



**Home & Community Health**  
Association

Financial Statements for the year ended  
30 June 2018

**Non-financial Information:**

Entity Information  
Statement of Service performance

**Financial Information**

Statement of Financial Performance  
Statement of Financial Position  
Statement of Cash Flows  
Statement of Accounting Policies  
Notes to the Performance Report

This financial report was prepared in accordance with the following Financial Reporting Standard: Public Entity Simple Format Reporting – Accrual (Not-for-Profit) PBE SFR-A (NFP), Tier 3

## Home and Community Health Association Inc. Entity Information

**Legal Name:** Home and Community Health Association Incorporated  
**Other Name:** Home and Community Health Association (HCHA)  
**Legal Basis:** Charitable Trust and Incorporated Society  
Charities Registration Number: CC10318  
Incorporated Society Number: 5904843

### **Board structure:**

The constitution of HCHA states that its Board must have six elected Board members elected by the membership, and two independent Board members, appointed by the Board.

### **Operational Structure:**

The operations are managed by the Chief Executive Officer. Tasks such as accounts, technology support are contracted to external parties.

### **Membership Structure:**

Members comprise of organisations that provide home and community support services (provider members), organisations that have an interest in home and community support services but are not directly providers (affiliate organisations) and individuals that have an interest in home and community support services (affiliate individuals).

### **Purpose and Mission:**

HCHA's vision is for high quality, sustainable home and community health services. Its mission is representation and support for members. Its purposes are advocacy, influence and innovation.

### **Main Sources of Cash and Resources:**

HCHA's primary source of revenue is from membership fees. It receives other Income from a mixture of contracts, events, interest, rent and director fee payment.

### **Main methods used by HCHA to Raise Funds**

Membership (provider and affiliate) is the main method used by HCHA to use funds. It also runs a conference each 18 months and contracts for some services.

### **Reliance on Volunteers and Donated goods or services:**

Board members provide voluntary support to HCHA, as do people representing HCHA on a range of advisory and consultative groups. The HCHA does not receive or handle donated goods.

### **Contact Details:**

Physical Address: Level 4, 120 Featherston Street, Wellington 6011  
Postal Address: PO Box 5344, Wellington 6140  
Phone: 64 4 4723196  
Email: info@hcha.org.nz  
Website: www.hcha.org.nz

# Home and Community Health Association Inc.

## Statement of Service Performance for the year ended 30 June 2018

**Vision:** High quality, sustainable, home and community health services.  
**Mission:** Representation and support for members  
**Purposes:** Advocacy, influence and innovation.

Outputs to outcomes in Strategic Plan 2017-2020:		2017-18
Advocacy: building partnerships and supporting member priorities	<b>Leadership on significant issues</b> (Pay equity, In Between Travel and Guaranteed hours) – meeting hours and preparation time	206 hours
	<b>Leadership and collaboration on strategic issues</b> (health and safety, strategic disability issues, workforce development, housing, Caring Counts, recruitment initiatives, new models of care, health and disability strategies (meeting hours); and specific service model liaison	135 hours
	<b>Workforce</b> (Careerforce engagement, Kaiāwhina)	117 hours
	<b>Research and Reports</b> 'Making the Case', Key Messages Briefing, Self-Directed Supports for Older People, Annual Report (number of reports)	4 reports
Influence: working with government, engaging strategically	<b>General member support</b> and OIA requests (number)	37 supports
	<b>Consumer Support</b> and liaison:	8 supports
	<b>Legislation</b> submissions and hearings, written and oral, briefings for members on legal matters	3 submissions/ member advice
	<b>Submissions:</b> Moving and handling, migrant workforce, Health system review, medication guidelines	4 submissions
	<b>HCHA Board</b> meetings and support	147 hours
	<b>Events:</b> Leaders forum, Webinars/teleconferences – attendees	70 attendees
	<b>General Liaison:</b> events, parliamentary liaison hours	20 events
Innovation: Supporting better data use and member innovations	<b>Communications:</b> 'In-house' newsletters/membership information, media articles, releases and interviews (number)	14
	<b>Technology</b> (including Interrai)	13 providers using InterRAI
	<b>Innovation support: Projects Completed or Underway:</b>	3 major projects,
	ACC health and safety	30 hours
Workforce development (hours)	322 hours	
MSD partnership	25 hours	
Medication Guidelines	5 hours	
Maori membership support	2 events	
Alliancing, formal arrangements	2 alliances	

# Home and Community Health Association Inc.

## Statement of Financial Performance For the year ended 30 June 2018

	NOTE	2018 \$	2017 \$
<b>INCOME</b>			
Subscriptions		216,022	199,207
Workforce Development project		31,490	-
Events		11,787	7,481
Interest		12,754	11,257
Director Fees Careerforce		14,756	12,562
Rent		4,383	9,322
Moving & Handling Guide		-	6,988
Miscellaneous Income		-	1,124
<b>TOTAL INCOME</b>		<b>291,192</b>	<b>247,941</b>
 <b>EXPENDITURE</b>			
Dues and Subscriptions		717	350
Advertising and Promotion		100	287
Audit		2,000	2,000
Events		3,653	295
Consultancy		33,334	3,960
Depreciation		1,350	201
Moving and Handling project		-	6,663
Workforce Development Project		21,434	-
Pay Negotiations Budget		-	58,459
HCHA Board Expenses		15,915	9,605
CEO Travel & Expenses		3,772	6,638
General Expenses		1,064	849
Office & Administration			
Technology (support, software)		1,597	1,586
Bank fees		50	50
Insurance		2,093	1,724
Cleaning		-	25
Repairs and Maintenance		67	-
Photocopying & Stationery		671	551
Printing		400	-
Postage		173	152
Rent		12,491	11,646
Telephone & Tolls		5,231	5,567
Website Maintenance		603	690
Electricity, Wifi		1,583	1,417
Legal Fees		3,145	3,383
Salaries and Secretarial Support		146,298	153,641
<b>TOTAL EXPENDITURE</b>		<b>257,741</b>	<b>221,877</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>33,451</b>	<b>27,254</b>

## Home and Community Health Association Inc.

### Statement of Cash Flows for the year ended 30 June 2018

	2018	2017
	\$	\$
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Subscriptions from members	188,422	226,807
Receipts from providing goods or services	73,629	27,449
Interest from investments	18,004	12,567
<b>Total cash received (net GST)</b>	<b>280,055</b>	<b>266,823</b>
<b>Cash was applied to:</b>		
Payments to suppliers	124,666	73,853
Payments to employees	151,767	149,102
Net GST	-3,077	2,119
<b>Total cash applied (net GST)</b>	<b>273,357</b>	<b>225,074</b>
<b>Net Cash from Operating Activities</b>	<b>6,698</b>	<b>41,749</b>
<b>Cash Flows from Investing Activities</b>		
<b>Cash was applied to:</b>		
Purchase of property, plant & equipment	-	2,824
<b>Net Cash from Investing Activities</b>	<b>-</b>	<b>2,824</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>6,698</b>	<b>38,925</b>
Opening Cash	400,814	361,889
<b>Closing Cash</b>	<b>407,512</b>	<b>400,814</b>
<b>Represented By</b>		
Bank accounts and cash	80,726	50,077
Westpac Bank – Term Deposits	326,786	350,737
<b>Closing bank balance</b>	<b>407,512</b>	<b>400,814</b>

**Home and Community Health Association Inc.**  
Statement of Financial Position  
as at 30 June 2018

	NOTE	2018 \$	2017 \$
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	1	80,726	50,077
Westpac Bank – Term Deposits	2	326,785	350,737
Trade Debtors		1,965	13,178
Accrued Interest		2,595	7,844
Prepayments		1,363	2,165
<b>Total Current Assets</b>		<b>413,434</b>	<b>424,001</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	3	1,491	2,841
<b>Total Assets</b>		<b>414,926</b>	<b>426,842</b>
<b>Current Liabilities</b>			
Accounts Payable		8,928	57,647
Provision for Holiday Pay		13,797	19,920
Provision for Pay Negotiations		27,951	
Customer prepayments/MasterCard		6,312	918
Subscriptions Received in Advance		--	27,600
GST Payable		11,368	8,291
PAYE, Kiwisaver, ESCT		7,054	6,401
<b>Total Current Liabilities</b>		<b>75,410</b>	<b>120,777</b>
<b>Accumulated Funds</b>			
Opening Accumulated Funds		306,065	327,863
Net Surplus/(Deficit) for the year		33,451	(21,798)
<b>Total Closing Accumulated Funds</b>		<b>339,516</b>	<b>306,065</b>
<b>Total Accumulated Funds and Liabilities</b>		<b>414,926</b>	<b>426,842</b>



Chairperson



Chief Executive Officer

# **Home and Community Health Association Inc.**

Notes to and forming part of the Financial Statements  
For the year ended 30 June 2018.

## **Statement of Accounting Policies**

### **Basis of Reporting**

The Home and Community Health Association Inc. is eligible and has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the performance report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

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

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

### **Income Tax**

The Home and Community Health Association is a registered Charity and is exempt from income tax under Sections CW41 and CW42 of the Income Tax Act 2007.

### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (Including short term deposits) with original maturities of 90 days or less.

### **Lease Payments**

Payments made under operating leases are recognised in the statement of financial performance on a straight line basis over the term of the lease.

### **Property, Plant and Equipment**

PPE are measured at cost less accumulated depreciation and accumulated impairment losses.

Depreciation is based on the cost of an item of PPE less its residual value. Computer Equipment is depreciated at 48%DV and Office Equipment at 15% DV.

### **Changes in Accounting Policies**

There have been no changes in accounting policies during the financial year. the statements have been prepared under the new PBE standards, but no adjustments have been made to prior financial statements as a result of the transition.

## Home and Community Health Association Inc.

Notes to and forming part of the Financial Statements  
for the year ended 30 June 2018.

### 1) Bank accounts and Cash

	2018	2017
	\$	\$
Westpac Bank – Cheque A/c	80,133	49,485
Westpac Bank - Savings A/c	263	262
Westpac Bank HCHA Conference Bank A/c	330	330
	<b>80,726</b>	<b>50,077</b>

### 2) Term Deposits

Westpac Term Deposit 023, \$50,809.18 at 3.45% p.a., maturing 24/12/18  
Westpac Term Deposit 010, \$78,780.32 at 3.45% p.a., maturing 27/12/2018  
Westpac Term Deposit 009, \$143,248.77 at 3.25% p.a., maturing 6/11/2018  
Westpac Term Deposit 021, \$53,947.27 at 3.35% p.a., maturing 21/09/2018

### 3) Plant, property and equipment

	2018	2017
	\$	\$
Computer and Office Equipment – at cost	5,734	5,734
Less Provision for Depreciation	(4,243)	(2,893)
<b>Total plant, property and equipment</b>	<b>1,491</b>	<b>2,841</b>

There were no additions during the year

### 4) Commitments

There are no known capital commitments at year end. (2017: Nil)  
HCHA has a two year rental lease from 20 November 2016, with a right of renewal to 20 November 2019.

<i>Premises Lease:</i>	2018
Not later than one year	\$11,000
Later than one year but no later than 3 years	\$15,583

### 5) Contingent Liabilities

There are no known contingent liabilities at year end. (2017: Nil)

### 6) Related Parties

There are no related party transactions.

### 7) Subsequent events

There have been no material events subsequent to balance date that would result in either adjustment to or disclosure in these financial statements.



## **INDEPENDENT AUDITOR'S REPORT**

### **To the Members of the Home and Community Health Association Inc**

We have audited the accompanying performance report of the Home and Community Health Association Inc., which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2018, the statement of financial position as at 30 June 2018, and the statement of accounting policies and other explanatory information.

#### **Board Responsibilities**

The Board are responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance, and
- b) the preparation and fair presentation of the performance report on behalf of Home and Community Health Association Inc which comprises:
  - the entity information
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Board determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Board are responsible on behalf of Home and Community Health Association Inc for assessing Home and Community Health Association Inc'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 Board either intend to liquidate Home and Community Health Association Inc or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's Responsibilities**

It is our responsibility to express an independent opinion on the financial statements presented by the Board and report our opinion to you.

#### **Basis of Opinion**

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- the significant estimates and judgements made by the Board in the preparation of the financial statements, and
- whether the accounting policies are appropriate to the Association's circumstances, consistently applied, and adequately disclosed.

We planned and performed my audit so as to obtain all the information and explanations that we consider necessary. We obtained sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in our capacity as auditor, and answering accounting questions from time to time, I have no relationship with, or interests in the Association.

This report is made solely to the members of Home and Community Health Association Incorporated. Our audit has been undertaken so that we might state to the members/ trustees those matters we are required to state to them in an auditors' 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/ trustees, for our audit work, for this report, or for the opinions we have formed

### **Unqualified Opinion**

We have obtained all the information and explanations we have required.

Based on our audit,

- i) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are suitable;
- ii) the performance report presents fairly, in all material respects the financial position of Home and Community Health Association Wellington Inc as at 30 June 2018 and its financial performance and cash flows for the year then ended; and the entity information and its service performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

My audit was completed on 31 October 2018 and my unqualified opinion is expressed as at that date.



G A CROSS, Accountant  
Cross Financial Services Ltd