

## **NZ Charities Services: NZCLW Performance Report 2018**

**Entity Name:** The New Zealand Chinese Language Week Charitable Trust

### **Purpose of the Trust**

The purpose of the New Zealand Chinese Language Week Trust is to:

- Encourage and implement a "Chinese Language Week" in New Zealand;
- Provide financial support and encourage the learning of the Chinese language and Chinese culture as a second language in New Zealand;
- Enhance dialogue and advancement opportunities for learning and teaching Chinese language and Chinese culture through the integration of Government, educational, business and community interests;
- Promote awareness and build appreciation of Chinese language and Chinese culture in New Zealand.

### **Structure of the Trust**

The New Zealand Chinese Language Week Trust Fund is controlled and managed by a board of Trustees, and was co-chaired by Raymond Huo MP and Johanna Coughlan. The co-ordination of the trust services and the day-to-day administration of the trust is contracted to an external consultancy (currently these activities are performed by Silvereye Communications).

### **Methods Used to Raise Funds**

The NZCLW Trust raises funds through sponsorship agreements with key stakeholders of the event.

**In 2018 the sponsors were:**

- Confucius Institute Headquarters (Hanban)
- NZ Māori Tourism
- ICBC
- New Zealand China Council
- Tourism Holdings
- Christchurch Airport
- Auckland Airport
- North Asia Centre of Asia-Pacific Excellence
- Asia New Zealand Foundation
- ANZ

As the NZCLW Trust in an umbrella organisation, coordinating hundreds of events and resources around New Zealand, we do not rely directly on any volunteers or donated goods. Rather, individual organisations make their own resource arrangements prior to joining the NZCLW event agenda.

### **Statement of Service Performance**

The following key deliverables were achieved:

1. Driving a conversation on the benefits and accessibility of learning Chinese
2. Encouraging awareness of the opportunities available from participation in the NZ China Year of Tourism
3. Engaging young New Zealanders to learn Chinese
4. Building awareness within Government about the benefits of learning Chinese
5. Raising the profile of Chinese Language Learning in NZ and to contribute to increased language learning opportunities

### **Statement of Accounting Policies**

The Trustees shall keep an account or accounts at such bank as the Trustees may decide. Cheques, withdrawals and authorities shall be signed or endorsed, as the case may be, by such person or persons that the Trustees may resolve from time to time.

The Trustees shall cause true accounts for each year to be kept in such manner as the Trustees may decide of all receipts, credits, payment, assets and liabilities of the Trust Fund and all such other matters necessary for showing the true state and condition of the Trust. The accounts of the Trust may be audited in a particular year, if the Trustees so require, by a chartered accountant (not being a Trustee) appointed in that capacity by the Trustees.

The financial year of the Trust shall end on 31 December in each year. If any dividend or distribution is received which in the opinion of the Trustees has been paid or made out of profits other than trading profits of the financial year in respect of which the dividend or distribution has been paid or made, the Trustees may decide how much of that dividend or distribution ought to be treated as capital and how much as income of the Trust Fund. Such decision shall be made by the Trustees after considering the nature of the profit used to pay or make the dividend or distribution, and the account to which the dividend or distribution has been debited in the books of the person making such payment or distribution. The Trustees shall not be liable to any person in respect of the payment of any moneys in accordance with any decision made by the Trustees under this clause.

There shall be no apportionment as between capital and income of the Trust Fund of rents, interest, dividends, or other periodic payments for the period current to the date of commencement of the Trust or for any other period current at the date upon which any interest created under the terms of this deed commences or determines.

### **Notes on Related Party Transactions**

NZCLW trust would like to note the existence of a related party transaction between the trust and its primary service provider, Silvereye Communications. This is because Chair of the trust Johanna Coughlan is also the Managing Director of Silvereye Communications.

# Balance Sheet

## New Zealand Chinese Language Week Charitable Trust As at 31 December 2018

	31 Dec 2018	31 Dec 2017	31 Dec 2016	31 Dec 2015
<b>Assets</b>				
<b>Bank</b>				
NZCLW Charitable Trust	16,750	314	19,996	45,952
<b>Total Bank</b>	<b>16,750</b>	<b>314</b>	<b>19,996</b>	<b>45,952</b>
<b>Current Assets</b>				
Accounts Receivable	-	20	-	-
Withholding tax paid	1	1	1	1
<b>Total Current Assets</b>	<b>1</b>	<b>20</b>	<b>1</b>	<b>1</b>
<b>Total Assets</b>	<b>16,751</b>	<b>335</b>	<b>19,996</b>	<b>45,953</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	48,603	14,750	2,229	1,786
GST	(26,253)	(11,426)	(4,491)	(1,344)
<b>Total Current Liabilities</b>	<b>22,350</b>	<b>3,324</b>	<b>(2,262)</b>	<b>443</b>
<b>Non-Current Liabilities</b>				
RWT Paid	(86)	(72)	(62)	(28)
<b>Total Non-Current Liabilities</b>	<b>(86)</b>	<b>(72)</b>	<b>(62)</b>	<b>(28)</b>
<b>Total Liabilities</b>	<b>22,264</b>	<b>3,251</b>	<b>(2,323)</b>	<b>415</b>
<b>Net Assets</b>	<b>(5,513)</b>	<b>(2,917)</b>	<b>22,320</b>	<b>45,538</b>
<b>Equity</b>				
Current Year Earnings	(41,113)	(48,775)	(15,146)	35,712
Retained Earnings	35,601	45,858	37,465	9,826
<b>Total Equity</b>	<b>(5,513)</b>	<b>(2,917)</b>	<b>22,320</b>	<b>45,538</b>

# Profit and Loss

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## New Zealand Chinese Language Week Charitable Trust For the 12 months ended 31 December 2018

	Dec-18	Dec-17	Dec-16	Dec-15
<b>Income</b>				
Interest Income	42	32	102	87
Other Revenue	99,402	669	-	-
Sales	75,520	50,818	15,000	98,681
<b>Total Income</b>	<b>174,964</b>	<b>51,519</b>	<b>15,102</b>	<b>98,767</b>
<b>Gross Profit</b>	<b>174,964</b>	<b>51,519</b>	<b>15,102</b>	<b>98,767</b>
<b>Less Operating Expenses</b>				
Accounting	250	1,200	1,088	1,118
Advertising	2,360	3,485	1,229	4,210
Bank Fees	100	88	58	32
Consultancy	164,091	64,866	31,647	39,138
Entertainment	1,225	-	-	-
General Expenses	80	106	2,275	1,535
Office Expenses	88	93	-	111
Printing & Stationery	7,897	3,753	-	297
Subscriptions	509	1,260	660	632
Travel - National	960	1,905	765	1,808
Website Development	-	-	600	4,350
<b>Total Operating Expenses</b>	<b>177,560</b>	<b>76,756</b>	<b>38,321</b>	<b>53,229</b>
<b>Net Profit</b>	<b>(2,596)</b>	<b>(25,237)</b>	<b>(23,219)</b>	<b>45,538</b>

# Statement of Cash Flows

## New Zealand Chinese Language Week Charitable Trust For the 12 months ended 31 December 2018

	JAN-DEC 2018	JAN-DEC 2017	JAN-DEC 2016	JAN-DEC 2015
<b>Operating Activities</b>				
Receipts from customers	186,311.41	55,422.58	17,352.44	105,217.47
Payments to suppliers and employees	(169,861.62)	(75,093.20)	(43,275.37)	(59,236.62)
<b>Net Cash Flows from Operating Activities</b>	<b>16,449.79</b>	<b>(19,670.62)</b>	<b>(25,922.93)</b>	<b>45,980.85</b>
<b>Investing Activities</b>				
Other cash items from investing activities	-	-	-	(0.62)
<b>Net Cash Flows from Investing Activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(0.62)</b>
<b>Financing Activities</b>				
Other cash items from financing activities	(13.89)	(10.57)	(33.81)	(27.92)
<b>Net Cash Flows from Financing Activities</b>	<b>(13.89)</b>	<b>(10.57)</b>	<b>(33.81)</b>	<b>(27.92)</b>
<b>Net Cash Flows</b>	<b>16,435.90</b>	<b>(19,681.19)</b>	<b>(25,956.74)</b>	<b>45,952.31</b>
<b>Cash and Cash Equivalents</b>				
Cash and cash equivalents at beginning of period	314.38	19,995.57	45,952.31	-
Cash and cash equivalents at end of period	16,750.28	314.38	19,995.57	45,952.31
<b>Net change in cash for period</b>	<b>16,435.90</b>	<b>(19,681.19)</b>	<b>(25,956.74)</b>	<b>45,952.31</b>