



Professional Historians Association of New Zealand/Aotearoa
Performance Report
For the year ended 30 June 2022

STEP ONE - BASIC INFORMATION

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of organisation

Professional Historians Association of New Zealand/Aotearoa

For the year ended

30 June 2022

Professional Historians Association of New Zealand/Aotearoa
Performance Report
For the year ended
30 June 2022

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[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]

Professional Historians Association of New Zealand/Aotearoa

Entity Information

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

For the year ended
30 June 2022

Legal Name of Entity:*	Professional Historians Association of New Zealand/Aotearoa
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Other Name of Entity (if any):	PHANZA
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Type of Entity and Legal Basis (if any):*	Incorporated Society
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Registration Number:	635953
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<p>Entity's Purpose or Mission: *</p> <p>The aims of the Association are to:</p> <ul style="list-style-type: none">a) Promote the interests of professional historiansb) Encourage professional standards in the practice of historyc) Represent professional historians in public discussionsd) Provide advice and information on the employment of professional historianse) Facilitate communication and the exchange of information amongst professional historiansf) Engage in relevant activities beneficial to members

<p>Entity Structure: *</p> <p>An annual general meeting of the Association's members is held each year. In between times the affairs of the Association are managed by an executive committee comprising a President, Secretary, Treasurer and up to six elected committee members. Up to three additional committee members may be co-opted. A quorum of four is required for a committee meeting and at least three such meetings are to be held each year. All members and officer holders carry out their roles on an unpaid basis. The Association has no affiliation to any other body.</p>
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Professional Historians Association of New Zealand/Aotearoa

Entity Information

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

For the year ended
30 June 2022

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

Members subscriptions are the main source of funding

Main Methods Used by the Entity to Raise Funds:*

Fundraising is not a core activity of the Association

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

The Association is reliant on volunteers for its office-holders and committee members and to undertake its core work

Professional Historians Association of New Zealand/Aotearoa

Entity Information

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

For the year ended
30 June 2022

Additional Information*

An administration assistant is engaged for day-to-day administration tasks formerly undertaken by the Secretary and Treasurer

Contact details

Physical Address:	c/o Ministry for Culture and Heritage, Old Public Trust Building, Level 1, 131-135 Lambton Quay, Wellington 6011
Postal Address:	PO Box 1904, Wellington
Phone/Fax:	
Email/Website:	secretary@phanza.org.nz / www.phanza.org.nz
	https://www.facebook.com/ProfHistoriansNZ/
	

Professional Historians Association of New Zealand/Aotearoa
Statement of Service Performance
 "What did we do?", When did we do it?"
 For the year ended
 30 June 2022

Description of the Entity's Outcomes*:
 Historians are well informed and well supported in the exercise of their profession

Description and Quantification (to the extent practicable) of the Entity's Outputs:*	Actual*	Budget	Actual*
	This Year	This Year	Last Year
Web page has been updated to provide more useable information both for members and for prospective employers	Weekly content updates	Weekly content updates	Weekly content updates
Social media has been extended to Facebook and Twitter	Weekly	Ad hoc	Ad hoc
Weekly news bulletins by email	Weekly	Weekly	Weekly
Phanzine newsletter three times a year	Aug-20 Dec-20 Apr-21	3 issues	August 2020, December 2020, April 2021.
Advocacy on behalf of members. E.g. to government departments, national and local archival repositories and allied professional bodies	(As necessary - not known in advance)		
Conference, workshops			
Regional meetings	Suspended due to Covid pandemic		
		Four times per year - Auckland	Four times per year - Auckland

Additional Output Measures:
 AGM September 2022

Additional Information:
 Membership - 165 members: 107 full subscription, 53 non-earning paid, 3 Life members, 2 student member

Professional Historians Association of New Zealand/Aotearoa

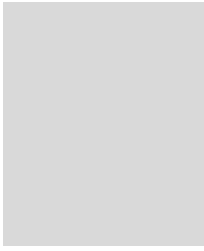
Statement of Financial Performance

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

For the year ended

30 June 2022

	Note	Actual* This Year \$	Budget This Year \$
Revenue			
Donations, fundraising and other similar revenue*			
Fees, subscriptions and other revenue from members*		7,680	8,000
Revenue from providing goods or services*			
Interest, dividends and other investment revenue*			165
Other revenue			
Conference registrations		-	-
Interest - 01 account		3	
Interest -02 account (PIE already deducted)		227	
Total Revenue*		7,910	8,165
Expenses			
AGM/Seminar		426	1,000
Auckland meetings		-	400
Audit and accounting		575	600
Wellington Christmas function		-	200
Conference expenditure		-	-
Phanzine		-	-
Post/ Stationery		211	200
Website		7,049	3,500
Bank fees and IRD			
General Expenses		54	25
Contestable Fund		75	2,000
Administrator		3,600	2,000
Total Expenses*		11,990	9,925
Surplus/(Deficit) for the Year*		(4,080)	(1,760)



Actual*
Last Year
\$

7,800
194
-
7,994
765
173
575
122
-
-
225
2,374
22
400
975
5,631
2,363

Professional Historians Association of New Zealand/

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
30 June 2022

	Note	Actual* This Year \$
Assets		
Current Assets		
Bank accounts and cash - 00 account		1,174
Bank accounts and cash - 01 account		51
Bank accounts and cash - 02 account		17,372
Debtors and prepayments*		
Inventory*		
Other current assets		
Total Current Assets		18,597
Non-Current Assets		
Property, plant and equipment*		
Investments*		
Other non-current assets		
Total Non-Current Assets		-
Total Assets*		18,597
Liabilities		
Current Liabilities		
Bank overdraft*		
Creditors and accrued expenses*		635
Employee costs payable*		
Unused donations and grants with conditions*		
Other current liabilities		
Total Current Liabilities		635
Non-Current Liabilities		
Loans*		
Other non-current liabilities		
Total Non-Current liabilities		-
Total Liabilities*		635

Total Assets less Total Liabilities (Net Assets)*
Accumulated Funds
Capital contributed by owners or members*
Accumulated surpluses or (deficits)*
Reserves*
Total Accumulated Funds*

	17,962
	19,679
	(1,717)
	-
	17,962

This performance report has been approved for and on behalf of [Entity name]:

Date _____

Signature _____

Name _____

Position _____

-	22,042
	19,679
	2,363
	-
-	22,042

ved by the [Trustees/Committee/Officers/Board],

Date _____

Signature _____

Name _____

Position _____

Professional Historians Association of New Zealand/Aotearoa

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
30 June 2022

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*			-
Fees, subscriptions and other receipts from members*	7,890		7,800
Receipts from providing goods or services*			-
Interest, dividends and other investment receipts*	-		-
Conference registrations	-		-
Net GST			
Cash was applied to:			
Payments to suppliers and employees*	11,565		5,631
Donations or grants paid*			
Net Cash Flows from Operating Activities*	(3,675)	-	2,169
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
Cash was applied to:			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	(4,800)		2,800
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	4,800	-	(2,800)
Net Increase / (Decrease) in Cash*	1,125	-	(631)
Opening Cash*	49		680
Closing Cash*	1,174	-	49
This is represented by:			
Bank Accounts and Cash*	1,174	-	49

Professional Historians Association of New Zealand/Aotearoa

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

30 June 2022

Basis of Preparation*

Professional Historians Association of New Zealand/Aotearoa 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)*

Goods and Services Tax (GST)*

Professional Historians Association of New Zealand/Aotearoa is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Income Tax

Professional Historians Association of New Zealand/Aotearoa 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.

[Name of Specific Accounting Policy]*

[Name of Specific Accounting Policy]*

Tier 2 PBE Accounting Standards Applied (if any)*

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year (last year - nil)

Professional Historians Association of New Zealand/Aotearoa
Notes to the Performance Report
For the year ended
30 June 2022

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Fundraising revenue			
	Total	-	-

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue			
	Total	-	-

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members		7,680	7,800
	Total	7,680	7,800

Revenue Item	Analysis	This Year \$	Last Year \$
Revenue from providing goods or services			
	Total	-	-

Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue		230	194
	Total	230	194

Professional Historians Association of New Zealand/Aotearoa

Notes to the Performance Report

For the year ended
30 June 2022

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Expenses related to public fundraising			
	Total	-	-

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs			
	Total	-	-

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Conference expenses	-	-
	Phanzine	-	-
	Website	7,049	2,374
	Administration and overhead costs	4,941	3,257
	Total	11,990	5,631

Expense Item	Analysis	This Year \$	Last Year \$
Grants and donations made			
	Total	-	-

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses			-
	Total	-	-

Professional Historians Association of New Zealand/Aotearoa

Notes to the Performance Report

For the year ended
30 June 2022

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account balance	1,174	49
	Savings account balance	51	7,848
	Investment account balance	17,372	14,145
	Total	18,597	22,042

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments			
	Total	-	-

Asset Item	Analysis	This Year \$	Last Year \$
Inventory			
	Total	-	-

Asset Item	Analysis	This Year \$	Last Year \$
Other current assets			
	Total	-	-

Asset Item	Analysis	This Year \$	Last Year \$
Investments			
	Total	-	-

Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets			
	Total	-	-

Professional Historians Association of New Zealand/Aotearoa

Notes to the Performance Report

For the year ended
30 June 2022

Note 3 : Analysis of Assets and Liabilities

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Website est max, minus already paid	-	-
	Accrued expenses	635	-
Total		635	-

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable			
Total		-	-

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations and grants with conditions			
Total		-	-

Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities			
Total		-	-

Liability Item	Analysis	This Year \$	Last Year \$
Loans			
Total		-	-

Liability Item	Analysis	This Year \$	Last Year \$
Other non-current liabilities			
Total		-	-

Professional Historians Association of New Zealand/Aotearoa
Notes to the Performance Report
For the year ended
30 June 2022

Note 4 : Property, Plant and Equipment

This Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-	-	-	-	-
Buildings*	-	-	-	-	-
Motor Vehicles*	-	-	-	-	-
Furniture and fixtures*	-	-	-	-	-
Office equipment*	-	-	-	-	-
Computers (including software)*	-	-	-	-	-
Machinery*	-	-	-	-	-
Heritage assets	-	-	-	-	-
Total	-	-	-	-	-

PPE7 - PPE8	
Current Valuation*	Source and Date of Valuation*
-	

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*					-
Motor Vehicles*					-
Furniture and fixtures*					-
Office equipment*					-
Computers (including software)*					-
Machinery*					-
Heritage assets					-
Total	-	-	-	-	-

Significant Donated Assets Recorded - Source and Date of Valuation*	
n/a	

Significant Donated Assets - Not Recorded*	
n/a	

Professional Historians Association of New Zealand/Aotearoa
Notes to the Performance Report
For the year ended
30 June 2022

Note 6 : Commitments and Contingencies

Commitment*	Explanation and Timing*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Commitments to lease or rent assets*	There are no commitments as at 30 June 2021		
Commitment to purchase property, plant and equipment*			
Commitments to provide loans or grants*			

OR (Delete one not applicable to the entity)

Commitments

There are no commitments as at balance date (Last Year - nil)

Contingency*	Explanation*	At balance date	At balance date
		This Year*	Last Year*
		\$	\$
Contingent liability*			
Guarantees provided*			

OR (Delete one not applicable to the entity)

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2021

Professional Historians Association of New Zealand/Aotearoa
Notes to the Performance Report
For the year ended
30 June 2022

Notes 7-12

Note 7: Other

Significant Grants and Donations with Conditions which have not been Recorded as a Liability*

Description*	Original Amt*	Not Fulfilled Amt*	Purpose and Nature of the Condition(s)*
n/a			

Goods or Services Provided to the Entity in Kind*

Description*	Amount*
n/a	

Assets Used as Security for Liabilities*

Nature and Amount of Borrowing*	Nature and Amount of Asset Used as Security*
n/a	

Note 8: Assets Held on Behalf of Others*

Description of the Assets Held*	Name of Entity of Whose Behalf Assets are Held*
n/a	

Note 9: 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
		\$	\$	\$
		Value of Transactions*	Value of Transactions*	Amount Outstanding*
n/a				

OR (Delete one not applicable to the entity)

Related Party Disclosures:

Professional Historians Association of New Zealand/Aotearoa
Notes to the Performance Report
For the year ended
30 June 2022

Notes 7-12

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 10: Events After the Balance Date*

This Year

Nature of Event*	Estimate of Financial Effect*	Effect, if any on the entity's ability to continue operating*
n/a		

OR (Delete one not applicable to the entity)

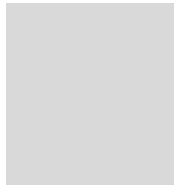
Events After the Balance Date:

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

Note 11: Ability to Continue Operating*

Note 12: Correction of Errors*

Additional Information

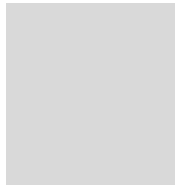


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Last Year
\$
Amount Outstanding*

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DROP DOWN LISTS

Below are the drop down lists to assist the user to enter details into the optional notes contained in the template (Notes 1, 2 and 3). These are suggestions only and can be modified by the user.

DO NOT PRINT

Statement of Financial Performance

Revenue

Fundraising revenue [Revenue1]
Entity may like to list fundraising campaign or type

Donations and other similar revenue [Revenue2]
 Grants for current operations
 Grants for capital purposes
 Grants not directly related to service delivery
 Donations/koha from the public
Entity may like to list donors and grant providers together with summary of contributions

Fees, subscriptions and other revenue from members [Revenue3]
 Fees and subscriptions from members
 Donations, koha or offerings from members
 Revenue from sales to members

Revenue from providing goods or services [Revenue4]
 Revenue from grants or contracts for service with central government
 Revenue from grants or contracts for service with local government
 Revenue from grants or contracts for service with non-governmental agencies
 Revenue from sales to the public
 Revenue from commercial activities
 Lease or rental revenue
 Commission revenue

Interest, dividends and other investment revenue [Revenue5]
 Interest
 Dividends

Other Revenue [Revenue6]
 Gain on sale/disposal of assets
 Insurance payouts
 Royalties received

Expenses

Expenses related to public fundraising [Expenses1]
Entity may like to list fundraising campaign or type

Volunteer and employee related costs [Expenses2]
 Salaries and Wages
 Superannuation contributions
 KiwiSaver contributions
 ACC levies

Costs related to providing goods or services [Expenses3]
 Direct costs relating to service delivery
 Other service delivery costs
 Administration and overhead costs

Grants and donations made [Expenses4]
Entity may like to list recipients of grants / donations

Other expenses [Expenses5]
 Affiliation fees
 Interest/debt servicing costs
 Depreciation
 Bad debts
 Impairment charges
 Loss on sale of disposal of assets

Accounting Policies

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

is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Statement of Financial Position

Assets

Bank accounts and cash [Asset1]
 Cheque account balance
 Savings account balance
 Petty Cash
 Cash Floats

Debtors and prepayments [Asset2]
 Accounts receivable
 Prepayments
 GST Receivable
 Other receivables

Inventory [Asset3]
 Food or clothing held
 Shop Stock

Other current assets [Asset4]
 Short term deposits
 Other

Investments [Asset5]
 Stocks and shares
 Investment property
 Cash held in investment portfolio

Other non-current assets [Asset6]
 Intangible assets

Liabilities

Creditors and accrued expenses [Liability1]
 Trade and other payables
 Accrued expenses
 GST Payable

Employee costs payable [Liability2]
 Wages and salaries earned but not yet paid
 Holiday pay accrual
 ACC contributions owing
 PAYE owing
 KiwiSaver contributions owing

Unused donations and grants with conditions [Liability3]

Other current liabilities [Liability4]

Loans [Liability5]
 Loan Facilities
 Loans from members
Entity may wish to include interest rates, security, repayment dates, and any covenants.

Other non current liabilities [Liability6]
 Provisions
 Other

