

Canine Friends Pet Therapy Incorporated

Performance Report



For the year ended 31 March 2019

The Executive Committee are pleased to present the approved performance report including the historical financial statements of Canine Friends Pet Therapy Incorporated for the year ended 31 March 2019.

A handwritten signature in black ink, appearing to read 'Ann Evans'.

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President
Ann Evans

A handwritten signature in blue ink, appearing to read 'Victoria Caccioppoli'.

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Treasurer
Victoria Caccioppoli

31/05/2019

.....

Date

Canine Friends Pet Therapy Inc

Performance Report

For the year ended:

31 March 2019



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Canine Friends Pet Therapy Inc

Entity Information

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

For the year ended:

31 March 2019



Legal Name of Entity:*	Canine Friends Pet Therapy Incorporated ("Canine Friends")
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Other Name of Entity (if any):	
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Type of Entity and Legal Basis (if any):*	Incorporated Society 488306
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Registration Number:	Charities Commission CC41067
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Entity's Purpose or Mission: *	Canine Friends is a voluntary organisation providing competent and caring pet therapy visiting programmes where the benefits of canine company are shared with others. Our Mission Statement is "We share our dogs with people in need"
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Entity Structure: *	<p>Canine Friends is a nationwide organisation. There are 31 regions. Each region has at least one Liaison officer (LO). All 31 LOs report to either a North Island or South Island Field Officer.</p> <p>Each region reports to the National Committee. The National Committee is responsible for setting and maintaining national standards, codes of conduct and necessary operational policies. All regions will observe the national standards, codes of conduct and any operational policies set by the National Committee.</p> <p>Canine Friends consists of members who pay an annual subscription. Members can be ordinary (fee paying) or exempt (these are LOs or Assessors who have provided 2 years of service or Honorary members). Honorary Members are elected by resolution at the Annual General Meeting. Honorary Members are exempt from payment of subscriptions and enjoy full member privileges.</p> <p>Committee meetings are held once a month. Quorum shall be five members. The current elected officers are: President - Ann Evans Vice - President - Vicky Graham Treasurer - Victoria Caccioppoli Secretary - Leanne Gibson Field Officer North Island - Chris Partridge & Field Officer South Island - Carol Millican</p> <p>There are also a number of Committee members that perform specific tasks for Canine Friends Pet Therapy such as the New Members Co-ordinator, the Database Manager, the Newsletter Editor, the Funding Co-ordinator and the Communications Manager.</p>
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Canine Friends Pet Therapy Inc

Entity Information

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

For the year ended:
31 March 2019



Main Sources of the Entity's Cash and Resources:*

The main source of income for our organisation is from annual membership fees, grants, sponsorships and donations.

Main Methods Used by the Entity to Raise Funds:*

Canine Friends applies for grants to undertake specific strategic projects that will help us meet our purpose. We have secured a 3 year grant from Lotteries which is used to maintain our cloud membership management platform and our mobile communications with the regions. DogsNZ provide an annual donation which we use for educational purposes for our LOs. We use our membership fees to meet the operational needs of the organisation. We have also obtained a 3 year sponsorship deal with a NZ pet food provider (Ziwi) which has allowed us to promote the benefit of per therapy to a wider audience.

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

Canine Friends relies on gifts of volunteer time and expertise to complete work in many essential roles such as governance, administration, communications & technology.



Canine Friends Pet Therapy Inc

Entity Information


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

For the year ended:
31 March 2019



Additional Information*

Contact details

Physical Address:	N/A
Postal Address:	P O Box 45056, Waterloo, Lower Hutt 5010
Phone/Fax:	06-322 9880 or 021-0471479
Email/Website:	EMAIL:Secretary@caninefriends.org.nz WEBSITE: http://www.caninefriends.org.nz
	https://www.facebook.com/CanineFriendsPetTherapy
	N/A

Canine Friends Pet Therapy Inc
Statement of Service Performance



"What did we do?"

For the year ended
31 March 2019

Description of the Entity's Outcomes:

The objects of Canine Friends are:

1. The visiting of patients in hospitals and other institutions by handlers and dogs approved by Canine Friends, for the purpose of providing therapy for those patients;
2. To establish the level of proficiency required by handlers and their dogs before obtaining the approval of Canine Friends for visitations;
3. To provide training for the handlers and their dogs to the level of proficiency as required by Canine Friends;
4. To hold meetings of an educational nature for members of the public to ensure the promotion of pet therapy and of dogs in general;
5. To work with hospitals and other institutions to ensure the continuation and smooth operation of the visitation programme.

	Actual*	Budget	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year	This Year	Last Year
Total Number of financial members - consisting of:	700 (13% inc)	636 (3% inc)	618
Qualified Active Members - these have been assessed by a Liaison Officer and/or Assessor and have received the training and induction to perform visits	612	538	524
Active Members - these are members that are no longer visiting for a variety of reason but still want to receive communication and attend events	67	75	73
Exempt Members - Honorary Members	9	9	7
Exempt Members - Liaison Officers having given 2 years service	12	14	14
Satisfaction of our Members:	85%	85%	84.61%
Number of Rest Homes we visit:	317 (43% inc)	250 (14% inc)	221
Number of Hospitals we visit:	14 (50%)	8	6
Number of Hospices we visit:	9	10	9
Quarterly Newsletters - available to members and the organisations that they visit in both soft & hard copy. These are seen as educational as well as informative.	4	4	4
Monthly Liaison Officers Report - to ensure all LOs are informed of policy changes; new educational resources; upcoming events	7	10	11
Deliver Liaison Officer Training Annually - to ensure consistency in assessment and induction to members across the country	1 day event based in Wellington	1 day event based in Wellington	Three visits to South Island LOS & members

Additional Output Measures:

2018-19 Special Project 4: Website Refresh	DONE
2018-19 Resthome, Hospital & Hospice CFPT Database Feedback Survey	Work in Progress
2019-20 Online Training Modules for members	New Project
2019-20 Founders Day Event	New Event
2019-20 Volunteer Week Recognition	New Event

Additional Information:

We are making progress on developing better recording systems for our outputs. In Dec 2018 we conducted a second survey of our members. In 2019 we will extend this to seek direct feedback from the organisations we visit to confirm we are meeting expectations.

Canine Friends Pet Therapy Inc

Statement of Receipts and Payments

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

For the year ended:

31 March 2019



	Notes	Actual* This Year \$	Actual* Last Year \$
Operating Receipts			
Donations, fundraising and other similar receipts*		22,802	7,553
Fees, subscriptions and other receipts from members*		17,326	14,665
Receipts from providing goods or services*		165	128
Interest, dividends and other investment income receipts*		10	9
Other operating receipts		150	-
Total Operating Receipts		40,453	22,355
Operating Payments			
Payments related to public fundraising*		-	-
Volunteer and employee related payments*		-	128
Payments related to providing goods or services*		31,007	24,881
Grants and donations paid*		-	57
Other operating payments		1,046	126
Total Operating Payments		32,053	25,192
Operating Surplus or (Deficit)		8,400	(2,837)
Capital Receipts			
Receipts from the sale of resources*		-	-
Receipts from borrowings*		-	-
Capital Payments			
Purchase of resources*		-	-
Repayments of borrowings*		-	-
Increase/(Decrease) in Bank Accounts and Cash*		8,400	(2,837)
Bank accounts and cash at the beginning of the financial year*		8,471	11,308
Bank Accounts and Cash at the End of the Financial Year*		16,871	8,471
Represented by:*			
Cheque account(s)		5,700	3,155
Savings account(s)		4,728	5,316
Term Deposit account(s)		6,000	-
Cash Floats		-	-
Petty Cash		443	-
Total Bank Accounts and Cash at the End of the Financial Year*		16,871	8,471

This performance report has been approved by the National Executive, for and on behalf of Canine Friends:

Date 31/05/2019

Signature

Name Ann Evans

Position President

Date 31/05/2019

Signature

Name Victoria Caccioppoli

Position Treasurer

Canine Friends Pet Therapy Inc
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"



As at
 31 March 2019

SCHEDULE OF RESOURCES	This Year \$	Last Year \$
Bank Accounts and Cash (from Statement of Receipts and Payments)*	16,871	8,471
Money Held on Behalf of Others*		
Description*	Amount*	Amount*
		-
Money Owed to the Entity*		
Description*	Amount*	Amount*
		-
Other Resources*		
Description and Source of Value* (cost or current value required if practicable to obtain)	Cost or Current Value*	Cost or Current Value*
		-
SCHEDULE OF COMMITMENTS	This Year \$	Last Year \$
Money Payable by the Entity*		
Description*	Amount*	Amount*
		-

Canine Friends Pet Therapy Inc
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"



As at
 31 March 2019

Other Commitments*		
Description*	Amount*	Amount*
		-
Guarantees*		
Description*	Amount*	Amount*
		-
SCHEDULE OF OTHER INFORMATION	This Year	Last Year
	\$	\$
Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*	Amount*	Amount*
		-
Resources Used as Security for Borrowings*		

Canine Friends Pet Therapy Inc

Notes to the Performance Report

For the year ended
31 March 2019

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation*

Canine Friends Pet Therapy Inc is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)*

Canine Friends Pet Therapy Inc is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Canine Friends Pet Therapy Inc

Notes to the Performance Report

For the year ended
31 March 2019



Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Events	1,678	190
	Total	1,678	190

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations	Donations	6,917	2,363
	Sponsorship - Dogs NZ	5,000	5,000
	Sponsorship - Ziw Peak	4,827	-
	Grants - NZ Lotteries board	4,380	-
	Total	21,124	7,363

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members	Subscriptions - First Year	9,685	5,065
	Subscriptions - Renewal	7,641	7,967
	Total	17,326	13,160

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services	Sales - Badges	20	611
	Sales - Books	25	962
	Sales - Scarves	75	60
	Sales - Bags	45	-
	Total	165	1,633

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts	Interest Income (all accounts)	10	9
Total		10	9

Receipt Item	Analysis	This Year \$	Last Year \$
Other receipts	Return of bond for Hutt City Council meeting rooms	150	-
Total		150	-

Receipt Item	Analysis	This Year \$	Last Year \$
Capital receipts		-	-
Total		-	-

Canine Friends Pet Therapy Inc

Notes to the Performance Report

For the year ended
31 March 2019



Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year	Last Year
Payments related to public fundraising		\$ -	\$ -
	Total	-	-

Payment Item	Analysis	This Year	Last Year
Volunteer and employee related payments	Refund of overpaid memberships	-	128
	Total	-	128

Payment Item	Analysis	This Year	Last Year
Payments related to providing goods or services	AGM Cost	1,118	589
	Badge Cost	2,530	2,271
	Conference calling	429	
	Design Costs - Printing/Web	1,683	2,728
	Freight & Courier	27	
	General Expenses	809	19
	Gift/Cards	120	144
	Liaison Officer Event	7,238	4,860
	Membership Management Database	3,555	2,241
	Newsletter	2,429	2,133
	PO Box Rental	140	
	Printing & Stationery	4,065	1,922
	Scarf Costs	1,240	3,027
	Telephone	2,160	1,920
	Training	330	
	Travel - National	1,152	
	Web Services	496	256
	Wifi	600	
	Xero	886	
	Postage		
Book			415
Room Hire			730
Total		31,007	23,992

Payment Item	Analysis	This Year	Last Year
Grants and donations paid	Lottery Grant Refunded	-	57
	Total	-	57

Payment Item	Analysis	This Year	Last Year
Other operating payments	DIA Charities Services - Annual Return	50	51
	Subscriptions - Volunteer Wellington	75	75
	Bank charges	11	-
	Insurance	910	888
	Total	1,046	1,014

Payment Item	Analysis	This Year	Last Year
		\$	\$

Canine Friends Pet Therapy Inc

Notes to the Performance Report

For the year ended
31 March 2019



Note 3 : Analysis of Payments "What did it cost?"

Capital payments			-
	Total	-	-

Canine Friends Pet Therapy Inc

Notes to the Performance Report

For the year ended
31 March 2019



Notes 4-7

Note 4: Correction of Errors*

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Note 5: Related Party Transactions*

Description of Related Party Relationship*	Description of the Transaction (whether in cash or amount in kind)*	This Year	Last Year	This Year	Last Year
		\$	\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*	Amount Outstanding*
Committee Member	Buys material and sews scarves for payment	1,240	3,027		
President	Monthly payment for cellphone usage	720	720		
Field Officer - North island	Monthly payment for cellphone usage	720	720		
Field Officer - South Island	Monthly payment for cellphone usage	720	480		
President	Arranges clothing orders for branded shirts and vest.	-	-		

Note 6: Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (Last Year - Nil)

Note 7: Additional Notes

There are no figures available this financial year for the clothing orders. This is currently arranged separately from the Canine Friends Pet Therapy accounts, however we will be bringing this in house in the next financial year for transparency and reporting purposes.