### 2022/2023 Financial Report for the Transportation Group New Zealand

**To:** Transportation Group New Zealand AGM – June 2024

From: Melanie Muirson - Treasurer

### **Summary Comments**

The 2022/2023 budget is given in the statement of accounts for this financial year (refer to Attachment 1). Although the AGM is held in the ninth month of the 2023/2024 financial year, this report addresses the previous financial year accounts which covers the twelve month period from 1 October 2022 to 30 September 2023. The attached Transportation Group New Zealand statement of accounts, as produced by Engineering New Zealand, is GST exclusive.

The Transportation Group started the financial year on 1 October 2022 with approved budgets for the National, Branch and Sub-Group Committees, the annual Transportation Group conference together with the SNUG and MUGS groups. The National Committee requests each Branch and Sub-Group to prepare realistic and justifiable budgets for their expenditure for each financial year. Income, predominantly from the membership subscriptions, is accredited to the National Committee cost code and this offsets the expenditure from the sub-groups and branches throughout the year.

This year's National Committee (T351) expenditure totalled \$26,902 as detailed on Attachment 1. This expenditure covered professional fees for the Roundabout honorarium, website maintenance, domestic travel for the National Committee with the majority of the expenditure covering tertiary and study awards/prizes for recipients and the disabled student internship.

The overall expenditure for the Transportation Group, including the branch committees and MUGS groups, was \$348,621.

The Group's consolidated income for the 2022/2023 financial year totalled \$373,029 from member subscriptions, SNUG and MUGS groups conference and sponsorship (T350 to T370).

Overall, there was a positive variance in the Group's consolidated account of \$24,408, which exceeded the budgeted deficit of \$64,044.

The account is administered by Engineering New Zealand National Office who produce all the reporting for the Group. Following on from the discussions held in previous financial years regarding the group's accumulated funds, Engineering NZ provided the annual summary below. Please note the term deposit is included in the accumulated funds total.

	2023 (Deficit)/ Surplus	2023 Accumulated Funds	Term Investments
Transportation Group including Branches	22,941	393,935	150,000
SNUG	15,560	102,386	
MUGS	-14,093	84,617	
Total	\$24,408	\$580,938	\$150,000

The finalised 2023/2024 Transportation Group New Zealand budget, as prepared by the National, Branch and Sub-Group Committees, is given in Attachment 2. This summary provides the aspirational budget to justify the events and expenditure that the National, Branch and Sub-Group Committees wish to allocate in the coming year whilst working towards achieving a cost neutral position.

The committee has budgeted on a deficit of \$40,315 for the next financial year based on having a reasonable surplus from the reduced expenditure of the last few years.

Engineering NZ undertakes a six-monthly reforecasting review of this budget. This review assists with tracking expenditure and income to date, making changes to timings for future expenditure and moving expenditure between the branches/sub-groups to meet demands.

During 2023, the Transportation Group worked with Engineering NZ to create a more streamlined approach to setting up account signatories. We now have a system that does not require obtaining physical signatures as the expenses approval process is now automated via emails. This has allowed for two or three signatories to be set up for each branch and sub-group and these signatories can be easily changed as personnel change on the committees.

As part of this process, Engineering NZ also set up clear instructions for processing claims and invoices to assist our branches and sub-groups with their financial processes and requirements.

# Attachment 1:

 Engineering New Zealand Month and YTD Budget as at 30 September 2023 (results for the full 2022/2023 financial year).

#### Engineering New Zealand GENERAL USE - Report by cost centres Sep 2023

Cost Centres - Transportation Group T351-T370

Table 10		Cost	Centres - T	ransportati	on Group T351-T370			<b></b>
1.500   1.50		(Oct 2022 -	(Oct 2022 -			Budget (Sep 2023)		2022 - Sep
Section   Company   Comp		0	-1.500	1.500	0	0	0	-1.500
100   100	3302 - Local Air Travel		0	(451)	0	0	0	0
Comparation   American   Americ			0			0	0	0
Trots - 128 TO - Serbig Practicemen - 1,444								
100   Members abstractions	Total - T350 TG - Safety Practitioners							
1000   2000		74 634	72 876	1.758	6.191	6.073	118	72 876
2002   Section   2002   2003	1032 - Sponsorship	696	0	696	0	0	0	0
2500   Consuments & Ford Provinces   2,000   2,000   0   4,000								
2011   College	2505 - Consultants & Prof Services		-2,000	0		-500	0	-2,000
1.00   1.110   0   0   0   0   0   0   0   0   0		0						
2331- Accordination of Mulatary   2-77   0   0.407   0   0   0   0   0   0   0   0   0								
Section   Sect	3303 - Accommodation and Meals			(247)		0	0	
Section   Software development   75   3-00.00   3-00.0				(144)				
Section   Commentation   Commentat	3501 - Software development	-75	-30,000	29,925	0	0	0	-30,000
Section   Sect								
SOUTH   Comment   South   Comment   South   Comment	3505 - Hardware minor	-67	0	(67)				0
SOUTH Communities & minimiser Americans   SOUTH Communities & Minimiser Americans   SOUTH Communities & SOUTH Communities & Minimiser & SOUTH Communities & Minimiser & Mini	5001 - Catering							
Total - 1381 Transportation - Assistant   2.18   4.590   2.212   5.00   6.00   5.00	5004 - Consumables & miscellaneous		-150					-150
Table   Tabl								
SOLID   Consumble & Reincellanceus   0   1/20   1/20   0   1/5   1/5   1/20	T352 Transportation - Auckland							
SOID   Verge Pife   Feet	5004 - Consumables & miscellaneous	0	-120	120	0	-15	15	-120
1931 Transportation - Centrelar   1931	5008 - Venue Hire			4,000			500	
2807 - Prices and awards   2803   0   0   0   0   0   0   0   0   0	T353 Transportation - Canterbur							
Section   Comment   Comm								
Section   Procession   February   Section	5001 - Catering	-7,676	-7,100	(576)	0	-350	350	-7,100
Solic Venue Hire	5004 - Consumables & miscellaneous 5005 - Professional Fees, Speakers							
Table Transportation - Central	5008 - Venue Hire	0	-300	300	0	0	0	-300
Solic - Notification - Central   2-40   3.7550   3.5160   0   0   0   0   0   0   0   0   0		-9,205	-10,750	1,545	-141	-850	709	-10,750
5000   Venues Hile	5001 - Catering							
Total 1784 Transportation - Central 186 Transportation - Southern 143 186 Transportation - Southern 143 3,000 2,257 0 0 0 3,000 1701 1785 Transportation - Southern 143 3,000 2,257 0 0 0 0 3,000 1701 1786 Transportation - Walkato 1,114 3,000 1,500 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0								
SO1 - Catering	Total - T354 Transportation - Central	-240		5,810	0	-500	500	
Table Transportation - Weikarto   Color   Co		-143	-3,000	2,857	0	0	0	-3,000
Soli - Catering		-143	-3,000	2,857	0	0	0	-3,000
1031   Cord A events Accomos   1031   Cord A events A e	5001 - Catering	-1,114	-3,000	1,886	0	0	0	-3,000
1031 - Conf. & events income 1032 - Sportschaft in come 1032 - Sportschaft	Total - T356 Transportation - Waikato	-1,114	-3,000	1,886	0	0	0	-3,000
2501 - Fank and merchant fees	1031 - Conf & events income	220,381	170,000	50,381				170,000
2502 - Interest								
2506 - Office administration	2502 - Interest	0	-500	500	0	0	0	-500
3911 - Giffs								
3303 - Accommodation and Meals	3011 - Gifts	-830	-200	(630)	0	0	0	-200
3304 - Tasls	3302 - Local Air Travel 3303 - Accommodation and Meals							
3604 - IT Support	3304 - Taxis	-878	0	(878)	0	0	0	0
3801 - Advertising and promotions								
3804 - Publication distribution   0   -700   700   0   0   0   0   0   0   0	3801 - Advertising and promotions							
3807 - Prizes and awards	3804 - Publication distribution	0	-700	700	ō	Ō	0	-700
3808 - Merchandise	3805 - Member Communication							
3810 - Images & Forts	3808 - Merchandise		0		0	0	0	0
4001 - Printer costs								
4003 - Postage & Courier	4001 - Printer costs	-171	-150	(21)	0	0	0	-150
S001 - Caterina			0	(295) (1.501)			0	0
5003 - Function Administration	5001 - Catering	-20,489	-50,000	29,511	0	0	0	-50,000
5004 - Consumables & miscellaneous   0   -11,000   11,000   0   0   0   0   0   11,000   5005 - Professional Fees, Speakers   0   -11,000   11,000   0   0   0   0   0   0   0   0   0	5003 - Function Administration	-77,170	-20,000		0	0	0	-20,000
S008 - Venue Hire	5004 - Consumables & miscellaneous	0	-11,000	11,000	0	0	0	-11,000
Total - T358 Transportation - Nelson   1359 Transportation - Nelson   1359 Transportation - Nelson   0   3,000   3,000   0   0   0   0   3,000   3,000   0   0   0   0   3,000   3,000   3,000   0   0   0   0   3,000   3,0	5008 - Venue Hire	-61,395	-20,000	(41,395)	0	0	0	-20,000
S001 - Catering	Total - T358 Transportation Conf 2023				0	0	0	
Total - T359 Transportation - Nolson   0   3,000   3,000   0   0   0   0   3,000   3	5001 - Catering							
S001 - Caterina   Ca	Total - T359 Transportation - Nelson	0	-3,000	3,000	0	0	0	-3,000
Total - T359 Transportation - Bay of Plenty   339   0   339   339   0   0   0   0   0   0   0   0   0	5001 - Catering							
T360 TG - SNUG	5002 - Equipment & Services Hire Total - T359 Transportation - Bay of Plants							
1032 - Sponsorship   16,000   0   16,000   0   0   0   0   0   0   0   0   0	T360 TG - SNUG							
3302 - Local Air Travel	1031 - Conf & events income 1032 - Sponsorship							
3504 - IT Support	3302 - Local Air Travel	-1,062	0	(1,062)	0	0	0	0
5001 - Caterina         -7,326         0         (7,326)         0         27,000         1,000         132 - Caterina         0	3503 - Software 3504 - IT Support			1,000 (6.923)				
Total - T360 TG - SNUG	5001 - Catering	-7,326	0	(7,326)	0	0	0	0
T365 TG - NZMUGS   1313 - Conf & events income   2,560   27,000   (24,440)   0 0 0 0 0 27,000   (1032 - Sponsorship   0 8,500   (8,500)   0 0 0 0 0 8,500   (8,500)   0 0 0 0 0 0 8,500   (8,500)   0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0								
1032 - Sponsorship   0	T365 TG - NZMUGS							
2005 - Member meetinas & functions         0         -600         600         0         -600         600         -600           2505 - Consultanta & Prof Services         0         -22,000         0         -5,000         5,000         -20,000           3807 - Prizes and awards         49         -800         551         0         -600         600         -600           5001 - Catering         0         -16,500         16,500         0         -11,500         11,500         -11,500         11,500         -11,500         1,600         -2,000         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150         3,150 <t< th=""><td>1031 - Cont &amp; events income 1032 - Sponsorship</td><td>0</td><td>8,500</td><td>(8,500)</td><td>0</td><td>ō</td><td>0</td><td>8,500</td></t<>	1031 - Cont & events income 1032 - Sponsorship	0	8,500	(8,500)	0	ō	0	8,500
3807 - Prizes and awards	2005 - Member meetings & functions	0	-600	600	0	-600	600	-600
5001 - Catering   0   -16,500   16,500   0   -11,500   11,500   11,500   -16,500   5002 - Equipment & Services Hire   0   -2,200   2,000   0   -2,000   2,000   -2,000   5004 - Consumables & miscellaneous   -16,604   -3,750   11,500   0   0   0   0   0   0   -1,500   5005 - Professional Fees. Speakers   -16,604   -3,750   (12,854)   0   0   0   0   0   0   -3,750   11,450   13,750   11,450   14,493   14,	3807 - Prizes and awards	-49	-600	551	0	-600	600	-600
5004 - Consumables & miscellaneous         0         -1,500         1,500         0         0         0         0         -1,500         -1,500         0         0         0         0         -1,500         -1,500         -1,500         1,500         -1,500         -1,500         -1,500         -1,500         -1,500         -1,450         -1,450         -1,450         -1,450         -1,450         -1,450         -1,450         -1,450         -1,450         -1,500         -1,500         -1,500         -1,500         -3,000         -1,500         -1,500         -3,000         -1,500         -1	5001 - Catering							
5005 - Professional Fees, Speakers         -16.604         -3.750         (12.854)         0         0         0         0         -3.750           Total - 1365 TG - NZMUGS         14,093         -14,500         (2,643)         0         -19,700         19,700         -11,500           3302 - Local Air Travel         0         -3,000         3,000         0         -1,500         1,500         -3,000           5001 - Catering         -167         -1,500         5,000         0         0         0         -1,500           5005 - Professional Fees, Speakers         0         -5,000         4,833         0         -1,500         1,500         -5,000	5004 - Consumables & miscellaneous	0	-1,500	1,500	0	0	0	-1,500
T370 TG - TDM	5005 - Professional Fees, Speakers		-3,750	(12,854)	0			-3,750
5001 - Catering         -167         -1,500         1,333         0         0         0         -1,500           5005 - Professional Fees, Speakers         0         -500         0         0         0         0         -500           Total - 1370 TG - TDM         -167         -5,000         4,833         0         -1,500         1,500         -5,000	T370 TG - TDM							
5005 - Professional Fees, Speakers         0         -500         500         0         0         0         -500           Total - T370 TG - TDM         -167         -5,000         4,833         0         -1,500         1,500         -5,000	3302 - Local Air Travel							
	5005 - Professional Fees, Speakers	0	-500	500	0	0	0	-500
		24,430	34,044	30,402	5,717	10,042	20,200	-04,044

# Attachment 2:

Engineering New Zealand 2023/2024 Monthly Budget Summaries for the National, Branch and Sub-Groups

	Account Type	Income	Salary and Wages Expenditure - Other	Net profit / (Los
T350 TG - Safety Practitioners	T350 TG - Safety Practitioners			
T350 TG - Safety Practitioners	2005 - Member meetings & functions		-	-
T350 TG - Safety Practitioners	3302 - Local Air Travel		-500	-500
T350 TG - Safety Practitioners	3303 - Accomodation and Meals		-1,000	-1,000
T350 TG - Safety Practitioners	5001 - Catering		-1,500	-1,500
T350 TG - Safety Practitioners	Total - T350 TG - Safety Practitioners		-3,000	-3,000
T351 Transportation - National	T351 Transportation - National			
T351 Transportation - National	1010 - Member subscriptions	74,400		74,400
T351 Transportation - National	1070 - Interest income	1,950		1,950
T351 Transportation - National	2005 - Member meetings & functions		-	-
T351 Transportation - National	2505 - Consultants & Prof Services		-2,000	-2,000
T351 Transportation - National	2508 - Secretariats & Admin		-7,000	-7,000
T351 Transportation - National	3011 - Gifts		-400	-400
T351 Transportation - National	3302 - Local Air Travel		-4,000	-4,000
T351 Transportation - National	3303 - Accommodation and Meals		-500	-500
T351 Transportation - National	3306 - Mileage 3501 - Software development		-400 -	-400
T351 Transportation - National T351 Transportation - National	3503 - Software development		-200	-200
T351 Transportation - National	3504 - IT Support		-600	-600
T351 Transportation - National	3807 - Prizes and awards		-26,000	-26,000
T351 Transportation - National	5001 - Catering		-700	-700
T351 Transportation - National	5004 - Consumables & miscellaneous		-300	-300
T351 Transportation - National	5005 - Professional Fees, Speakers		-1,000	-1,000
T351 Transportation - National	Total - T351 Transportation - National	76,350	-43,100	33,250
T352 Transportation - Auckland	T352 Transportation - Auckland			
T352 Transportation - Auckland	5001 - Catering		-4,500	-4,500
T352 Transportation - Auckland	5004 - Consumables & miscellaneous		-120	-120
T352 Transportation - Auckland	5008 - Venue Hire		-4,000	-4,000
T352 Transportation - Auckland	Total - T352 Transportation - Auckland		-8,620	-8,620
T353 Transportation - Canterbur	T353 Transportation - Canterbur			
T353 Transportation - Canterbur	5001 - Catering		-7,000	-7,000
T353 Transportation - Canterbur	5004 - Consumables & miscellaneous		-700	-700
T353 Transportation - Canterbur	5005 - Professional Fees, Speakers		-1,000	-1,000
Γ353 Transportation - Canterbur	5008 - Venue Hire		-300	-300
T353 Transportation - Canterbur	Total - T353 Transportation - Canterbur		-9,000	-9,000
T354 Transportation - Central	T354 Transportation - Central			
T354 Transportation - Central	5001 - Catering		-3,000	-3,000
T354 Transportation - Central	5005 - Professional Fees, Speakers		-2,000	-2,000
T354 Transportation - Central	5008 - Venue Hire		-300	-300
T354 Transportation - Central	Total - T354 Transportation - Central		-5,300	-5,300
T355 Transportation - Southern	T355 Transportation - Southern			
T355 Transportation - Southern	5001 - Catering		-2,000	-2,000
T355 Transportation - Southern	Total - T355 Transportation - Southern		-2,000	-2,000
T356 Transportation - Waikato /	T356 Transportation - Waikato /			
T356 Transportation - Waikato /	5001 - Catering		-2,000	-2,000 -2,000
T356 Transportation - Waikato / T357 Transportation Conf 2024	Total - T356 Transportation - Waikato / T357 Transportation Conf 2024		-2,000	-2,000
T357 Transportation Conf 2024	1031 - Conf & events income	215,000		215,000
F357 Transportation Conf 2024	1031 - Coni & events income	30,000		30,000
F357 Transportation Conf 2024	2501 - Bank and merchant fees	30,000	-2,000	-2,000
7357 Transportation Conf 2024	2502 - Interest		-500	-500
7357 Transportation Conf 2024	2505 - Consultants & Prof Services		-10,000	-10,000
7357 Transportation Conf 2024	2506 - Office administration		-700	-700
F357 Transportation Conf 2024	3011 - Gifts		-1,000	-1,000
T357 Transportation Conf 2024	3302 - Local Air Travel		-12,000	-12,000
T357 Transportation Conf 2024	3303 - Accommodation and Meals		-10,000	-10,000
T357 Transportation Conf 2024	3304 - Taxis		-1,500	-1,500
T357 Transportation Conf 2024	3503 - Software		-9,300	-9,300
Γ357 Transportation Conf 2024	3504 - IT Support		-500	-500
7357 Transportation Conf 2024	3801 - Advertising and promotions		-800	-800
T357 Transportation Conf 2024	3802 - Brand		-9,000	-9,000
T357 Transportation Conf 2024	3804 - Publication distribution		-700	-700
T357 Transportation Conf 2024	3805 - Member Communication		-500	-500
357 Transportation Conf 2024	3807 - Prizes and awards		-2,500	-2,500
T357 Transportation Conf 2024	3808 - Merchandise		-3,000	-3,000
T357 Transportation Conf 2024	3809 - External Printing		-300	-300
T357 Transportation Conf 2024	3810 - Images & Fonts		-3,000	-3,000
T357 Transportation Conf 2024	4001 - Printer costs		-150	-150
Γ357 Transportation Conf 2024	4002 - Stationery		-300	-300
T357 Transportation Conf 2024	4003 - Postage & Courier		-1,600	-1,600
T357 Transportation Conf 2024	5001 - Catering		-55,000	-55,000
T357 Transportation Conf 2024	5002 - Equipment & Services Hire		-36,000	-36,000
Γ357 Transportation Conf 2024	5003 - Function Administration		-50,000	-50,000
T357 Transportation Conf 2024	5004 - Consumables & miscellaneous		-1,500	-1,500
T357 Transportation Conf 2024	5005 - Professional Fees, Speakers		-6,000	-6,000
357 Transportation Conf 2024	5008 - Venue Hire	245,000	-25,000 -242,850	-25,000 2,150

T359 Transportation - Nelson	T359 Transportation - Nelson			
T359 Transportation - Nelson	5001 - Catering		-2,000	-2,000
T359 Transportation - Nelson	Total - T359 Transportation - Nelson		-2,000	-2,000
T361 - Transportation - Bay of Plenty	Transportation - Bay of Plenty			
T361 - Transportation - Bay of Plenty	5001 - Catering		-2,000	-2,000
T359 Transportation - Nelson	Total - T359 Transportation - Nelson		-2,000	-2,000
T360 Signal Users Group	T360 Signal Users Group			
T360 SNUG	1031 - Conf & events income	20,000		20,000
T360 SNUG	1032 - Sponsorship	18,000		18,000
T360 SNUG	2005 - Member meetings & functions		-1,000	-1,000
T360 SNUG	3008 - Profess development & training		-9,000	-9,000
T360 SNUG	3302 - Local Travel		-8,000	-8,000
T360 SNUG	3504 - IT Support		-5,000	-5,000
T360 SNUG	3807 - Prizes and awards		-500	-500
T360 SNUG	5001 - Catering		-10,000	-10,000
T360 SNUG	5002 - Equipment & Services Hire		-500	-500
T360 SNUG	5005 - Professional Fees, Speakers		-3,995	-3,995
T360 SNUG	5008 - Venue Hire		-12,000	-12,000
T360 SNUG	3503 - Software		-1,000	-1,000
T360 SNUG	Total - T360 SNUG	38,000	-50,995	-12,995
T365 Modelling Users Group	T365 Modelling Users Group			
T365 MUGS	1031 - Conf & events income	30,000		30,000
T365 MUGS	1032 - Sponsorship	11,250		11,250
T365 MUGS	2005 - Member meetings & functions		-5,200	-5,200
T365 MUGS	2505 - Consultants & Prof Services		-40,000	-40,000
T365 MUGS	3807 - Prizes and awards		-700	-700
T365 MUGS	5001 - Catering		-17,500	-17,500
T365 MUGS	5002 - Equipment & Services Hire		-650	-650
T365 MUGS	5004 - Consumables & miscellaneous		-3,000	-3,000
T365 MUGS	5005 - Professional Fees, Speakers		-	-
T365 MUGS	Total - T365 MUGS	41,250	-67,050	-25,800
T370 Travel Demand Management	T370 Travel Demand Management			
T370 TDM	3302 - Local Air Travel		-500	-500
T370 TDM	5001 - Catering		-2,000	-2,000
T370 TDM	5005 - Professional Fees, Speakers		-500	-500
T370 TDM	Total - T370 TDM		-3,000	-3,000
COST CENTRES ALL		400,600	0 -440,915	-40,315