

# **Professional Historians' Association of New Zealand/Aotearoa (PHANZA)**

## **Treasurer's report for 2018–19**

This is my first annual report in the role of PHANZA Treasurer. I was handed incomplete financial records and addressed these issues where they have arisen.

Reports prepared for our auditor Peter Scholtens are:

- the Companies Office Tier 3 performance report
- a current and projected budget
- balance sheet
- statement of financial performance
- cashbook

Please ask if you would like a pdf copy of the 26-page Tier 3 report which can be emailed.

### **The year to 30 June 2019**

In April Phanza held a conference in Wellington at which there were 56 attendees generating a profit of \$507.86.00 for the organisation.

Problems with our website have instigated an upgrade with suggestions for improved user-interactivity for the future. An item of \$5000 has been included in next year's budget for contingencies against this item.

Our banking arrangements have been improved to include a 90-day saver account in order to achieve a higher rate of interest on funds. Although only implemented in April, this has generated \$219.84, an improvement of \$115.00 over last year's interest earning of \$105.00

If the AGM passes changes to the constitution to bring it in line with IRD requirements, our accounts will also benefit by the removal of RWT tax on investment interest earned, adding approximately \$60-\$80 p.a. to income earned on investment interest, as well as the increased revenue from higher interest earnings.

### **Financial matters going forward**

#### Website upgrade

\$5000 has been included in next year's budget for repairs and upgrades for the website.

#### Auckland meetings

The committee has agreed to fund catering for the quarterly meetings for members in and around Auckland, to a level of \$100.00 per meeting on a trial period of one year. One meeting has so far been funded with tapas at Mezze Bar – the usual place members retire to

after the speaker's presentation at Ellen Melville Centre. It is hoped that funding of catering at this level will encourage members to attend the quarterly Auckland meetings.

### Contestable Fund

A key way to increase the organisation's funds and financial security is to increase membership.

Adding value for members who belong to our organisation would help ensure loyalty from existing members and would hopefully prove attractive to those considering applying for membership to PHANZA.

Instigation of the contestable fund for reimbursement of members' travel expenses, in particular those of members in the regions, is a logical mechanism to retain members and to recruit new members and this proposal has my full support.

### Large Institutions

It was noted with both subscriptions and the conference registrations, that invoicing to the large institutions involved a lengthy, time-consuming requirement of administration from the treasurer to: invoice, source purchase orders, follow up on non-payments by: unanswered emails, answerphone messages to telephone calls, being put on hold at large institutions in particular, issuing repeat reminders for non-payment, being required to amend invoices long after they have been issued, circulating and following up on, and finally, confirmation of payments when made. This seems to be a feature of the accounting systems of most of the large institutions.

In line with other organisations I propose an 'Institution rate' for subscriptions, where institutions pay a flat rate offering a fifteen percent discount for a minimum of ten members, with the same discount also applying for numbers larger than ten members. This may encourage the large institutions to promote membership to PHANZA, and will minimise the difficulties associated with payment of their accounts.

Members who belong to large institutions would now need to either be a part of their institution's registration, or would need to pay directly as an individual, rather than the former practice where individual subscriptions were each paid separately by their institution.

How this would work - If our full membership subs are raised to \$60, then an institution would pay \$510, (\$600 - \$90), for up to 10 members. The 15% discount would also apply to numbers greater than 10.

### Paid administrative role

In addition to the extra work from the conference website maintenance and usual work with subscriptions, expenditure, bank reconciliation, the time required for compliance and reporting requirements has become increasingly onerous for both the secretary and the Treasurer.

This accords with comments from our previous treasurer Eileen Barrett-Whitehead in her report to the 2017 AGM commenting on the work involved with bringing our accounts into line with the updated requirements since 2014. It should be noted that NZHA has paid over

five thousand dollars for a person to prepare their accounts as Eileen has done gratis, when she was Treasurer.

These workloads are not sustainable on a voluntary basis. A situation may occur within a year if current difficulties recruiting committee members are an indicator. The organisation needs to prepare for the eventuality that there may be no volunteers to fill these roles. This contingency therefore needs to be provided for, in a yet-to-be agreed form, of remunerated role.

#### Subscription increase

An increase in subscription rates was discussed and supported at the previous two AGMs. I propose an increase to \$60 for waged and \$30 for unwaged at this meeting today, to help future-proof the organisation and make provision for the previously mentioned administrative contingency, prior to action being urgently required.

**Sandra Gorter**

Treasurer

6 August 2019

# The Professional Historians Association of New Zealand/Aotearoa

## Notes to the Financial Statements

For the year ended 30 June 2019

### 1. Statement of Accounting Policies

The Association has elected to apply Public Benefit Entity Simple Format Reporting – Accrual (Not for Profit) issued by the New Zealand Accounting Standards Board. All transactions in the financial statements are reported using the accrual basis of accounting and the financial statements are prepared under the assumption that the association will continue to operate in the foreseeable future.

#### Specific Accounting Policies

(a) *Subscriptions*

Subscriptions do not include any early payments for 2019/20.

(b) *Goods and Services Tax*

The financial statements have been prepared on a GST inclusive basis

(e) *Changes in accounting policies*

There have been no changes in accounting policies during the year. All policies have been applied on bases consistent with the previous year.

### 2. Membership

The Association represents professional historians, both within and outside academic institutions.

Membership is open to those with a research-based degree in history or a related discipline, or to those who have demonstrated substantial historical research experience and/or publications.



**The Professional Historians Association of NZ/Aotearoa**

**Income and Expenditure Account**

**for the year ended 30 June 2019**

	<b>2019</b>	<b>2018</b>
<b>Income</b>		
Subscriptions	6,050	6,100
Interest	165	105
Conference Income	9,380	0
<b>Total Income</b>	<b>15,595</b>	<b>6,205</b>
<b>Expenditure</b>		
AGM/Seminar	1,041	666
Auckland Meeting	149	36
Audit and Accounting	770	725
Christmas Functions	141	195
Conference Expenses	8,917	0
General Expenses	104	60
Phanzine	1,516	1,539
Postage/Stationery	288	520
Website	840	261
<b>Total Expenditure</b>	<b>13,766</b>	<b>4,002</b>
<b>Surplus for the Year</b>	<b>\$1,829</b>	<b>\$2,203</b>

**Balance Sheet**

**as at 30 June 2019**

	<b>2019</b>	<b>2018</b>
<b>Members Funds:</b>		
Balance Brought Forward	13,239	11,036
Surplus for the Year	1,829	2,203
Balance Carried Forward	<b>\$15,068</b>	<b>\$13,239</b>
<b>Represented by:</b>		
<b>Current Assets</b>		
Cheque Account	625	2,803
Online Call Accounts	16,651	10,486
	<b>17,276</b>	<b>13,289</b>
<b>Less Current Liabilities</b>		
Creditors	2,208	50
<b>Net Assets</b>	<b>\$15,068</b>	<b>\$13,239</b>