



Annual Report

Including performance report and financial statements for year ended 31 March 2018

Epilepsy Association of New Zealand Incorporated

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2. Highlights



3. Chairperson's Report

I am pleased to present the Annual Report for the Epilepsy Association of New Zealand for 2018.

Epilepsy New Zealand exists to assist people who are affected by Epilepsy and to improve the knowledge and acceptance of Epilepsy within society. The board is very grateful to the staff who have worked with dedication, skill and passion to achieve these ends.

This past twelve months has been another challenging year for Epilepsy New Zealand. We have continued to struggle to earn sufficient income to pay all the bills. We have focused this year on ensuring that fundraising is the major priority. This was one of the reasons that the board restructured midway through the year; we wanted to ensure that we had two staff members whose job is solely to write grant applications. We need to also find other sources of income, but we need to maximise what we can obtain from community organisations and other grant-giving agencies.

It is necessary to review the goals of any organization from time to time. What should we be doing? Are we actually doing this successfully? Is the current model for providing our services the best one? It was with these questions in mind that we held a meeting of all the ENZ staff in March. Supporters, clients and other interested parties were also invited, and we were delighted that most of the board of the Epilepsy Foundation took up the invitation to attend. There was very worthwhile discussion on goals for ENZ, and the board has had plenty of material to mull over as a result. However, because of financial constraints, we do need to introduce changes in a carefully staged manner.

It is very satisfying that the relationship between Epilepsy New Zealand and the Epilepsy Foundation continues to improve. There is a unanimous view amongst both boards that we should continue collaborating to ensure we deliver the best possible assistance to people with epilepsy.

Finally, I would like to thank the board members who are retiring from the board - Paul Kellett, Alison Nation and Gillian Fowkes-Bate. Paul and Ali have spent several years on the board as president and treasurer respectively, while Gill has devoted a great deal of time and energy to ENZ activities over the past year. The rest of the board was disappointed when Gill told us recently that her family is heading back to Asia to live. We thank Paul, Ali and Gill for all the work they have done for ENZ and wish them well for the future.

Isabelle Delmotte was co-opted onto the board following the last AGM. She has also resigned, but has stood for re-election. We thank her, too, for her work for ENZ. We thank all those candidates who were prepared to put themselves forward for election, and welcome those who have been elected.

As always particular thanks must go to all our funders, financial supporters, members and volunteers. Special thanks to our major benefactors and partners:

- Lottery National Community Board
- Ministry of Health and all District Health Boards with whom we hold a contract via the Waikato District Health Board to provide Epilepsy Related Services
- Pub Charity
- COGs

Once again, we thank the CEO - Graeme Ambler - and all the staff for their work.

Best wishes

Peter Bergin. President, Epilepsy Association of New Zealand Inc.



About Epilepsy Association of New Zealand Inc.

Epilepsy Association of New Zealand Inc. is a national organisation, based in Hamilton, operating 12 offices throughout the country employing 15 x professional Educators to deliver local services including information, education, support and community awareness.

Trading as:	<ul style="list-style-type: none"> • The National Epilepsy Association of New Zealand™ • Epilepsy New Zealand™ 				
Established	1956				
Nature of Business	Epilepsy New Zealand exists to improve the social condition and quality of life of people with epilepsy, and those who care for them, along with increasing the knowledge of epilepsy in the wider community throughout New Zealand.				
Contact Details	Epilepsy House, 6 Vialou St., PO Box 1074, Hamilton 3204. New Zealand. Tel: +64 7 834 3556 Email: national@epilepsy.org.nz Website: www.epilepsy.org.nz				
Vision:	To be a world class organisation at the centre of New Zealand's Epilepsy community that positively influences the lives of people, families and communities affected by epilepsy.				
Mission:	To inspire and equip families and people, who live with epilepsy, towards effective self management of their diagnosis and are engaged with society through information, education, support and public awareness.				
Values:	↻ Professional ↻ Inclusive ↻ Passionate ↻ Empowering ↻ Supportive				
Charity Registration	CC 10611	Incorporation Number	216663	IRD Number	041-467-924
Patron	Vacant				
Ambassadors	Stephen Leggett Phillis Meti		Kath Beir Gemma Knight		
Volunteer Board Members:	Dr Peter Bergin (President), (Vice President April- Sept 2017), Neurologist Alison Nation (Treasurer), Accountant Paul Kellett (Past President), (Co-Opted Sept 2017 – Sept 2018), IT Specialist Susan Hill, Executive Gillian Fowke-Bate, (Sept 2017- Aug 2018), Director Dr Isabelle Delmotte, (Co-Opted), University of Waikato Dr Lorraine Skelton, (Sept 2017- Sept 2018), AUT/ Massey University Glenys Steele (April- Sept 2017) Noel Hensman (April – Sept 2017)				
Volunteer Commissioners	Ewen Cooke, Business and Policy Analyst retired Michael Chapman, Senior Analyst - MOH retired				
Management	Graeme Ambler (CEO/Secretary) T: +64 7 834 3556 M: 027 489 7840 E: ceo@epilepsy.org.nz				
Bank	BNZ Victoria St., Hamilton. Account: 02 0316 032384 00				
Accountants	PKF Hamilton, Chartered Accountants, 1026 Victoria St., Hamilton 3204 T: 07 839 2106				
Auditors	Owen McLeod , 91 Clarence St, Hamilton Lake, Hamilton West 3204 T: 07-839 1235				

4. Corporate Governance

Board

Epilepsy Association is governed by a six member Board, responsible for the overall corporate governance and direction of the ENZ business and affairs on behalf of members.

The board consists of a non executive president, a non executive vice president and four non executive members. Board members are elected under the procedures set out in the ENZ constitution.

The President carries out a leadership role in the conduct of the board and its relations with members and other stakeholders.

The Board has delegated the day to day leadership and management of ENZ to the Chief Executive Officer, who maintains a close working relationship with the president.

All members of the Board are members of ENZ. Although they do not receive any remuneration in their roles as Board Members of ENZ, a number also contribute their expertise and are remunerated in this capacity.

Commissioners

ENZ would like to also gratefully acknowledge the work of our Commissioners during the year. Both Ewan Cooke and Michael Chapman undertake an important role ensuring independence and transparency in processing of complaints, membership termination, eligibility of remits and proposals to award Life Membership.

Epilepsy Trust

Epilepsy Trust is an independent entity with the purpose to deliver financial stability enabling funds to be reinvested into ENZ to deliver on its mission and increase ENZ reach into New Zealand business and society.

The Epilepsy Trust is governed by a four member board: Paul Kellett, Brian Jonasson, Michael Chapman and David Vickery. ENZ CEO is Secretary.

5. Chief Executive's Report

Epilepsy New Zealand field staff have been busy making 17,342 support contacts throughout the year working to make a positive difference to people's lives who live with epilepsy. We have run 746 seminars with 6293 people attending to learn about epilepsy. Information has been distributed to 34,066 people.

The Epilepsy New Zealand team has been working with the Board to develop future strategy and now is looking to implement the plans to increase revenue and reduce costs. At the same time we are always looking to try new ways that will improve customer experience, save time and money.

We have been lucky to have support of University of Waikato and WINTEC students volunteering during the year assisting in marketing and fundraising. We hope to continue our relationships and develop further volunteer support with other universities and organisations.

I am always keen to hear your thoughts and ideas about where you see Epilepsy New Zealand going in the future. Please call me or drop me a note with your suggestions.

Epilepsy New Zealand continues to be very ably governed by a strong Board led by Dr Peter Bergin. Without the support of our members, supporters, Commissioners and wider health professional community we would not be able to achieve our mission.

A huge thank you to the team at Epilepsy New Zealand as their passion to make a positive difference to the lives of people with epilepsy is contagious.

Graeme Ambler

CEO/Secretary, Epilepsy Association of New Zealand Inc

6. About Our Services

The reason people seek our services vary widely and depend on many factors such as age, stage of life, individual needs, the unique problem or issue a person maybe facing together with their personal goals for the future.

Providing quality, relevant and valued client services that make a difference to the 48,000 people’s lives and their journey with epilepsy is important. Six people are diagnosed with epilepsy each day.

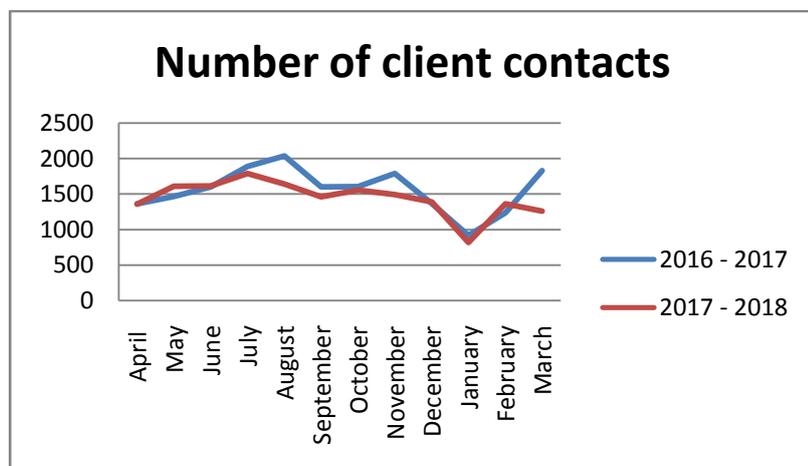
Our services essentially can be described as provision of:

- Information
- Education and Training
- Individual support
- Public Awareness & Advocacy

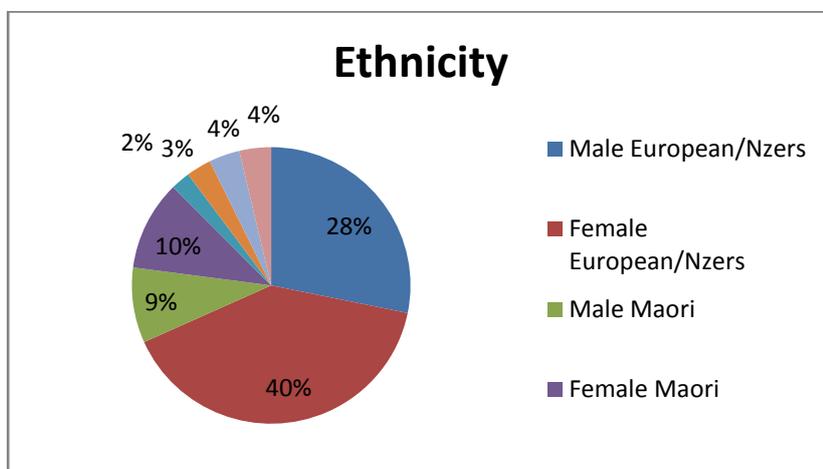
Information

Our initial contact with new service users usually is by telephone. People contact us for a variety of reasons either just after being diagnosed with epilepsy or quite some time after being diagnosed and seeking information or understanding of the condition.

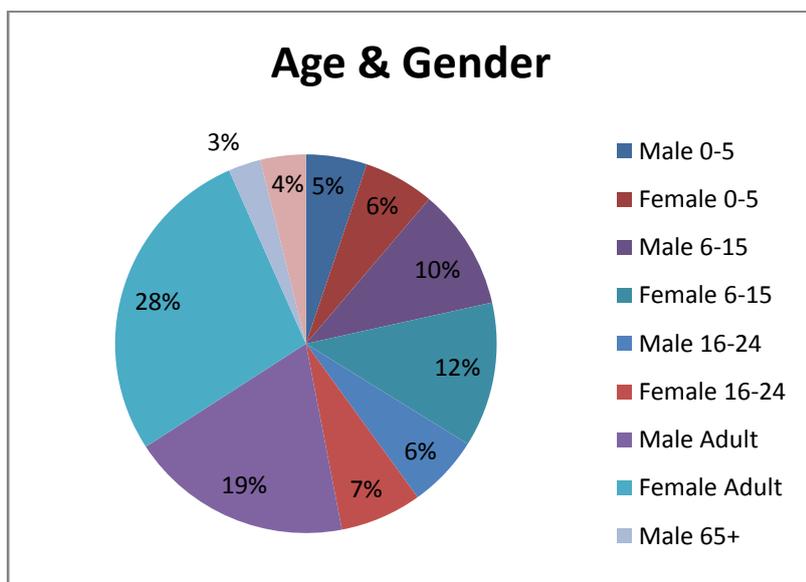
We wish to make a contact as soon as possible following diagnosis so as to help people make healthy adjustment to living with epilepsy, and to prevent the development of chronic problems such as depression.



A diagnosis of epilepsy is almost always accompanied by a sense of loss – whether it is the loss of the ability to drive, a loss of income and independence or the loss of personal freedom which comes from a fear of having a seizure while carrying out day to day social or recreational activity. There is a widespread lack of understanding about epilepsy in the community and a persistent stigma exists as a consequence.



We believe that an effective way to remove the stigma and dispel the myths associated with epilepsy is through awareness and education. Our information service helps to reduce the anxiety surrounding epilepsy by easing the fear of the unknown, demystifying the facts and removing misconceptions about what epilepsy is and is not. We ensure people living with epilepsy have access to as much current information about the causes, treatments and impact as they need and want, to optimise management of their condition and improve quality of life. We also provide valuable information services to those in the community working with people living with epilepsy which enhances their capacity to provide appropriate care.

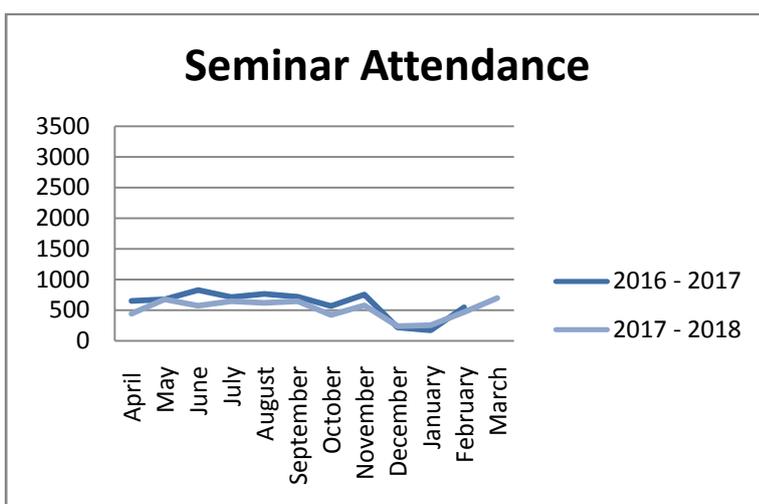
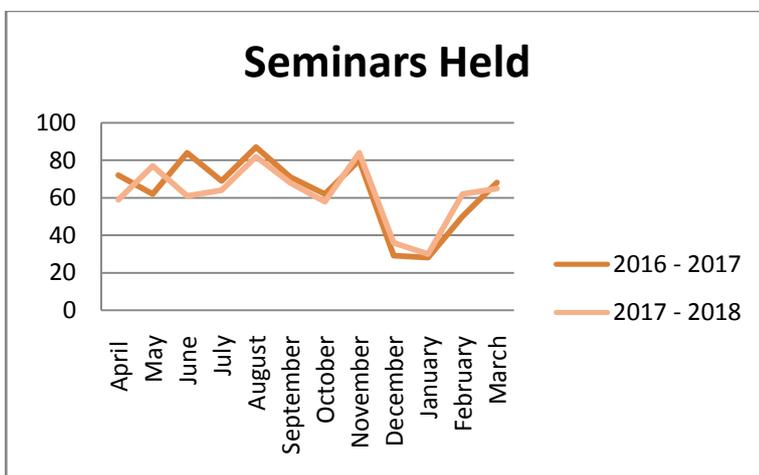


Education & Training

Our education and training programs are not to be confused with public relation talks. ENZ provides education and training services to corporate groups, teachers, tertiary institutions, agencies, law enforcement, justice, as well as health and care professionals.

It is important that the wider public communities are aware of epilepsy and know what to do should a seizure occur. The likes of schools need to have a management plan in place should they have a child attending living with epilepsy.

Our training has continued with a “Fee per Session” model due to the continued need for sustainability of the association. This model has been created so that individuals and families living with epilepsy are not charged for use of our services, with our fee structure targeted only at organisations and businesses who seek professional development for their chargeable service. Such organisations include, but are not limited to, rest homes, supported living facilities, and transport organisations.



Support

Our support services are at the heart of our work with people living with epilepsy – it is through our professional Educators providing one on one consultations with adults and children and their ability to build relationships with those who use our services that we are able to make a real difference to people’s lives.

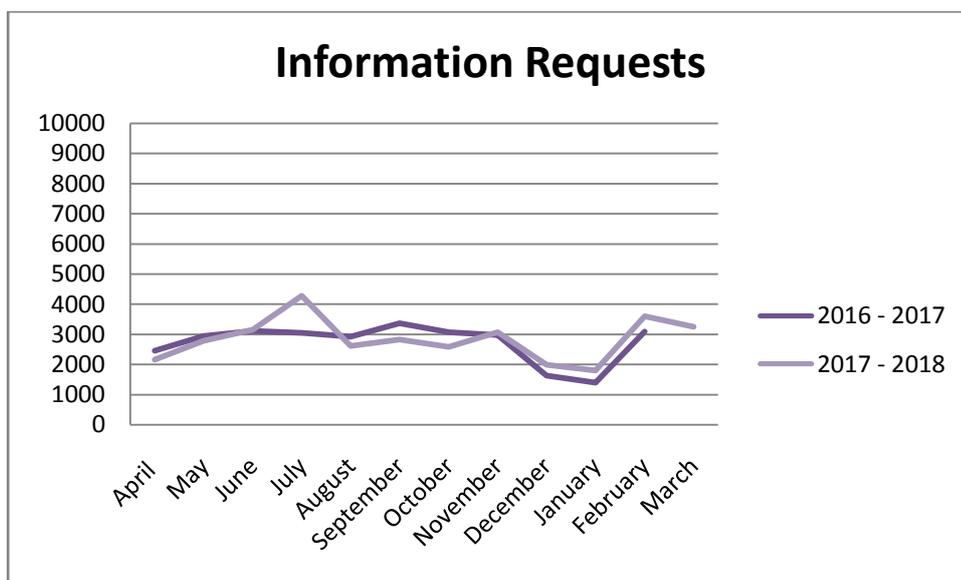
Support services are provided in a number of ways including advice on how to deal with epilepsy for those newly diagnosed, liaison with schools or employers, working with the person to re-establish confidence in gaining or regaining employment or engaging in social or recreational activity. Services can be provided on a one off situation, periodically to address changing life situations or on an ongoing basis.

Public Awareness & Advocacy

During the year we undertake awareness campaigns in November and March. Providing community and targeting community groups with information about epilepsy and speaking out for the rights and interests of those with epilepsy. Community groups to be targeted and provided with information include health professionals, health and disability service providers, government ministers and officials, members of parliament, local authorities, schools, employers and service clubs.

Our advocacy work primarily involves supporting our clients to ensure that they are not disadvantaged in any community setting such as school or workplace.

We aim to ensure minimal restrictions and maximum opportunity for growth and fulfillment. Information and education are essential strategies for removing barriers to full participation and opportunity.



Life Members

Dianne Armstrong
 John Fry (Deceased)
 Betty Hendriks
 James Horn
 JM Labrum
 Barbara Syme
 Ivan Wills

Des Arnold
 Judith Hayes
 Irene Hollebbon
 Robert Hughes
 John Marshall
 Susan Thomson
 David Wolstenholme (Deceased)

Michael Chapman
 Philip Haythornwaite
 Carmel Horn
 JH Humphrey
 Mary Scivener
 Neil White
 Bruce Hayes (Deceased)

7. Thank you for your support

Grants:

Lotteries Commission
 Pub Charity
 NessBank Trust
 FOUNDATION NORTH - Foundation North - Auckland
 FOUNDATION NORTH - Foundation North - Northland
 Baytrust
 Infinity Foundation - Funding Grant
 Southern Trust
 The Community Trust of Southland
 North and South Trust
 COGS -tamatea/tamaki-Nui-A-Rua - COGS - Tongiriro
 Akarana Community Trust
 TECT
 Southern Trust
 Southern Victoria Charitable Trust
 Thomas Richard Moore Trust
 Thomas George macarthy Trust
 COGS -tamatea/tamaki-Nui-A-Rua
 COGS -tamatea/tamaki-Nui-A-Rua - COGS - Kahungunu
 Ki Heretaunga
 Eastern & Central Community Trust
 Trust Waikato
 Pelorus Trsut
 COGS -tamatea/tamaki-Nui-A-Rua - COGS - Southland
 COGS - Rotorua
 COGS - Far North
 COGS - Manukau
 COGS - Tauranga/Moana
 Marlborough District Council - Council Community Grant
 2017-2018
 Mt Wellington Foundation
 JBS Dudding Trust
 JBS Dudding Trust
 COGS - Auckland City
 COGS - Whangarei-Kaipara
 GSK - Grant Funding
 COGS -tamatea/tamaki-Nui-A-Rua - COGS - North
 taranaki
 COGS -tamatea/tamaki-Nui-A-Rua - COGS - South
 taranaki
 COGS - Wairarapa
 COGS - Mataatua
 COGS - Coastal Otago/Waitaki
 NZ Guardian Trust - Brett Stevens - NZ Guardian Trust

Christchurch City Council

Waioira Community Trust

Trust House

Oxford Sports Trust

Dragon Community Trust

Bendigo Valley

The W Duncan Bickley Trust Fund

COGS - Waitakere City

COGS - Papakura/Franklin

COGS - Central Otago

COGS - Marlborough

Tasman District Council - Nelson/Marlborough

Rotorua Energy Charitable Trust - RECT

Rotorua Energy Charitable Trust

Rotorua Energy Charitable Trust - RECT

COGS - tamatea/tamaki-Nui-A-Rua - COGS - Hutt Valley

COGS - Whitiareia

COGS - Wellington

COGS - Rodney/North Shore

Rehabilitation Welfare Trust

Winton & Margaret Bear Charitable Trust

Waipa District Council - Discretionary Fund - Cambridge

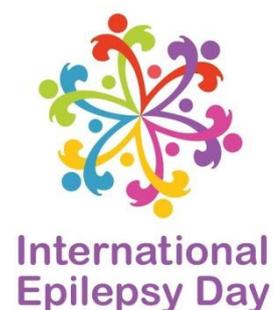
COGS - Waikato West

Waipa District Council - Discretionary Fund - Te Awamutu

Waipa District Council - Discretionary Fund - Pirongia



Thank you to all those people, schools, businesses and organisations that helped to build world awareness about epilepsy by wearing purple and doing fundraising activity to raise funds for the organisation. We hope that you had fun in helping to support those living with epilepsy in New Zealand. Please do it again in 2019.



8. Financial Annual Report



INDEPENDENT AUDITOR'S REPORT

To National Board of Epilepsy Association of New Zealand Incorporated

Report on the Consolidated Performance Report

Opinions

We have audited the consolidated performance report of Epilepsy Association of New Zealand Incorporated and its subsidiary (The Group) on pages 3 to 18, which comprises the entity information, the statement of service performance, the consolidated statement of financial performance and consolidated statement of cash flows for the year ended 31 March 2018, the consolidated statement of financial position as at 31 March 2018, the statement of accounting policies and other explanatory information.

Opinion on consolidated financial position, entity information and service performance

In our opinion:

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- the consolidated performance report on pages 3 to 18 presents fairly, in all material respects:
 - the consolidated financial position of the Group as at 31 March 2018;
 - the entity information for the year then ended; and
 - the service performance for the year then ended

in accordance with the requirements of Public Benefit Entity Simple Format Reporting Standard – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board.

Qualified opinion on consolidated financial performance and cash flows

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* paragraph, the consolidated performance report on pages 3 to 18 presents fairly, in all material respects the financial performance and cash flows of the Group for the year ended 31 March 2018, in accordance with the requirements of Public Benefit Entity Simple Format Reporting Standard – Accrual (Not-For-Profit).

Basis for Qualified Opinion

In common with similar organisations control over cash revenues such as donations prior to being recorded is limited and there are no practical audit procedures to determine the effect of that limited control. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

We conducted our audit of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the consolidated performance report in accordance with International Standards on Auditing (New Zealand), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of the Group in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* 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 audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in the Group.

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www.owenmcleod.co.nz



Principal: Richard Owen BMS. CA. Manager: Scott McDonald C.A.

Other Matter

The consolidated performance report of Epilepsy Association of New Zealand Incorporated the year ended 31 March 2017, were audited by another auditor who expressed an modified opinion on 26 June 2017 due to limit control over donations prior to being recorded.

Other Information

There is no other information.

National Board's Responsibility for the Consolidated Performance Report

The National Board is responsible for:

- identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- the preparation and fair presentation of the consolidated performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the consolidated statement of financial performance, consolidated statement of financial position, consolidated statement of cash flows, statement of accounting policies and notes to the performance report
 in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and
- for such internal control as the National Board determines is necessary to enable the preparation of a consolidated performance report that is free from material misstatement, whether due to fraud or error.

In preparing the consolidated performance report, the National Board is responsible for assessing the Group'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 National Board either intends to liquidate the Group or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Consolidated Performance Report

Our objectives are to obtain reasonable assurance about whether the consolidated performance report is 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) and ISAE (NZ) 3000 (Revised) 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 economic decisions of users taken on the basis of this consolidated performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated performance report, 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 entity'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 National 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 Group'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 performance report 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 Group to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the consolidated performance report, including the disclosures, and whether the consolidated performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the National 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.



R K Owen
Owen McLeod & Co
Chartered Accountants & Auditors
Hamilton, New Zealand
17 July 2018

Annual Report

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

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Entity Information

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

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

Legal Name of Entity

Epilepsy Association of New Zealand Inc.

Entity Type and Legal Basis

Epilepsy Association of New Zealand (ENZ) is a registered Incorporated society under the Incorporated Societies Act 1908 and Charities Act 2005.

Registration Number

CC10611

Entity's Purpose or Mission

Supporting people in New Zealand living with epilepsy and promoting the welfare and interests of people with epilepsy and their family/whanau through education, information support and public awareness

Main Sources of Entity's Cash and Resources

ENZ relies on donations from the public as well as grants from District Health Board & NZ Lottery and other charitable organisation to fund day to day activities.

Main Methods Used by Entity to Raise Funds

Donation Events/Campaigns

Entity's Reliance on Volunteers and Donated Goods or Services

Volunteers assist in administration works of day to day activities of the Association



Entity Information**Entity Structure**

Epilepsy Association of New Zealand is a registered Not-For-Profit charity, operated by a Board of Trustees monitored by independent Commissioners. It represents its membership by operating a centralised management structure, located in Hamilton. It presently delivers its services in 12 regional offices, located throughout New Zealand, employing 15 professionally trained educators that deliver individualised client education, information and support services together with a localised community awareness and education program.

The Association has the power to do anything lawful that maybe necessary or conducive to attain its objectives exercised by its elected Board, which is independently monitored by elected Commissioners. The Board functions include overseeing the conduct of Association business and of appointed CEO to manage the day to day affairs of the Association in accordance with the organisations objectives together with the policy and direction determined by the Board.

DirectoryCommissioners

Ewan Cooke

Michael Chapman

Board Members

Dr Peter Bergin (President October - March 2018, Vice President April - September 2017)

Alison Nation (Treasurer)

Gillian Fowke Bate

Lorraine Skelton

Susan Hill

Dr Isabelle Delmotte

Paul Kellett (President April - September 2017, Past President October - March 2018)

Glenys Steele (Board Member April - September 2017)

CEO/Secretary

Graeme Ambler

Physical Address

6 Vialou Street

Hamilton

Postal Address

PO Box 1074, Waikato Mail Centre

Hamilton

New Zealand

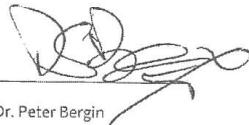


Approval of Performance Report

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

The Trustees are pleased to present the approved performance report including the historical financial statements of Epilepsy Association of New Zealand Inc. for year ended 31 March 2018.

APPROVED



Dr. Peter Bergin

President

Date 21/06/18



Alison Nation

Treasurer

Date 21 June, 2018

Statement of Service Performance

Epilepsy Association of New Zealand Inc.

For the year ended 31 March 2018

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

Description of Entity's Outcomes

Epilepsy Association of New Zealand seeks to promote the welfare and interest of people with epilepsy in New Zealand and their family/ whanau through education, information support and public awareness. To deliver educational and information support services agreed with District Health Board. To build and maintain a suitable organisation to ensure the Association can continue to provide for people suffer with epilepsy.

	2018	2017
Description and Quantification of the Entity's Outputs		
Number of Members	208	382
Number of Clients registered with ENZ	5,218	7,038
Number of Client Contacts	17,342	18,693
Number of Seminars Held	746	763
Number of people attending Seminars	6,293	9,912
Number of Non-client contacts - not registered with ENZ	34,066	41,730
Total Number of people assisted	57,701	70,335

Description and Quantification of the Entity's Outputs

Epilepsy Association of New Zealand provides individual information, education and support to people with epilepsy and their networks so as to achieve better health outcomes through self management and community inclusion. Wider community education and awareness is delivered to a wider variety of places including schools, health professionals and community organisations to increase understanding of epilepsy. Our goal is to increase membership presence in the community and to increase public understanding so as people with epilepsy are included in the community without fear of prejudice and stigma.



Statement of Financial Performance and Comprehensive Income

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

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

	NOTES	Group 2018	Group 2017
Revenue			
Donations, fundraising and other similar revenue	1	694,230	491,373
Fees, subscriptions and other revenue from members	1	1,427	1,152
Revenue from providing goods or services	1	400,295	414,792
Interest, dividends and other investment revenue	1	23,870	27,035
Other revenue	1	-	919
Total Revenue		1,119,822	935,272
Expenses			
Expenses related to public fundraising	2	6,143	4,408
Volunteer and employee related costs	2	968,878	919,129
Costs related to providing goods or service	2	197,925	210,128
Other expenses	2	91,202	96,008
Total Expenses		1,264,148	1,229,673
Surplus/(Deficit) for the Year		(144,326)	(294,401)
Other Comprehensive Income			
Unrealised gains on investments		13,774	7,829
Total Comprehensive Revenue and Expenses for the year		(130,551)	(286,572)

This statement should be read in conjunction with the notes to the Performance Report and Statement of accounting policies.

Annual Report Epilepsy Association of New Zealand Inc.



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Statement of Financial Position

Epilepsy Association of New Zealand Inc.
As at 31 March 2018

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

	NOTES	Group 31 MAR 2018	Group 31 MAR 2017
Assets			
Current Assets			
Bank accounts and cash	3	188,726	398,118
Debtors and prepayments	3	49,209	53,072
Investments	3	20,368	253,850
Inventories	3	5,118	7,840
Total Current Assets		263,421	712,880
Non-Current Assets			
Property, Plant and Equipment	5	285,299	303,181
Investments	3	384,479	336,499
Total Non-Current Assets		669,778	639,681
Total Assets		933,199	1,352,561
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	75,526	102,410
Employee Costs Payable	4	88,319	86,782
Unused donations and grants with conditions	7	75,981	339,444
Total Current Liabilities		239,826	528,636
Total Liabilities		239,826	528,636
Total Assets less Total Liabilities (Net Assets)		693,374	823,926
Accumulated Funds			
Accumulated surpluses	6	577,024	721,350
Fair Value Reserves	6	116,350	102,575
Total Accumulated Funds		693,374	823,926



This statement should be read in conjunction with the notes to the Performance Report and Statement of accounting policies.

Statement of Cash Flows

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

'How the entity has received and used cash'

	NOTES	Group 2018	Group 2017
Cash Flows from Operating Activities			
<i>Cash Flow was Received from</i>			
Donations, fundraising and other similar receipts		430,767	811,498
Fees, subscriptions and other receipts from members		1,427	1,152
Receipts from providing goods or services		404,385	409,958
Interest, dividends and other investment receipts		23,870	27,036
Cash receipts from other operating activities		-	919
Total Cash Flow was Received from		860,449	1,250,563
<i>Cash was applied to</i>			
GST		(30,955)	34,943
Payments to suppliers and employees		(1,234,751)	(1,183,475)
Total Cash was applied to		(1,265,706)	(1,148,532)
Total Cash Flows from Operating Activities		(405,257)	102,031
Cash Flows from Investing and Financing Activities			
<i>Cash was received from</i>			
Receipts from sale of investments		199,000	73
Total Cash was received from		199,000	73
<i>Cash was applied to</i>			
Payments to acquire property, plant and equipment		(3,135)	(3,212)
Total Cash was applied to		(3,135)	(3,212)
Total Cash Flows from Investing and Financing Activities		195,865	(3,139)
Net Increase/(Decrease) in Cash		(209,392)	98,892
Cash Balances			
Cash and cash equivalents at beginning of period	3	398,118	299,226
Cash and cash equivalents at end of period	3	188,726	398,118
Net change in cash for period		(209,392)	98,892

This statement should be read in conjunction with the notes to the Performance Report and Statement of accounting policies.

Annual Report Epilepsy Association of New Zealand Inc.



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Statement of Accounting Policies

Epilepsy Association of New Zealand Inc.
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 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.

These financial statements are group financial statements representing the consolidated financial results and position of Epilepsy Association of New Zealand Inc and its subsidiary the Epilepsy Trust.

Basis of Consolidation

Controlled entities are all those entities over which the controlling entity has the power to govern the financial and operating policies so as to benefit from its activities. The controlled entities are consolidated from the date on which control is transferred and are de-consolidated from the date that control ceases. In preparing the consolidated financial statements, all inter-entity balances and transactions, and unrealised gains and losses arising within the consolidated entity are eliminated in full. The accounting policies of the controlled entity are consistent with the policies adopted by the Group and have a 31 March reporting date.

Goods and Services Tax (GST)

The Association 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

The Association and the Trust are registered as a charitable entity under the Charities Act 2005 and is exempt from income tax under the income tax legislation.

Bank Accounts and Cash

Bank accounts and cash are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

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.

Revenue

Revenue is recognised to the extent that is probable that the economic benefit will flow to the Group and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.



Statement of Accounting Policies

Donation, Fundraising & Other similar revenue

Donations are recognised as revenue upon receipt.

Grant revenue includes grants given by other charitable organisation, government sector and public. Grant revenue is recognised when the conditions attached to the grant has been complied with. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

Revenue from legacies and estates that satisfies the definition of an asset is recognised as revenue when it is probable that future economic benefits or service potential will flow to the entity, and the fair value can be measured reliably.

Revenue from provide goods & services

The Association receives revenue from the central government to provide services to people with epilepsy. Revenue is recognised in the period the goods and services are provided.

Interest Revenue

Interest revenue is recognised as it accrues, using the effective interest method.

Dividend Income

Dividend Income is recognised when the right to receive payment is established.

Property, Plant & Equipment

Property, plant & equipment are stated at cost less accumulated depreciation and impairment losses. Depreciation is provided on a diminishing value basis over the useful life of the asset except for land. Depreciation is charged at rates calculated to allocate the cost of the asset less estimated residual value over it's remaining useful life. Shown below are depreciation rates by the Association

Building	4%
Motor Vehicle	20% - 26%
Furniture & Firings	12% - 48%
Office Equipment	9.5% - 40%
Computer Equipment	33% - 40%

Liabilities

Tagged funds related to grants received with a 'use or return' condition. At the reporting date any grants with 'use or return' condition unused are recorded as a liability until these grants are used for the specific purpose or returned to the granting party.

Trade payable and accruals

These amounts represent liabilities for goods and services provided to the association prior to the end of financial year which are unpaid.

Leases

Payment on operating lease agreements, where the lessor retains substantially the risk and rewards o ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.



Statement of Accounting Policies

Investments

The Association has elected to apply the provisions of the Tier 2 PBE accounting standards in place of the requirements of PBE SFR-A (NFP) standards in respect of the measurement of its investments on the basis that it results in the Performance Report providing more relevant information about the Association's financial performance.

In accordance with Tier 2 PBE accounting standards, the Association's investments are classified as available-for-sale financial assets and are therefore initially recorded at fair value (inclusive of directly attributable transaction costs) and subsequently measured at fair value. Any gain or loss in fair value is then recognised in other comprehensive income until the asset is derecognised, at which time the cumulative gain or loss previously recognised in other comprehensive income is reclassified to profit or loss as a realised gain or loss on derecognition. In the case of the Association's investments, the fair value is based on a market valuation of the investment portfolios as at balance date.

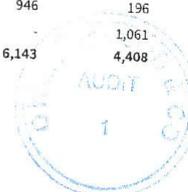
At each balance date, the Association assesses whether there is any objective evidence of impairment. If such evidence exists, any cumulative loss recognised in other comprehensive income in relation to that investment shall be reclassified to profit or loss as an impairment loss.



Notes to the Performance Report

Epilepsy Association of New Zealand Inc.
For the year ended 31 March 2018

	Group 2018	Group 2017
1. Analysis of Revenue		
<u>Donations, fundraising and other similar revenue</u>		
Bequests		
Donations	43,192	36,890
Donor Appeal	41,832	93,619
Community Organisation grant Scheme (COGS)	17,833	450
Grants - Community	52,800	61,267
Grants - Gaming	68,572	45,255
Grants - Philanthropic	219,095	59,375
Lottery National Community	50,906	29,017
Total Donations, fundraising and other similar revenue	200,000	165,500
	694,230	491,373
<u>Fees, subscriptions and other revenue from members</u>		
Memberships		
Total Fees, subscriptions and other revenue from members	1,427	1,152
	1,427	1,152
<u>Revenue from providing goods or services</u>		
Chargeable Income		
Corporate Sponsorship	5,168	3,903
Merchandise Income	372	600
Ministry of Health	951	825
ORC - Mobility Taxi Reimbursement	393,516	392,114
Sundry Income	-	16,906
Total Mobility Income	115	111
Total Revenue from providing goods or services	174	331
	400,295	414,792
<u>Interest, dividends and other investment revenue</u>		
Dividends Received		
Interest Received	8,547	8,922
Total Interest, dividends and other investment revenue	15,324	18,113
	23,870	27,035
<u>Other revenue</u>		
Rent Concessions		
Total Other revenue	-	919
	-	919
	Group 2018	Group 2017
2. Analysis of Expenses		
<u>Expenses related to public fundraising</u>		
Advertising & Marketing		
Fundraising Expenses	5,197	3,151
Refund of Grants	946	196
Total Expenses related to public fundraising	1,061	4,408
	6,143	4,408



Notes to the Performance Report

	Group 2018	Group 2017
Volunteer and employee related costs		
ACC Levies	2,428	2,400
Car parking - Office	4,789	4,135
Health Insurance	14,136	13,590
Staff Amenities & Cleaning	2,509	2,528
Volunteer Expenses	267	25
Wages & Salaries	944,749	896,452
Total Volunteer and employee related costs	968,878	919,129
Costs related to providing goods or services		
Car Parking - General	1,484	1,338
Electricity/Gas	5,766	3,324
Fuel Card	35,819	34,107
Information Resources	2,278	882
Meeting Expenses	-	110
Merchant Fee	673	622
Motor Vehicle Expenses	14,432	12,744
Postage, Printing and Stationery	13,959	14,223
Public Awareness	2,476	3,695
Public Relations	-	207
Rates	1,718	1,660
Relationship Expenses	1,553	446
Rent	61,172	69,797
Staff Development & Training	10,801	10,862
Support Meetings	2,116	2,298
Telecommunications	22,847	27,540
Total Mobility Charges	3,803	17,580
Travel & Accommodation	14,669	6,056
Website	2,359	2,637
Total Costs related to providing goods or services	197,925	210,128
Other expenses		
Accountancy Fees	14,881	12,854
Affiliation & Subscriptions	2,791	2,513
Audit Fees	15,054	27,126
Bank Fees	1,870	1,688
Board Expenses	1,200	230
Charities Commission	44	96
Computer Maintenance	3,544	4,583
Contract Work	5,128	3,703
Depreciation	21,017	24,662
Insurance	16,947	15,220
Interest - Bank Overdraft	499	6
Legal Fees	2,420	-
Loss on Disposal Investment	277	-
Loss On Sales of Fixed Assets	-	958
Office Equipment Under \$500	1,440	138
Outgoings	1,573	232



Notes to the Performance Report

Repairs & Maintenance		
Total Other expenses	2,518	2,098
	91,202	96,008
	Group	Group
	2018	2017
3. Analysis of Assets		
<u>Bank accounts and cash</u>		
CIP Cashman Nominees - Call Account		
Epilepsy Trust - 00	2,426	2,393
Epilepsy Trust - 02	57,641	44,884
Main Operating Account	69,754	13,556
National Achiever	58,905	333,493
National Investment	-	196
Purple Day	1	1,376
Rabo Direct - Master Savings	-	1,961
Total Bank accounts and cash	-	261
	188,726	398,118
<u>Debtors and prepayments</u>		
<u>Prepayments</u>		
Sundry Debtors	10,294	10,018
Total Debtors and prepayments	38,914	43,055
	49,209	53,072
<u>Inventories</u>		
Inventory - Information Resource		
Inventory - Soft Toys	4,980	7,258
Total Inventories	138	582
	5,118	7,840
<u>Investments</u>		
Opening Balance		
Redemption	590,349	582,592
Investments Matured	-	(72)
Loss on disposal investment	(199,000)	-
Less Unrealised losses on investment (Current)	(277)	-
Add Unrealised gain on investments (Non-current)	(582)	(5,494)
Total Investments	14,356	13,323
	404,846	590,349
	Group	Group
	2018	2017
4. Analysis of Liabilities		
<u>Creditors and accrued expenses</u>		
GST		
Accrued Audit Fee	5,389	38,475
Accrued Expenses - Trust	12,200	22,300
Sundry Creditors	3,731	3,940
Total Creditors and accrued expenses	54,206	37,695
	75,526	102,410
<u>Employee costs payable</u>		
Accrued Employee Entitlement		
Holiday Pay Accrual	36,083	35,013
Total Employee costs payable	52,237	51,769
	88,319	86,782



Notes to the Performance Report

	Group 2018	Group 2017
5. Property, Plant and Equipment		
Buildings		
Opening Carrying Amount	252,755	260,328
Purchases	-	-
Sales & Disposals	-	-
Current Year Depreciation	(7,270)	(7,573)
Total Buildings	245,485	252,755
Motor Vehicles		
Opening Carrying Amount	32,980	43,118
Purchases	-	-
Sales/Disposals	-	-
Current Year Depreciation	(7,717)	(10,138)
Total Motor Vehicles	25,263	32,980
Furniture and Fittings		
Opening Carrying Amount	6,233	7,657
Purchases	-	-
Sales/Disposals	-	(322)
Current Year Depreciation	(927)	(1,102)
Total Furniture and Fittings	5,306	6,233
Office Equipment		
Opening Carrying Amount	6,291	10,098
Purchases	-	-
Sales/Disposals	-	(513)
Current Year Depreciation	(2,085)	(3,294)
Total Office Equipment	4,206	6,291
Computer Equipment		
Opening Carrying Amount	4,922	4,290
Purchases	-	3,211
Sales/Disposals	-	(22)
Current Year Depreciation	(2,313)	(2,557)
Total Computer Equipment	2,609	4,922
Plant and Equipment		
Opening Carrying Amount	-	-
Purchases	3,135	-
Sales/Disposals	-	-
Current Year Depreciation	(705)	-
Total Plant and Equipment	2,430	-
Total Property, Plant and Equipment	285,299	303,181



Notes to the Performance Report

6. Accumulated Funds

2018 Group	Accumulated Surpluses or (deficits)	Fair Value Reserve	Total
Opening Balance	721,351	102,575	823,926
Capital gain on sale of fixed assets	-	-	-
Surplus/(deficit)	(144,326)	-	(144,326)
Fair value gain on Investment	-	13,774	13,774
Total	577,025	116,349	693,374

2017 Group	Accumulated Surpluses/(deficits)	Fair Value Reserve	Total
Opening Balance	1,015,752	94,746	1,110,498
Capital gain on sale of fixed assets	-	-	-
Surplus/ (deficit)	(294,401)	-	(294,401)
Fair value gain on Investment	-	7,829	7,829
Total	721,351	102,575	823,926

	2018	2017
7. Unused donations and grants with conditions		
Bay Trust		
Bendigo Valley	6,503	-
Blue Sky	96	4,000
Blue Water Community Trust	-	6,000
CERT	-	5,000
Four Winds	-	6,944
Foundation North	-	10,000
ILT Foundation	8,588	-
NZ Lottery	-	7,500
Pub Charity	-	200,000
Southern Trust	51,211	100,000
W Duncan Bickley	7,943	-
Total Unused donations and grants with conditions	75,981	339,444

8. Related Parties

Description of Related Party Relationship	Description of the transaction	2018 Value of Transactions	2017 Value of Transactions	2018 Receivable/ (Payable)	2017 Receivable/ (Payable)
Alison Nation is a board member and a partner at PKF Hamilton Ltd (formerly BDO Waikato Ltd)	PKF Hamilton Ltd provides accounting services to the Group	18,860	13,979	-	1,484
Alison Nation is a board member and a partner at PKF Hamilton Ltd (formerly BDO Waikato Ltd)	PKF Hamilton Ltd provides employee contract services to ENZ	-	1,894	-	-
Glenys Steele is a board member and a director of About Best Practice	About Best Practice provides legal services to ENZ	2,783	-	-	-



Notes to the Performance Report

	2018	2017
9. Commitments		
<u>Commitments to lease or rent assets</u>		
Less than 12 months	17,051	27,251
More than 12 months but less than 5 years	19,932	26,080
More than 5 years	-	1,690
Total Commitments to lease or rent assets	36,983	55,021

10. Contingent Assets and Liabilities

The Association has no contingent assets and liabilities at 31 March 2018. (Last year - nil)

11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.

12. 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 (Last year -nil).





We need your help!

YES, I would like to help support people in New Zealand living with epilepsy

Please accept my gift of \$10 \$20 \$50 \$100 \$150 My Choice \$ _____

Donations of \$5 or more are tax deductible

Yes, I would like to become a member / renew membership of Epilepsy NZ **\$ 10.00**

TOTAL \$ _____

Name: _____

Address: _____

Email Address: _____ Phone: _____

Membership Number (If you know it) _____

Payment Options:

(A receipt is emailed direct for ALL donations from our National Office within a few days. Please call 07 834 3556 if you have a query.)

- We do not recommend sending **cash** through the post. Please give direct to a staff member.
- Please make **cheques** out to *Epilepsy Association of New Zealand*.
- Online** donations are able to be made on www.epilepsy.org.nz/donation.
- Direct Bank payment** can also be made to our Bank Account **02 0316 0132384 00**. Please use your name as reference

Credit Card Donations: VISA MASTERCARD

Card Number: _____ Name on Card: _____

Expiry Date: _____ Signature: _____

Please return to:

Epilepsy Association of New Zealand
PO BOX 1074,
HAMILTON 3240, New Zealand
Tel: 07 834 3556
E: national@epilepsy.org.nz

- I would like to give \$ _____ each month.
- Please send me an automatic payment form OR charge my credit card above each month
- Please send me information on leaving a bequest to Epilepsy New Zealand.
- I don't want to be a member but please add me to your email mailing list
- I would like to volunteer my time. Please contact me with details how I can volunteer.

Thanks again to our Key Funders



Support our Corporate Supporters

