



Association of Administrative Professionals NZ Inc
Leaders and facilitators of effectiveness, change and productivity
for organisational success.

The 50th Annual General Meeting of the
Association will be held via a Zoom
Meeting on Saturday 5 August 2023 at
9:00am – 10:30am

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Board Chair/President

Joanne Gallop, *NZDipBus(HR), NZDipBus, AdmiNZ Fellow, AdmiNZ Cert*

Deputy Chair/ Vice President

Lisa Lowe

Board Members

Beth Jobin

Kym Weis

Nicole Green

Raakel Ward

National Executive Officer

Sherie Pointon, *NZCATT, GDipTchg, BA, AdmiNZ Cert*

AdmiNZ Professional Development Sub Committee

Janine Hawthorn *NZDipAdmin; AdmiNZ Fellow, AdmiNZ Cert*

Sherie Pointon, *NZCATT, GDipTchg, BA, AdmiNZ Cert*

Advisor - Eth Lloyd, *MNZM, MEd. AdmiNZ Life, Fellow, Cert*

Group Executive Officers 2022/23

Vacant (Whangarei)

Vacant (Auckland)

Dee Holmes (Waikato)

Rose Gilmore (Tauranga)

Teena Vinsen (Taranaki)

Vacant (Hawke's Bay)

Pam Dolman (Manawatu)

Angie Simms (Wellington)

Katrina Aldridge/Fran Martin (Nelson)

Michelle Simpson (Marlborough)

Hannah Gibbons (Christchurch)

Kym Weis (Dunedin)

Agenda

1. Introduction
 - 1.1. Present
 - 1.2. Apologies
 - 1.3. Proxies
2. Confirmation of Minutes of the 49th Annual General Meeting held on Saturday 17 July 2022 via Zoom
3. Matters Arising
4. Adoption of Accounts for year ended 31 March 2023
5. Adoption of Annual Report
6. Notices of Motion
7. Election of Officers
8. General Business

The [Rules of Conduct of the Meeting](#) are included on the last page of these papers.

Please ensure you read the rules before the commencement of the meeting.

Minutes of the 49th Annual General Meeting

**OF THE ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS NEW ZEALAND INC HELD VIA ZOOM
ON SATURDAY 17 JULY 2022, COMMENCING AT 10.00AM**

1. INTRODUCTION

National President and Chair, Joanne Gallop, welcomed everyone to the 49th Annual General Meeting.

Jenny Porter opened the meeting with a Karakia.

A special welcome was made to Life Members Janine Hawthorn, Valerie Jackson and Eth Lloyd.

A special welcome was also made to past National Presidents; Eth Lloyd Sandy Inwood (Marlborough 2010-2012) and Vicki Faint (Wellington 2019-2021).

The Chair noted that the Rules of Conduct for this meeting are on the last page of the Annual General Meeting documentation.

The Chair declared the 49th Annual General Meeting of the Association of Administrative Professionals New Zealand Incorporated open at 10:02am.

The National Executive Team were introduced.

For the purposes of voting via Zoom, poll questions have been generated.

Sherie Pointon was appointed the scrutineer for today's AGM.

The Meeting confirmed that advanced votes have been received within the time period, are valid and all votes received are from members.

1.1 PRESENT

There were 33 full members present via Zoom.

Margaret Bartlett, Nelson	Eth Lloyd, Wellington
Krystyna Beardman, Taranaki	Lisa Lowe, Taranaki
Pam Dolman, Manawatu	Natalie Murtagh, Hawke's Bay
Shona Dowden, Wellington	Shirley-Anne Pearce, Christchurch
Vicki Faint, Wellington	Sherie Pointon, Manawatu
Charlene Fox, Waikato	Jenny Porter, Wellington
Joanne Gallop, Christchurch	Elke Schaefer, Wellington
Hannah Gibbons, Christchurch	Tracy Sherlock, Tauranga
Rose Gilmore, Tauranga	Niska Steele, Taranaki
Nicole Green, Wellington	Angela Simms, Wellington
Janine Hawthorn, Manawatu	Anneliese van Straaten, Wellington
Jan Henderson, Christchurch	Karin Verbeek, Auckland
Mary Huffadine, Wellington	Debbie Walker, Christchurch
Sandy Inwood, Marlborough	Raakel Ward, Tauranga
Beth Jobin, Waikato	Kathy Webb, Nelson
Moira Jones, Wellington	Kym Weis, Dunedin
Kristine Karehana, Auckland	

1.2 APOLOGIES

47 apologies were received:

Diane Bennett, Nelson	Tracey Fleet, Dunedin	Debbie McKillen, Taranaki	Suzanne Shaw, Tauranga
Robyn Bennett, Marlborough	Rebecca Ford-Manson, Christchurch	Marion Pahl, Wellington	Tina Sheehan, Manawatu
Margaret Bennett, Christchurch	Angela Herd, Hawke's Bay	Kelly Paterson, Tauranga	Erin Shewring, Hawke's Bay
Anita Bester, Wellington	Sheryl Josephs, Manawatu	Fiona Paterson, Manawatu	Elizabeth Signal, Christchurch
Paula Birchall, Manawatu	Ronda Keen, Dunedin	Thelma Price, Nelson	Anne Sim, Taranaki
Shannon Bishop, Taranaki	Tracey Kerr, Waikato	Maree Pritchard, Manawatu	Michelle Simpson, Marlborough
Barbara Coetzer, Auckland	Kathryn Knowles, Manawatu	Miriama Pritchard, Auckland	Chris Tynan, Waikato
Fern Derham, Christchurch	Kate Lilley, Dunedin	Tania Putu, Manawatu	Teena Vinsen, Taranaki
Wendy Duff, Christchurch	Sharon Marnewick, Christchurch	Sue Rosser, Manawatu	Kathryn Wade, Waikato
Janie Ellis, Dunedin	Denise McElwain, Wellington	Friday Rountree, Auckland	Anne Weatherley, Wellington
Rhonda Fata, Auckland	Caroline McGlynn Tran, Wellington	Adleen Shandil, Waikato	

Motion: THAT the apologies be received.

Moved: Joanne Gallop, Christchurch

Seconded: Rose Gilmore, Tauranga

CARRIED

1.3 ADVANCED VOTES

10 advanced votes were received

2. CONFIRMATION OF MINUTES OF THE 48TH ANNUAL GENERAL MEETING OF THE ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS NEW ZEALAND INC HELD ON SATURDAY 17th JULY 2021 VIA ZOOM

Motion: That the minutes of the 48th Annual General Meeting of the Association of Administrative Professionals New Zealand Incorporated, held on 17 July 2021 via Zoom, be taken as read and now confirmed.

Moved: Joanne Gallop, Christchurch

Seconded: Vicki Faint, Wellington

CARRIED

3. MATTERS ARISING

No matters arising raised.

4. FINANCIAL STATEMENTS

The financial statements for the year ending 31 March 2022 (as set out in the Annual General Meeting documentation) were received and considered.

Motion: THAT the draft financial statements for the year ended 31 March 2022, as circulated, be received and adopted.

Moved: Sherie Pointon, Manawatu

Seconded: Beth Jobin, Waikato

CARRIED

5. BUDGET

Motion: THAT the Budget for the year ended 31 March 2023, as circulated, be received and adopted.

Moved: Sherie Pointon, Manawatu

Seconded: Moira Jones, Wellington

CARRIED

6. ANNUAL REPORT

Motion: THAT the Annual Report for the year ending 31 March 2022 be received.

Moved: Joanne Gallop, Christchurch

Seconded: Moira Jones, Wellington

CARRIED

Nicole Green thanked Jenny Porter and Beth Jobin for their work in creating the new format of Annual Report for the Association.

7. NOTICES OF RESOLUTIONS

7.1. REMIT 1 ADOPTION OF NEW CONSTITUTION

Motion: from the National Executive Team

THAT the Association of Administrative Professionals New Zealand Incorporated Rules be replaced in its entirety by the new Constitution.

Explanation: The new Incorporated Societies Act 2022 came into law on 5 April 2022. While the Bill has been enacted, many of its provisions will not take effect immediately.

The new legislation requires the constitutions of incorporated societies to contain far more detail than is presently required under the 1908 Act. We have chosen to update the Constitution now to provide more clarity for members, Officers (position holders) and other interested parties on how the association is run, what the obligations on Officers are and setting out how disputes are to be handled.

The new Constitution (Rules) provide a more inclusive way to govern the Association and aligns with the way businesses operate. It will provide a more professional approach to our governance with a Board structure and portfolio-based roles with so much more opportunity for growth of our membership and the association moving forward.

Moved: Joanne Gallop, Christchurch

Seconded: Janine Hawthorn, Manawatu

CARRIED

7.2. REMIT 2 MEMBERSHIP CATEGORIES

As remit one was passed in its entirety the National Executive Team withdrew this remit.

7.3. REMIT 3

MOTION: from the National Executive Team

THAT the 2023/24 membership fee is reduced to \$140 (excl. GST). The membership fee per five membership bundles would be \$616.

Moved: Joanne Gallop, Christchurch
Seconded: Rose Gilmore, Tauranga

Discussion:

- a. Retired membership fees would be discounted to reflect the reduction proposed.
- b. The breakdown of what the membership fee contributes for the association was discussed.
- c. The meeting acknowledged the financial management of the National Executive Team, there has never been a fee reduction before.

CARRIED

7.4. REMIT 4:

MOTION: from the National Executive Team

THAT the \$30 “onboarding fee” is removed.

Moved: Joanne Gallop, Christchurch
Seconded: Angie Simms, Wellington

CARRIED

8. ELECTION OF OFFICERS

Nominations have been received for each of the office bearer positions.

National President

One nomination for the position of National President has been received – that of Joanne Gallop, Christchurch.

Joanne Gallop was declared the National President for the 2022/23 year.

National First Vice President

One nomination for the position of National 1st Vice President have been received – that of Lisa Lowe, Taranaki.

Lisa Lowe was declared the National 1st Vice President for the 2022/23 year.

National Second Vice President

One nomination for the position of National 2nd Vice President have been received – that of Raakel Ward, Tauranga.

Raakel was declared the National 2nd Vice President for the 2022/23 year.

Regional Leaders

Voting for Regional Leaders has occurred ahead of the Annual General Meeting (as per Rule 17.1). Regional Leaders for the 2022/23 year:

The position of **Northern Regional Leader** will be carried out by Beth Jobin of Waikato Group.

The position of **Central Regional Leader** will be carried out by Nicole Green of Wellington Group.

The position of **Southern Regional Leader** will be carried out by Kym Weis of Dunedin Group.

The Chair acknowledged and thanked those members of the National Executive Team who had stepped down from leadership roles over the past year.

Jenny Porter – National 2nd Vice President

Jan Henderson – Southern Regional Leader

The Chair acknowledged and thanked those members who had stepped down from Group leadership roles over the past year.

Yasmien Khan – Auckland

Kasey Ainsworth - Christchurch

Natalie Murtagh – Hawke’s Bay

Pam Dolman - Manawatu

Kathy Webb – Nelson

Beth Jobin – Waikato

The Chair congratulated those members who had taken on Group Leadership roles for 2022/23

Group	Name
Dunedin	Kym Weis
Christchurch	Hannah Gibbons
Nelson	Fran Martin & Katrina Alridge
Marlborough	Michelle Simpson
Wellington	Nicole Green
Manawatu	Pam Dolman (caretaker)
Tauranga	Rose Gilmore
Waikato	Dee Holmes
Auckland	vacant
Taranaki	Teena Vinsen
Hawkes Bay	Carol Clarke (acting)
Whangarei	Shelley Quarterman

9. CONFERRAL OF ADMINZ CERTIFICATION

The Chair congratulated those members achieving or renewing their AdminZ certification for two years:

New and Upgrade to Certification 2021/2022:

Name	Group	New / Upgrade
Anneliese van Straaten	Wellington Group	New Certification – 2021

The Chair acknowledged those members that have renewed their certification over this time.

10. PROFESSIONAL DEVELOPMENT SUB-COMMITTEE (PDSC)

The Chair acknowledged and thanked Eth Lloyd for the leadership, support and commitment shown in the role as the PDSC Chair and advised that Eth would be stepping down from the Chair of PDSC effective 31 July 2021.

The Professional Development Sub-Committee members were confirmed as:

Name	Group
Vicki Faint (Chair)	Wellington Group
Eth Lloyd	Wellington Group
Janine Hawthorn	Manawatu Group
Sherie Pointon	Manawatu Group

11. APPOINTMENTS

Rule 16 provides for the appointment of Honorary Officers of the Association.

THAT the following Honorary Officers be duly reappointed:

Honorary Solicitor *James Hawes, partner, Simpson Grierson Auckland*

Auditors *PJ Major, Chartered Accountants, Wellington*

Moved: Joanne Gallop, Christchurch

Seconded: Beth Jobin, Waikato

CARRIED

12. GENERAL BUSINESS

Eth Lloyd offered a vote of thanks on behalf of the membership to Joanne Gallop and team, Vicki started the changes in her term as President and the work has continued in taking the Association forward.

An update on qualifications for the profession was shared. Noted that major changes in the vocational education sector has impacted the ability for the profession to gain qualifications through workplace assessment. The Professional Development Sub-Committee are working on options for an AdminZ qualification.

13. CLOSURE OF MEETING

The chair formally thanked those who have assisted our Association over the past year. And **to the National Executive Team (NET) and Groups** – thank you all so much for your time, dedication and wisdom.

AdminZ as an association has national and international credibility and collective strength because of you.

The Chair thanked attendees for their attendance before declaring the 48th Annual General Meeting closed at 10.41am

CERTIFIED AS A TRUE AND CORRECT RECORD

Chair: Joanne Gallop, National President

Date:

Resolutions

REMIT 1

MOTION: from the Board

THAT the Association of Administrative Professionals New Zealand Incorporated Constitution be revised to amend reference to roles no longer in the organisation and to meet Inland Revenue Department requirements for Not-for-profit status.

Explanation:

Some items that should have been updated with the new constitution as presented and approved at the 49th Annual General Meeting are incorrect. These omissions and errors are minor and are not significant changes to the constitution but are still required to be presented to and approved by the membership at the 50th Annual General Meeting.

Updates to Constitution for approval at 50th Annual General Meeting:

1. Removal of reference to **Secretary**
 - a. Definitions – Board member
 - b. 2.6 – replace **Secretary** with **Board**
 - c. 2.8 – replace **Secretary** with **Board**
 - d. 3.3 – replace **Secretary** with **Board**
 - e. 3.4 – replace **Secretary** with **Board**
 - f. 4.1 – replace **Secretary** with **Board**
 - g. 4.6 – replace **Secretary** with **Board**
 - h. 5.1 – replace **Secretary** with **Board**
 - i. 6.2 – replace **Secretary** with **Board**
 - j. 6.3 – replace **Secretary** with **Board**
 - k. 6.4 – replace **Secretary** with **Board**
2. Removal of reference to **Treasurer**
 - a. Definitions – Board member
3. Addition of **Deputy Chair** to Board member definition
4. 1.8 Other powers – duplicate numbering of 1.7
5. 3.4 Procedure (General Meetings) –
 - a. add “means” to bullet point two
by electronic *means* before the commencement of the **General Meeting**, and
 - b. add “no” to quorum statement
No **General Meeting** may be held unless at least 10 percent of eligible financial **Members** attend. This will constitute a quorum.
 - c. Amend wording of Chairing to reflect correct title for Deputy Chair/Vice President
All **General Meetings** shall be chaired by the **Chair/President**. If the **Chair/President** is absent, the **Deputy Chair/Vice President** shall chair that meeting.
6. 4.3 Election or appointment
 - g. Casual vacancy – reference to Rule 4.4 – replace xxx placeholder with 4.4
7. 4.4 Term
Add Deputy Chair to Vice President, to read **Deputy Chair/Vice President**
8. 4.6 Cessation of Board membership – remove reference to “resignation of NET membership”
9. 10.1 addition to Changes to Rules – required by IRD

“No addition to, deletion from or alteration of the organisation’s rules shall be made which would allow personal pecuniary profits to any individuals. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.”

Financial Resolutions

That the Board recommends **that the members of AdminZ:**

Receive the financial report prepared for members at the 5 August 2023 AGM.

Note the 2022/23 Draft Annual Accounts.

Agree to approve the Audited Accounts via electronic voting once received from the Auditor.

Sherie Pointon

National Executive Officer

Association of Administrative Professionals New Zealand Incorporated

Statement of Financial Performance

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

For the year ended 31 March 2023

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Revenue				
Donations, fundraising and other similar revenue		-		-
Fees, subscriptions and other revenue from members	1	87,657		44,723
Revenue from providing goods or services	1	12,961		64,286
Interest, dividends and other investment revenue	1	815		38
Other revenue				2,550
Total Revenue	1	101,433	-	111,597
Expenses				
Expenses related to public fundraising		-		-
Volunteer and employee related costs	2	23,541		14,703
Costs related to providing goods or services	2	14,905		60,746
Grants and donations made		-		1,140
Other expenses - costs associated with members	2	52,642		8,865
Total Expenses	2	91,088	-	85,454
Surplus/(Deficit) for the Year	2	10,345	-	26,143

Association of Administrative Professionals New Zealand Incorporated
Statement of Financial Position
 "What the entity owns?" and "What the entity owes?"

As at
31 March 2023

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Assets				
Current Assets				
Bank accounts and cash	3	86,052		79,339
Debtors and prepayments	3	8,503		8,780
Inventory				
Other current assets				
Total Current Assets		94,555		88,119
Non-Current Assets				
Property, plant and equipment				
Investments				
Other non-current assets				
Total Non-Current Assets				
Total Assets	3	94,555		88,119

	Note	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Liabilities				
Current Liabilities				
Bank overdraft				
Creditors and accrued expenses	3	2,150		
Employee costs payable				
Unused donations and grants with conditions				
Other current liabilities	3	843		4,110
Total Current Liabilities	3	2,993	-	4,110
Non-Current Liabilities				
Loans				
Other non-current liabilities	3	18,730		21,522
Total Non-Current liabilities		18,730	-	21,522
Total Liabilities	3	21,723	-	25,632
Total Assets less Total Liabilities (Net Assets)	3	72,832	-	62,487
Accumulated Funds				
Capital contributed by owners or members				
Accumulated surpluses or (deficits)	5	72,832		62,487
Reserves				
Total Accumulated Funds	5	72,832	-	62,487

This performance report has been approved by the Board for and on behalf of the Association of Administrative Professionals New Zealand Incorporated.

Date _____

Date _____

Signature _____

Signature _____

Name _____

Name _____

Position _____

Position _____

Association of Administrative Professionals New Zealand Incorporated

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended 31 March 2023

	Actual*	Budget	Actual*
	This Year	This Year	Last Year
	\$	\$	\$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*			
Fees, subscriptions and other receipts from members*	86,657		96,225
Receipts from providing goods or services*	12,961		15,342
Interest, dividends and other investment receipts*	815		30
Net GST	(1,446)		2,913
Cash was applied to:			
Payments to suppliers and employees*	23,541		14,863
Donations or grants paid*			1,140
Other payments	68,733		59,451
Net Cash Flows from Operating Activities*	6,713	-	39,056
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*			
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*			
Net Increase / (Decrease) in Cash*	6,713		39,056
Opening Cash*	79,339		40,283
Closing Cash*	86,052	-	79,339
This is represented by:			
Bank Accounts and Cash*	86,052		79,339

Association of Administrative Professionals New Zealand Incorporated

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended 31 March 2023

Basis of Preparation*

The Association of Administrative Professionals New Zealand Incorporated 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)*

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax

The Association of Administrative Professionals New Zealand Incorporated has an income tax exemption on member income applied to the member purposes per the deed of incorporation. Investment income is below the \$1,000 exemption so there is no income tax liability.

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.

Fixed Assets and Depreciation

Fixed assets are recorded at cost less accumulated depreciation.

Depreciation has been calculated on a diminishing value basis over the estimated useful life of the assets. The rates of depreciation are shown in the depreciation schedule.

Revenue Recognition

Income is recognised when invoiced, or receipted, except where income is received in advance. Income in advance is stated as a current liability where the funds have not yet been expended, according to the authorised purpose, and those funds would be required to be repaid to the funder.

Changes in Accounting Policies*

There have been no changes in accounting policies during the financial year.

Association of Administrative Professionals New Zealand Incorporated

Notes to the Performance Report

For the year ended 31 March 2023

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	Membership subscriptions	37,697	43,493
	Onboarding Fee	540	900
	Conference	42,358	
	Certification	461	187
	Admin Fee	1,912	
	Webinars	1,982	
	Group Events	2,707	
	Other revenue		
	Total	87,657	44,723

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Revenue from providing goods or services	Accounts Receivable	305	
	Conference	9,597	37,278
	Admin Fee	611	2,186
	Webinars	297	2,393
	Group Events	2,022	22,100
	Shop	129	133
	Award		196
Total		12,961	64,286

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Interest, dividends and other investment revenue	Interest earned on bank accounts	815	38
Total		815	38

Revenue Item	Analysis	This Year	Last Year
		\$	\$
Other revenue			2,550
Total			2,550

Association of Administrative Professionals New Zealand Incorporated

Notes to the Performance Report

For the year ended
31 March 2023

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	Contractors, Board expenses (meetings etc)	10,833	7,391
	Board Expenses (meetings etc)	12,708	7,312
	Total	23,541	14,703

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Conference	8,154	28,650
	Group Events	2,817	10,514
	Award		3,916
	Webinar		1,907
	Website		2,930

	Other expenses	3,934	12,829
	Total	14,905	60,746

Expense Item	Analysis	This Year	Last Year
		\$	\$
Grants and donations made	Member Benefits (scholarships)		1,140
		Total	

Expense Item	Analysis	This Year	Last Year
		\$	\$
Other expenses	Costs associated with member activities	1,417	8,865
	Conference	32,616	
	Webinars	250	
	Awards	4,467	
	Board projects (digitisation, micro-credentials, website content update)	3,009	
	Group Events	2,817	
	Subscriptions	4,063	
	Website	4,003	
		Total	52,642

Association of Administrative Professionals New Zealand Incorporated

Notes to the Performance Report

For the year ended 31 March 2023

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	AdmiNZ Transaction Account	11,830	21,329
	AdmiNZ Savings Account	50,459	35,928
	AdmiNZ Stripe Account	832	1,801
	Group Accounts	22,931	20,281
	Total	86,052	79,339

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	3,073	3,491
	Prepayments	5,289	5,289
	Withholding Tax paid	141	
	Total	8,503	8,780

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

This Year

Last Year

Asset Item	Analysis	\$	\$
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			

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Accounts payable at 31 March	2,150	-
Total		2,150	-

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	GST	843	4,110
	Total	843	4,110

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

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



Association of Administrative Professionals New Zealand Incorporated

Notes to the Performance Report

For the year ended 31 March 2023

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	62,487	-	62,487
Capital contributed by owners or members*	-			-
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		10,345		10,345
Distributions paid to owners or members*		-		-
Transfer to Reserves*		-	-	
Transfer from Reserves*		-	-	
Closing Balance	-	72,832	-	72,832

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance		36,344		36,344
Capital contributed by owners or members				-
Capital returned to owners or members				-
Surplus/(Deficit)		26,143		26,143
Distributions paid to owners or members		-		-
Transfer to Reserves		-	-	
Transfer from Reserves		-	-	
Closing Balance	-	62,487	-	62,487

**Association of Administrative Professionals New Zealand
Incorporated**

Notes to the Performance Report

**For the year ended
31 March 2023**

Note 6 : Commitments and Contingencies

Commitments

There are no commitments as at balance date.

Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at balance date.

Association of Administrative Professionals New Zealand Incorporated

Notes to the Performance Report

For the year ended 31 March 2023

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)
Nil			

Goods or Services Provided to the Entity in Kind

Description	Amount
Admin Advantage - Use of Software (Canva and Zoom)	500
Admin Advantage - Donated hours of work	12,000

Assets Used as Security for Liabilities

Nature and Amount of Borrowing	Nature and Amount of Asset Used as Security
Nil	Nil

Note 8: Assets Held on Behalf of Others*

Description of the Assets Held	Name of Entity of Whose Behalf Assets are Held
Nil	Nil

Note 9: Related Party Transactions

There were no transactions involving related parties during the financial year.

Note 10: 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)

Note 11: Ability to Continue Operating

The nature of the organisation is that it is reliant on the continued support of its members and funding bodies.

The AdminZ Board is confident of receiving this ongoing support, and accordingly adopted the going concern assumption, in the preparation of these financial statements.

Note 12: Correction of Errors

Nil

Additional Information

Nil

Election of Officers

The following nominations have been received:

Chair/ President Joanne Gallop

Deputy Chair/ Vice-President Raakel Ward

Board Members: Jason Bianchi

Hannah Gibbons

Jacqueline Sanders-Jones

Vacant – nominations from the floor

Appointed Board Members Lisa Lowe appointed to 30 September 2023

Jenny Porter appointed to 31 December 2023

Rules of Conduct of the Meeting

The meeting will be conducted according to the following rules of debate:

1. The **mover** of a motion is the **ONLY** member permitted to speak more than once to a motion: when it is moved and again, finally, before the motion is “put”.

In the mover’s second contribution, no **NEW** proposal may be raised: it is only an opportunity to answer the opponents to the motion.

2. Those who wish to second a motion will have only that opportunity to speak. In other words, apart from the mover no member may speak **more than once** to a motion.

3. Members may, however, speak to an amendment to the original motion, but only once.

Movers of motions **cannot move or second an amendment** to their motions but may speak to each amendment. The remarks must be confined to the amendments submitted.

Amendments to motions may add or subtract from the motion: **they do not cancel it**. If a member has spoken already, then they can speak to the amendment only.

4. Discussion must be restricted to the motion which is before the meeting.

5. A seventy five percent (75%) majority of those present in person or by advanced voting is required to pass a **Rule** of the Association.

Voting, shall be as per the Rules of the Association. The Chair has a casting vote.

6. Speakers should address the meeting through the Chat function. Those who wish to speak should indicate by raising their hand.

7. There will be a time limit on speakers: **five** minutes for the **proposer** of the motion; **three** minutes for **everyone else**.