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Cover sheet – Financial statement for an incorporated society

Incorporated Societies Act 1908

Society name

Society number

Canterbury Women's Legal Association Incorporated

478976

Financial year *

2018

* For example if the financial statement is for the period 1 April 2015 to 31 March 2016, the financial year will be 31 March 2016.

Important

- > An officer of the society **must certify** that the financial statement has been submitted to, and approved by, the members of the society at a general meeting.
- > If your society is also registered under the **Charities Act 2005** it does not have to file an annual financial statement with the Registrar of Incorporated Societies but does need to file an annual return with Charities Services – www.charities.govt.nz.
- > You do not need to supply a copy of the minutes of the annual general meeting (AGM).

Checklist

All items on the following checklist are requirements under section 23 of the Incorporated Societies Act 1908.

Your annual financial statement **must include** the following.

Enter page no(s)

1. Statement of income and expenditure
2. Statement of financial position
3. Details of all mortgages, charges, and securities of any description affecting any of the property of the society (where applicable)
4. Audit or review report (where applicable)
The financial statement must be audited or reviewed where the rules of the society specify that an auditor or reviewer must be appointed.

12 -13

9

Change of contact details

Attached is a completed **Change of Contact Details** (Form IS3) *Only if the contact details for the society have changed.*

AGM

The annual general meeting is usually held in the month of:

May

Certification

I certify that the annual financial statement has been submitted to, and approved by, the members at a general meeting held on:

Date of meeting 8 May 2018

Signed:

Name Chantal Morkel

Position held Treasurer

Form completed by

Name Chantal Morkel

Postal address

Canterbury Women's Legal Association Incorporated
PO Box 3269
Christchurch 8140

Email canterburywla@gmail.com

Telephone

Annual Report

Canterbury Women's Legal Association Incorporated
For the year ended 31 March 2018

Prepared by Kendons Scott Macdonald Limited

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Compilation Report

Canterbury Women's Legal Association Incorporated For the year ended 31 March 2018

Compilation Report to the Members of Canterbury Women's Legal Association Incorporated.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Canterbury Women's Legal Association Incorporated for the year ended 31 March 2018.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Committee Members are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Canterbury Women's Legal Association Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

Kendons Scott Macdonald Ltd.

Kendons Scott Macdonald Limited

119 Blenheim Road
P O Box 8621
Riccarton
Christchurch 8441

Dated: 4 May 2018

Entity Information

Canterbury Women's Legal Association Incorporated For the year ended 31 March 2018

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

Legal Name of Entity

Canterbury Women's Legal Association Incorporated

Entity Type and Legal Basis

Incorporated Society Registered Under Incorporated Societies Act 1908

Registration Number

478976

Entity's Purpose or Mission

- (a) To facilitate and encourage contact and mutual support amongst members,
- (b) To work for the advancement of women in the practice and study of law,
- (c) To work for the reform of the law and its administration, and for advancement of social policy, particularly as it affects women and children,
- (d) To promote the use of women's skills in law,
- (e) To participate as a body in matters of interest to the legal profession including liaison with the Canterbury-Westland Branch of the New Zealand Law Society from time to time as appropriate,
- (f) To work for and promote the establishment of organisations with similar objects throughout New Zealand and to affiliate with such organisations,
- (g) To affiliate with and maintain connections with national and international organisations with similar objects,
- (h) To do all such other things as are incidental or conducive to the attainment of the objects herein,
- (i) Such other objects as the Association shall in General Meeting decide.

Entity Structure

Membership classes include:

- (a) Ordinary members
- (b) Associate members
- (c) Honorary members

Main Sources of Entity's Cash and Resources

Sponsorship

Membership subscriptions

Conference fees

Social income - raised and utilised for social gatherings of members

Main Methods Used by Entity to Raise Funds

The annual membership subscriptions and conference fees facilitate the majority of funds raised by the entity.

Physical Address

C/- Canterbury Westland Branch NZLS, 307 Durham Street, Christchurch

Postal Address

Address for communication:

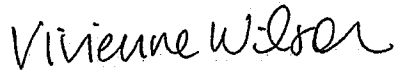
PO Box 3269, Christchurch

Approval of Financial Report

Canterbury Women's Legal Association Incorporated For the year ended 31 March 2018

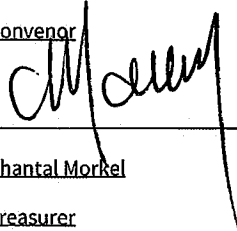
The Committee are pleased to present the approved annual financial report including the historical financial statements of Canterbury Women's Legal Association Incorporated for year ended 31 March 2018.

APPROVED



Vivienne Wilson

Convenor



Chantal Morkel

Treasurer

Statement of Service Performance

Canterbury Women's Legal Association Incorporated For the year ended 31 March 2018

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

Description of Entity's Outcomes

- (a) To facilitate and encourage contact and mutual support amongst members,
- (b) To work for the advancement of women in the practice and study of law,
- (c) To work for the reform of the law and its administration, and for advancement of social policy, particularly as it affects women and children,
- (d) To promote the use of women's skills in law,
- (e) To participate as a body in matters of interest to the legal profession including liaison with the Canterbury-Westland Branch of the New Zealand Law Society from time to time as appropriate,
- (f) To work for and promote the establishment of organisations with similar objects throughout New Zealand and to affiliate with such organisations,
- (g) To affiliate with and maintain connections with national and international organisations with similar objects,
- (h) To do all such other things as are incidental or conducive to the attainment of the objects herein,
- (i) Such other objects as the Association shall in General Meeting decide.

	2018	2017
Description and Quantification of the Entity's Outputs		
Number of members	186	173
Conference attendees	157	159
Social event attendees (Number of attendees)		
Mid-Winter Dinner	32	70
Christmas Lunch	85	68
Law Society Lunch and Learn	-	32
Legal Mothers Networking Group	11	-
Total Social event attendees (Number of attendees)	128	170
Education (\$)		
Research and Study	222	1,800
Scholarship	500	500
Total Education (\$)	722	2,300
Donations and Grants (\$)		
Donations	413	3,030
Total Donations and Grants (\$)	413	3,030

Statement of Financial Performance

Canterbury Women's Legal Association Incorporated
For the year ended 31 March 2018

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

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	44,365	55,278
Fees, subscriptions and other revenue from members	1	6,861	6,583
Interest, dividends and other investment revenue	1	58	115
Total Revenue		51,284	61,976
Expenses			
Costs related to providing goods or service	2	39,111	48,407
Total Expenses		39,111	48,407
Surplus/(Deficit) for the Year		12,173	13,569

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Canterbury Women's Legal Association Incorporated As at 31 March 2018

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

	NOTES	31 MAR 2018	31 MAR 2017
Assets			
Current Assets			
Bank accounts and cash		33,763	26,256
Debtors and prepayments		550	2,633
Bank savings account		15,013	9,125
GST		642	-
Total Current Assets		49,968	38,014
Non-Current Assets			
Property, Plant and Equipment	4	1,269	600
Total Non-Current Assets		1,269	600
Total Assets		51,238	38,614
Liabilities			
Current Liabilities			
Creditors and accrued expenses		450	-
Total Current Liabilities		450	-
Total Liabilities		450	-
Total Assets less Total Liabilities (Net Assets)		50,788	38,614
Accumulated Funds			
Accumulated surpluses or (deficits)	5	50,788	38,614
Total Accumulated Funds		50,788	38,614

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Canterbury Women's Legal Association Incorporated For the year ended 31 March 2018

'How the entity has received and used cash'

	2018	2017
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	52,628	60,983
Fees, subscriptions and other receipts from members	7,890	7,570
Interest, dividends and other investment receipts	58	115
Cash receipts from other operating activities	413	-
GST	(2,819)	(4,142)
Payments to suppliers and employees	(43,703)	(53,335)
Total Cash Flows from Operating Activities	14,466	11,191
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(1,071)	-
Payments to purchase investments	(5,888)	(4,035)
Total Cash Flows from Investing and Financing Activities	(6,959)	(4,035)
Net Increase/ (Decrease) in Cash	7,507	7,156
Cash Balances		
Cash and cash equivalents at beginning of period	26,256	19,100
Cash and cash equivalents at end of period	33,763	26,256
Net change in cash for period	7,507	7,156

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Canterbury Women's Legal Association Incorporated 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 Annual Report are reported using the accrual basis of accounting. The Annual Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)

The entity 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

Canterbury Women's Legal Association Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

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

Changes in Accounting Policies

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

Notes to the Annual Report

Canterbury Women's Legal Association Incorporated For the year ended 31 March 2018

	2018	2017
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Conference 2017 - Income	38,522	3,000
Conference 2016 - Income	-	44,891
Social Income - AGM	26	104
Social Income - Christmas Lunch	2,635	1,983
Social Income - Mother's Networking Group	44	-
Social Income - Mid Winter Dinner	2,726	5,300
Social Income - Neonatal Raffle	413	-
Total Donations, fundraising and other similar revenue	44,365	55,278
Fees, subscriptions and other revenue from members		
Member Subscriptions	6,861	6,583
Total Fees, subscriptions and other revenue from members	6,861	6,583
Interest, dividends and other investment revenue		
Interest Received - 00 Account	44	81
Interest Received - 26 Account	14	35
Total Interest, dividends and other investment revenue	58	115
	2018	2017

2. Analysis of Expenses

Costs related to providing goods or services		
Depreciation	402	-
Committee - flowers, gifts and cards	520	323
Conference 2018 - Expenses	3,870	-
Conference 2017 - Expense	21,806	3,298
Conference 2016 - Expense	-	26,053
Conference Expenses	-	314
Donation	413	-
General - Box Rental	165	165
Research & Study	222	1,800
Scholarship Prizes	500	500
Secretarial Expenses	2,044	3,611
Social Expenses - AGM	465	605
Social Expenses - SGM	305	-
Social Expenses - Christmas Lunch	4,232	3,205
Social Expenses - Legal Mother's Networking Group	422	-
Social Expenses - Movie Night	-	3,030
Social Expenses - Mid-Winter Dinner	2,400	4,696
Website	207	272

Xero Subscription Fees	1,138	536
Total Costs related to providing goods or services	39,111	48,407

2018 2017

3. Analysis of Assets

Bank accounts and cash

Westpac Trust Cheque Account	33,763	26,256
Total Bank accounts and cash	33,763	26,256

Debtors and prepayments

Accounts Receivable	550	2,633
Total Debtors and prepayments	550	2,633

Other current assets

GST	642	-
Westpac Trust Saver (26)	15,013	9,125
Total Other current assets	15,655	9,126

Total Analysis of Assets

49,968 38,014

2018 2017

4. Property, Plant and Equipment

Furniture and Fittings

Laptop and website owned	1,671	600
Accumulated depreciation - laptop and website owned	(402)	-
Total Furniture and Fittings	1,269	600

Total Property, Plant and Equipment

1,269 600

2018 2017

5. Accumulated Funds

Accumulated Funds

Opening Balance	38,614	25,045
Accumulated surpluses or (deficits)	12,173	13,569
Total Accumulated Funds	50,788	38,614

Total Accumulated Funds

50,788 38,614

6. Commitments

There are no commitments as at 31 March 2018 (Last year - nil).

7. Donations

The \$413.00 donation to Canterbury Neonatal Trust Fund was a oneoff donation. The Canterbury Neonatal Trust Fund assists mothers and their children during their neonatal journey, and the Canterbury Women's Legal Association Incorporated supports a Legal Mothers Networking Group through its objects.

8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2018 (Last year - nil).

	2018	2017
9. Goods or Services Provided to the Entity in Kind		
Kendons Scott Macdonald - Preparation of 2018 Annual Report	1,200	1,000

10. Related Parties

There were no transactions involving related parties during the financial year.

11. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Annual Report (Last year - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.