

Special Purpose Financial Statements

Project Management Institute of New Zealand Incorporated
For the year ended 31 December 2023

Prepared by Tommy & Co Limited

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Directory

Project Management Institute of New Zealand Incorporated For the year ended 31 December 2023

Nature of Business

Society for Project Management Professionals

Address

26D Blacks Road
KERIKERI 0230

Office Holders

President	Nicola Faithfull
Vice President Finance	Bushra Nur
Board Director	Carol Speirs
Board Director	Matthew Percival
Board Director	Lisa Huang
Board Director	Sylvia Maclaren
Board Director	Warren Wilks

Chartered Accountant

Tommy and Co Limited
Chartered Accountants & Advisors
Level 1
7 Wrightson Way
PUKEKOHE 2120

Bankers

Bank of New Zealand
330 Broadway
NEWMARKET 1023

Auditors

JSA Audit Limited
Chartered Accountants
Level 2
155 Parnell Road, Parnell
AUCKLAND 1052

IRD Number

064-666-509

Statement of Financial Performance

Project Management Institute of New Zealand Incorporated For the year ended 31 December 2023

	NOTES	2023	2022
Operating Revenue			
Operating Income	3	151,077	144,132
Total Operating Revenue		151,077	144,132
Direct Costs			
Branch & Sub-branch Travel Costs		-	287
Branch Meeting Costs - Northern		589	-
Branch Meeting Costs - South Island		793	1,108
Branch Sub Group - Dunedin		192	225
Hawkes Bay Branch Membership Meetings		262	-
Branch Sub Group - Waikato		1,292	-
Branch Special Projects & Initiatives		362	-
Branch Meeting Costs - Central		792	1,138
Conference Costs		-	14
Cost of Newsletters		1,998	-
Events Costs		10,179	23,517
Commercial Manager		-	(37)
Operations Coordinator		35,778	24,360
PD Cost of Books - CPN Study Materials		-	4,540
Total Direct Costs		52,237	55,152
Gross Profit		98,839	88,980
Non Operating Revenue			
Other Revenue	3	11,877	4,188
Total Non Operating Revenue		11,877	4,188

The special purpose financial statements are to be read in conjunction with the accompanying Notes and is subject to the Audit Report.

NOTES 2023 2022

Expenses

ACC levies	-	218
Accountancy Fees	4,481	3,745
Administration Fees	135	-
AGM & Election Costs	-	250
Archives	915	848
Audio Conferencing	215	1,049
Audit Fee	5,000	4,100
Bank Fees & Charges	76	81
Board Operational Expenses	842	-
Chapter Memberships & Subscriptions	9,329	1,681
Commercial Manager Operating Costs	23,660	-
Contractors - Executive Office	47,233	32,694
Depreciation	-	36
Insurance	664	291
Interest - IRD Use of Money	23	2
Licencing Fees	5,920	9,750
LIM & Region 10 Leadership Meetings	8,372	188
Loss on Disposal of Assets	55	-
Marketing Portfolio Expenses	2,957	-
Planning (F2F & Strategic) - Board	1,189	1,203
PMI Global Congress	-	2,100
Postage, Stamps and PO Box	-	20
Promotional Expenses - Chapter	2,507	-
Salaries	-	69,601
Special Projects & Initiatives - Chapter Level	-	16,717
Sponsorship Costs - Materials & Other Costs	19	-
Staff Expenses	-	286
Staff Recruitment	1,680	-
Stationery & Printing	71	30
Stripe Fees	36	-
Support Expenses - Executive Officer	-	265
Tax Penalties	69	59
Travel & Accommodation Expenses	9,074	2,840
Travelling Expenses - Overseas	9,951	-
Volunteer Effort Recognition	-	131
Web Hosting and Domain Name Costs	1,045	851
Total Expenses	135,517	149,038
Net Profit (Loss) Before Taxation	(24,801)	(55,870)
Net Profit (Loss) for the Year	(24,801)	(55,870)

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Statement of Changes in General Funds

Project Management Institute of New Zealand Incorporated
 For the year ended 31 December 2023

	2023	2022
General Funds		
Opening Balance	314,396	370,266
Increases		
Profit (Loss) for the Year	(24,801)	(55,870)
Total Increases	(24,801)	(55,870)
Total General Funds	289,595	314,396

The special purpose financial statements are to be read in conjunction with the accompanying Notes and is subject to the Audit Report.

Statement of Financial Position

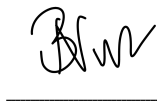
Project Management Institute of New Zealand Incorporated As at 31 December 2023

	NOTES	31 DEC 2023	31 DEC 2022
Assets			
Current Assets			
Cash and Bank	4	25,230	140,615
Trade and Other Receivables	5	41,015	25,838
GST Receivable		18,711	1,588
Income Tax Receivable	6	435	435
Term Deposits	8	232,923	178,546
Total Current Assets		318,314	347,023
Non-Current Assets			
Property, Plant and Equipment	9	-	55
Total Non-Current Assets		-	55
Total Assets		318,314	347,077
Liabilities			
Current Liabilities			
Trade and Other Payables	10	28,720	32,681
Other Current Liabilities		-	-
Total Current Liabilities		28,720	32,681
Total Liabilities		28,720	32,681
Net Assets		289,595	314,396
General Funds			
Retained Earnings		289,595	314,396
Total General Funds		289,595	314,396

These Special Purpose Financial Statements are signed on behalf of the Entity by:

 President

Date 26/9/2024

 Treasurer

Date 26/9/2024

The special purpose financial statements are to be read in conjunction with the accompanying Notes and is subject to the Audit Report.

Depreciation Schedule

Project Management Institute of New Zealand Incorporated For the year ended 31 December 2023

NAME	RATE	METHOD	PURCHASED	COST	OPENING VALUE	SALE PRICE	PURCHASES	DISPOSALS	LOSS	CAPITAL GAIN	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE
Plant & Equipment													
Projector	20.00%	DV	22 Apr 2005	3,435	-	-	-	-	-	-	-	-	-
Video Projector (Wellington)	20.00%	SL	27 Mar 2006	2,700	-	-	-	-	-	-	-	-	-
Notebook Computer	48.00%	SL	19 Feb 2009	709	-	-	-	-	-	-	-	-	-
Notebook computer	48.00%	SL	19 Feb 2009	709	-	-	-	-	-	-	-	-	-
Laptop, 2 year warranty Auckland Branch	48.00%	SL	28 Jun 2010	1,333	-	-	-	-	-	-	-	-	-
Ipad 2 16 GB	40.00%	SL	21 Dec 2011	818	-	-	-	-	-	-	-	-	-
PMINZ Roll-Up Banners - (7)	30.00%	SL	15 Oct 2012	2,150	-	-	-	-	-	-	-	-	-
Laptop and software for Commercial Manager	40.00%	SL	23 May 2016	813	-	-	-	-	-	-	-	-	-
Laptop and software for Ops Manager	40.00%	SL	23 May 2016	813	-	-	-	-	-	-	-	-	-
Lenovo Laptop 100S A3735F	40.00%	SL	1 Aug 2016	668	-	-	-	-	-	-	-	-	-
Laptop	40.00%	SL	23 Oct 2018	1,596	-	-	-	-	-	-	-	1,596	-
Total Plant & Equipment				15,744	-	-	-	-	-	-	-	1,596	-
Website Development													
Web Development 2011	40.00%	DV	1 Dec 2011	15,600	55	-	-	55	55	-	-	-	-
Proteon Software - Migration/Set up Part One of Two	40.00%	SL	19 Jul 2016	3,589	-	-	-	-	-	-	-	-	-
Proteon Software - Migration/Setup Part Two of Two	40.00%	SL	5 Mar 2017	3,834	-	-	-	-	-	-	-	-	-
Total Website Development				23,023	55	-	-	55	55	-	-	-	-
Total				38,768	55	-	-	55	55	-	-	1,596	-

The special purpose financial statements are to be read in conjunction with the accompanying Notes and is subject to the Audit Report.

Notes to the Special Purpose Financial Statements

Project Management Institute of New Zealand Incorporated For the year ended 31 December 2023

1. Reporting Entity

Project Management Institute of New Zealand is an Incorporated Society established under the Incorporated Societies Act 1908.

Project Management Institute of New Zealand (PMINZ) is involved in the business of promoting the Project Management profession for benefit of its members.

2. Statement of Accounting Policies

Statement of Compliance and Basis of Preparation

These are special purpose financial statements of Project Management Institute of New Zealand. PMINZ is not required to prepare financial statements that comply with generally accepted accounting practices and as a result has elected to prepare special purpose financial statements.

The special purpose financial statements have been specifically prepared for the members of PMINZ and for the Inland Revenue Department. As a result, the special purpose financial statements may not be suitable for another purpose. The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a tax value basis are followed by the society, unless otherwise stated in the Specific Accounting Policies. The information is presented in New Zealand dollars.

Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

Revenue Recognition

Revenue is recognised when services are invoiced or, in the case of subscriptions, when the monies are repatriated to New Zealand. The exchange rate used is that on the date of the transfer.

Interest income is accounted for as earned.

Trade Receivables

Accounts receivable are stated at estimated realisable value. Bad debts are written off during the period in which they are identified.

Property, Plant & Equipment

All owned items of property, plant and equipment are initially recorded at cost and depreciated as outlined below. Initial cost includes the purchase consideration, or fair value in the case of a donated asset, and those costs directly attributable to bringing the asset to the location and condition necessary for its intended use. These costs include, where appropriate, site preparation costs and installation costs. Costs cease to be capitalised when substantially all the activities necessary to bring an asset to the location and condition for its intended use are complete. All feasibility costs are expensed as incurred.

Subsequent expenditure relating to an item of property, plant or equipment is added to its gross carrying amount when such expenditure either increases the future economic benefits beyond its existing service potential, or is necessarily incurred to enable future economic benefits to be obtained, and if that expenditure would have been included in the initial cost of the item had it been incurred at that time.

Where an item of property, plant or equipment is disposed of, the gain or loss recognised in the Statement of Financial Performance is calculated as the difference between the net sale price and the carrying amount of the asset. Any revaluation surplus is reduced or increased by the amount applicable to that item.

Depreciation

Depreciation of property, plant and equipment, other than freehold land, is calculated at rates as allowed by the Income Tax Act 2007. The following rates have been used which closely approximate the estimated useful life of the asset:

Plant & Equipment. 20% - 48% Straight Line
Plant & Equipment. 20% Diminishing Value
Website Development. 40% Diminishing Value

Assets estimated useful life is reassessed annually.

Income Tax

The society is subject to the provisions of Section DV8 of the Income Tax Act 2007 relating to non-profit organisations.

Investments

Investments have been stated at cost.

Goods and Services Tax

All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

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.

2023 2022

3. Revenue**Operating Revenue**

Commission Income	2,948	2,937
Email - Job Advertising	-	450
Advertising - Newsletter	450	150
Grants PMI	18,800	18,952
Membership Dues - US	125,534	106,582
PD Course Income - CPN	-	313
PMDOS - Income	628	3,643
Seminars Income - ILM	37	9,605
Advertising - Website	2,680	1,500
Total Operating Revenue	151,077	144,132

Other Revenue

Interest Received	11,797	4,188
Total Other Revenue	11,797	4,188

Total Revenue	162,873	148,320
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2023 2022

4. Cash At Bank**Bank Balances**

BNZ - 000 (National)	6,201	20,967
BNZ - 001 (On Call)	5,089	105,953
BNZ - 002 (Conference)	12,857	12,632
BNZ - 003 (Central Island)	777	763
BNZ - 004 (Northern)	306	301
Total Bank Balances	25,230	140,615

2023 2022

5. Trade & Other Receivables**Receivables and Accrued Income**

Accounts Receivable	1,150	-
Accrued income	39,865	25,838
Total Receivables and Accrued Income	41,015	25,838

	2023	2022
6. Income Tax Account		
Income Tax Asset (Payable)		
Opening Balance	435	446
Tax Refunds	-	(12)
RWT Paid	-	1
Total Income Tax Asset (Payable)	435	435
	2023	2022
7. Income Tax Expense		
Net Profit (Loss) per Financial Statements		
Current Year Earnings	(24,801)	(55,870)
Total Net Profit (Loss) per Financial Statements	(24,801)	(55,870)
Additions to Taxable Profit		
Outside Membership Adjustment	41,670	65,859
Total Additions to Taxable Profit	41,670	65,859
Deductions from Taxable Profit		
Income Tax Credit for Non-Profit Bodies	1,000	1,000
Utilised tax losses	15,869	16,942
Total Deductions from Taxable Profit	16,869	17,942
Taxable Profit (Loss)	-	(7,953)
Tax Payable at 28%	-	-
Deductions from Tax Payable		
Resident Withholding Tax Paid	-	2
Provisional Tax Paid	-	-
Total Deductions from Tax Payable	-	2
Income Tax Refund Due (Payable)	-	(2)

The society has accumulated income tax losses totalling \$66,705 which will be carried forward and offset against future taxable income. At current tax rates the income tax benefit is \$18,677.

The "Outside Membership Adjustment" is to adjust the current year earnings to the calculated taxable profit (loss) which is based around revenue generated from non-members (outside the "circle of membership").

	2023	2022
8. Term Deposits		
BNZ Term Deposit - 3022	58,372	56,518
BNZ Term Deposit - 3026	-	20,000
BNZ Term Deposit - 3027	-	50,000
BNZ Term Deposit - 3033	54,552	52,028
BNZ Term Deposit - 3034	50,000	-
BNZ Term Deposit - 3035	50,000	-
BNZ Term Deposit - 3036	20,000	-
Total Term Deposits	232,923	178,546
	2023	2022

9. Property, Plant and Equipment

Plant and Equipment		
Plant and Equipment	1,596	15,744
Accumulated depreciation - plant and equipment	(1,596)	(15,744)
Total Plant and Equipment	-	-
Website Development		
Website Development	-	23,023
Accumulated depreciation - Website Development	-	(22,969)
Total Website Development	-	55
Total Property, Plant and Equipment	-	55
	2023	2022

10. Trade & Other Payables

Payables & Accruals		
Accounts Payable	14,366	15,740
Accrued Expenses	13,100	16,167
BNZ Credit Card	1,253	775
Total Payables & Accruals	28,720	32,681

The society has a BNZ Business Visa Limited of \$2,000 (2022: \$2,000)

11. Capital Expenditure Commitments

There are no liabilities in respect of capital expenditure at balance date other than those provided for in the accounts (Last Year: Nil).

12. Contingent Liabilities

There are no contingent liabilities at balance date (Last Year: Nil).

13. Subsequent Events

No significant events have occurred after balance date (Last Year : Nil).

14. Going Concern

PMINZ had a successful national conference in February 2024 which returned a profit, contributing to a more positive financial outlook for the 2024 financial year. Planning is also underway for next year's national conference in May 2025, with the ambition to attract more attendees with a corresponding increase in profit. Costs of both the conference and normal operating activities continue to be closely monitored. The 2024-2026 strategy is showing good results with membership numbers trending upwards, a welcome turnaround from the challenging Covid years, and increased marketing efforts have led to a significant increase in LinkedIn and Facebook followers and attendance at Branch events. When compared to financial year end 2022 and 2023, our net losses have reduced and a profit forecast for financial year end 2024.

INDEPENDENT AUDITOR'S REPORT

To the Members of Project Management Institute of New Zealand Incorporated

Opinion

We have audited the special purpose financial statements of Project Management Institute of New Zealand Incorporated (the "Institute") on pages 5 to 15, which comprise the statement of financial position as at 31 December 2023 and the statement of financial performance and the statement of changes in general funds for the year then ended, and notes to the special purpose financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying special purpose financial statements of the Institute for the year ended 31 December 2023 are prepared, in all material respects, in accordance with the accounting policies as disclosed in Note 2 of the special purpose financial statements.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Special Purpose Financial Statements* section of our report. We are independent of the Institute in accordance with Professional and Ethical Standard 1 International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Project Management Institute of New Zealand Incorporated.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution

We draw attention to Note 2 to the special purpose financial statements, which describes the basis of accounting. The special purpose financial statements are prepared for the members of the Institute and for the Inland Revenue Department. As a result, the special purpose financial statements may not be suitable for another purpose. Our report is intended solely for the Institute's Members, as a body and should not be distributed to parties other than the Institute and its Members. Our opinion is not modified in respect of this matter.

Board's Responsibilities for the Special Purpose Financial Statements

The Board is responsible on behalf of the Institute for the preparation of the special purpose financial statements in accordance with the accounting policies as disclosed in Note 2 to the special purpose financial statements and for such internal control as the Board determines is necessary to enable the preparation of special purpose financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible for assessing the Institute'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 intends to liquidate the Institute or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Special Purpose Financial Statements

Our objectives are to obtain reasonable assurance about whether the special purpose financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of these special purpose financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the special purpose financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the special purpose financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

JSA AUDIT LTD

JSA Audit Limited
Parnell, Auckland
26 September 2024