenue	-	919
	-	919
	Group 2018	Group 2017
2. Analysis of Expenses		
<u>Expenses related to public fundraising</u>		
Advertising & Marketing		
Fundraising Expenses	5,197	3,151
Refund of Grants	946	196
Total Expenses related to public fundraising	6,143	4,408
	6,143	4,408

Notes to the Performance Report

	Group 2018	Group 2017
Volunteer and employee related costs		
ACC Levies	2,428	2,400
Car parking - Office	4,789	4,135
Health Insurance	14,136	13,590
Staff Amenities & Cleaning	2,509	2,528
Volunteer Expenses	267	25
Wages & Salaries	944,749	896,452
Total Volunteer and employee related costs	968,878	919,129
Costs related to providing goods or services		
Car Parking - General	1,484	1,338
Electricity/Gas	5,766	3,324
Fuel Card	35,819	34,107
Information Resources	2,278	882
Meeting Expenses	-	110
Merchant Fee	673	622
Motor Vehicle Expenses	14,432	12,744
Postage,Printing and Stationery	13,959	14,223
Public Awareness	2,476	3,695
Public Relations	-	207
Rates	1,718	1,660
Relationship Expenses	1,553	446
Rent	61,172	69,797
Staff Development & Training	10,801	10,862
Support Meetings	2,116	2,298
Telecommunications	22,847	27,540
Total Mobility Charges	3,803	17,580
Travel & Accommodation	14,669	6,056
Website	2,359	2,637
Total Costs related to providing goods or services	197,925	210,128
Other expenses		
Accountancy Fees	14,881	12,854
Affiliation & Subscriptions	2,791	2,513
Audit Fees	15,054	27,126
Bank Fees	1,870	1,688
Board Expenses	1,200	230
Charities Commission	44	96
Computer Maintenance	3,544	4,583
Contract Work	5,128	3,703
Depreciation	21,017	24,662
Insurance	16,947	15,220
Interest - Bank Overdraft	499	6
Legal Fees	2,420	-
Loss on Disposal Investment	277	-
Loss On Sales of Fixed Assets	-	858
Office Equipment Under \$500	1,440	138
Outgoings	1,573	232



Repairs & Maintenance	2,518	2,098
Total Other expenses	91,202	96,008

Group 2018	Group 2017
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3. Analysis of Assets**Bank accounts and cash**

CIP Cashman Nominees - Call Account	2,426	2,393
Epilepsy Trust - 00	57,641	44,884
Epilepsy Trust - 02	69,754	13,556
Main Operating Account	58,905	333,493
National Achiever	-	196
National Investment	1	1,376
Purple Day	-	1,961
Rabo Direct - Master Savings	-	261
Total Bank accounts and cash	188,726	398,118

Debtors and prepayments

Prepayments	10,294	10,018
Sundry Debtors	38,914	43,055
Total Debtors and prepayments	49,209	53,072

Inventories

Inventory - Information Resource	4,980	7,258
Inventory - Soft Toys	138	582
Total Inventories	5,118	7,840

Investments

Opening Balance	590,349	582,592
Redemption	-	(72)
Investments Matured	(199,000)	-
Loss on disposal investment	(277)	-
Less Unrealised losses on investment (Current)	(582)	(5,494)
Add Unrealised gain on investments (Non-current)	14,356	13,323
Total Investments	404,846	590,349

Group 2018	Group 2017
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4. Analysis of Liabilities**Creditors and accrued expenses**

GST	5,389	38,475
Accrued Audit Fee	12,200	22,300
Accrued Expenses - Trust	3,731	3,940
Sundry Creditors	54,206	37,695
Total Creditors and accrued expenses	75,526	102,410

Employee costs payable

Accrued Employee Entitlement	36,083	35,013
Holiday Pay Accrual	52,237	51,769
Total Employee costs payable	88,319	86,782

	Group 2018	Group 2017
5. Property, Plant and Equipment		
Buildings		
Opening Carrying Amount	252,755	260,328
Purchases	-	-
Sales & Disposals	-	-
Current Year Depreciation	(7,270)	(7,573)
Total Buildings	245,485	252,755
Motor Vehicles		
Opening Carrying Amount	32,980	43,118
Purchases	-	-
Sales/Disposals	-	-
Current Year Depreciation	(7,717)	(10,138)
Total Motor Vehicles	25,263	32,980
Furniture and Fittings		
Opening Carrying Amount	6,233	7,657
Purchases	-	-
Sales/Disposals	-	(322)
Current Year Depreciation	(927)	(1,102)
Total Furniture and Fittings	5,306	6,233
Office Equipment		
Opening Carrying Amount	6,291	10,098
Purchases	-	-
Sales/Disposals	-	(513)
Current Year Depreciation	(2,085)	(3,294)
Total Office Equipment	4,206	6,291
Computer Equipment		
Opening Carrying Amount	4,922	4,290
Purchases	-	3,211
Sales/Disposals	-	(22)
Current Year Depreciation	(2,313)	(2,557)
Total Computer Equipment	2,609	4,922
Plant and Equipment		
Opening Carrying Amount	-	-
Purchases	3,135	-
Sales/Disposals	-	-
Current Year Depreciation	(705)	-
Total Plant and Equipment	2,430	-
Total Property, Plant and Equipment	285,299	303,181



6. Accumulated Funds

2018 Group	Accumulated Surpluses or (deficits)	Fair Value Reserve	Total
Opening Balance	721,351	102,575	823,926
Capital gain on sale of fixed assets	-	-	-
Surplus/(deficit)	(144,326)	-	(144,326)
Fair value gain on Investment	-	13,774	13,774
Total	577,025	116,349	693,374

2017 Group	Accumulated Surpluses/(deficits)	Fair Value Reserve	Total
Opening Balance	1,015,752	94,746	1,110,498
Capital gain on sale of fixed assets	-	-	-
Surplus/ (deficit)	(294,401)	-	(294,401)
Fair value gain on Investment	-	7,829	7,829
Total	721,351	102,575	823,926

	2018	2017
7. Unused donations and grants with conditions		
Bay Trust		
Bendigo Valley	6,503	-
Blue Sky	96	4,000
Blue Water Community Trust	-	6,000
CERT	-	5,000
Four Winds	-	6,944
Foundation North	-	10,000
ILT Foundation	8,588	-
NZ Lottery	-	7,500
Pub Charity	-	200,000
Southern Trust	51,211	100,000
W Duncan Bickley	7,943	-
Total Unused donations and grants with conditions	75,981	339,444

8. Related Parties

Description of Related Party Relationship	Description of the transaction	2018 Value of Transactions	2017 Value of Transactions	2018 Receivable/ (Payable)	2017 Receivable/ (Payable)
Alison Nation is a board member and a partner at PKF Hamilton Ltd (formerly BDO Waikato Ltd)	PKF Hamilton Ltd provides accounting services to the Group	18,860	13,979	-	1,484
Alison Nation is a board member and a partner at PKF Hamilton Ltd (formerly BDO Waikato Ltd)	PKF Hamilton Ltd provides employee contract services to ENZ	-	1,894	-	-
Glenys Steele is a board member and a director of About Best Practice	About Best Practice provides legal services to ENZ	2,783	-	-	-



	2018	2017
9. Commitments		
Commitments to lease or rent assets		
Less than 12 months	17,051	27,251
More than 12 months but less than 5 years	19,932	26,080
More than 5 years	-	1,690
Total Commitments to lease or rent assets	36,983	55,021

10. Contingent Assets and Liabilities

The Association has no contingent assets and liabilities at 31 March 2018. (Last year - nil)

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

12. 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).





Victoria Street, Hamilton

Deposit

Date / /

Bank Of New Zealand

Bank Stamp

Paid in by (print name)

Paid in by (signature)

Notes

Coin

Total Cash

Cheques
AS ON REVERSE

\$

For credit of

FOR EPILEPSY ASSOCIATION OF
NEW ZEALAND INCORPORATED

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