

## 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.

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

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).



**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 / (Loss)
<b>T350 TG - Safety Practitioners</b>	<b>T350 TG - Safety Practitioners</b>				
T350 TG - Safety Practitioners	2005 - Member meetings & functions			-	-
T350 TG - Safety Practitioners	3302 - Local Air Travel			-500	-500
T350 TG - Safety Practitioners	3303 - Accommodation and Meals			-1,000	-1,000
T350 TG - Safety Practitioners	5001 - Catering			-1,500	-1,500
<b>T350 TG - Safety Practitioners</b>	<b>Total - T350 TG - Safety Practitioners</b>			<b>-3,000</b>	<b>-3,000</b>
<b>T351 Transportation - National</b>	<b>T351 Transportation - National</b>				
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			-400	-400
T351 Transportation - National	3501 - Software development			-	-
T351 Transportation - National	3503 - Software			-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
<b>T351 Transportation - National</b>	<b>Total - T351 Transportation - National</b>	<b>76,350</b>		<b>-43,100</b>	<b>33,250</b>
<b>T352 Transportation - Auckland</b>	<b>T352 Transportation - Auckland</b>				
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
<b>T352 Transportation - Auckland</b>	<b>Total - T352 Transportation - Auckland</b>			<b>-8,620</b>	<b>-8,620</b>
<b>T353 Transportation - Canterbury</b>	<b>T353 Transportation - Canterbury</b>				
T353 Transportation - Canterbury	5001 - Catering			-7,000	-7,000
T353 Transportation - Canterbury	5004 - Consumables & miscellaneous			-700	-700
T353 Transportation - Canterbury	5005 - Professional Fees, Speakers			-1,000	-1,000
T353 Transportation - Canterbury	5008 - Venue Hire			-300	-300
<b>T353 Transportation - Canterbury</b>	<b>Total - T353 Transportation - Canterbury</b>			<b>-9,000</b>	<b>-9,000</b>
<b>T354 Transportation - Central</b>	<b>T354 Transportation - Central</b>				
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
<b>T354 Transportation - Central</b>	<b>Total - T354 Transportation - Central</b>			<b>-5,300</b>	<b>-5,300</b>
<b>T355 Transportation - Southern</b>	<b>T355 Transportation - Southern</b>				
T355 Transportation - Southern	5001 - Catering			-2,000	-2,000
<b>T355 Transportation - Southern</b>	<b>Total - T355 Transportation - Southern</b>			<b>-2,000</b>	<b>-2,000</b>
<b>T356 Transportation - Waikato /</b>	<b>T356 Transportation - Waikato /</b>				
T356 Transportation - Waikato /	5001 - Catering			-2,000	-2,000
<b>T356 Transportation - Waikato /</b>	<b>Total - T356 Transportation - Waikato /</b>			<b>-2,000</b>	<b>-2,000</b>
<b>T357 Transportation Conf 2024</b>	<b>T357 Transportation Conf 2024</b>				
T357 Transportation Conf 2024	1031 - Conf & events income	215,000			215,000
T357 Transportation Conf 2024	1032 - Sponsorship	30,000			30,000
T357 Transportation Conf 2024	2501 - Bank and merchant fees			-2,000	-2,000
T357 Transportation Conf 2024	2502 - Interest			-500	-500
T357 Transportation Conf 2024	2505 - Consultants & Prof Services			-10,000	-10,000
T357 Transportation Conf 2024	2506 - Office administration			-700	-700
T357 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
T357 Transportation Conf 2024	3504 - IT Support			-500	-500
T357 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
T357 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
T357 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
T357 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
T357 Transportation Conf 2024	5008 - Venue Hire			-25,000	-25,000
<b>T357 Transportation Conf 2024</b>	<b>Total - T357 Transportation Conf 2024</b>	<b>245,000</b>		<b>-242,850</b>	<b>2,150</b>

<b>T359 Transportation - Nelson</b>		<b>T359 Transportation - Nelson</b>			
T359 Transportation - Nelson	5001 - Catering		-2,000	-2,000	
<b>T359 Transportation - Nelson</b>		<b>Total - T359 Transportation - Nelson</b>		<b>-2,000</b>	<b>-2,000</b>
<b>T361 - Transportation - Bay of Plenty</b>		<b>Transportation - Bay of Plenty</b>			
T361 - Transportation - Bay of Plenty	5001 - Catering		-2,000	-2,000	
<b>T359 Transportation - Nelson</b>		<b>Total - T359 Transportation - Nelson</b>		<b>-2,000</b>	<b>-2,000</b>
<b>T360 Signal Users Group</b>		<b>T360 Signal Users Group</b>			
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	
<b>T360 SNUG</b>		<b>Total - T360 SNUG</b>		<b>38,000</b>	<b>-50,995</b>
<b>T365 Modelling Users Group</b>		<b>T365 Modelling Users Group</b>			
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		-	-	
<b>T365 MUGS</b>		<b>Total - T365 MUGS</b>		<b>41,250</b>	<b>-67,050</b>
<b>T370 Travel Demand Management</b>		<b>T370 Travel Demand Management</b>			
T370 TDM	3302 - Local Air Travel		-500	-500	
T370 TDM	5001 - Catering		-2,000	-2,000	
T370 TDM	5005 - Professional Fees, Speakers		-500	-500	
<b>T370 TDM</b>		<b>Total - T370 TDM</b>		<b>-3,000</b>	<b>-3,000</b>
<b>COST CENTRES ALL</b>		<b>400,600</b>	<b>0</b>	<b>-440,915</b>	<b>-40,315</b>