



# 2018/9 ANNUAL REPORT

Sustainable Business Network



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Jacqueline Farman

# FOREWORD FROM OUR CHAIR



Haere taka mua, taka muri; kaua e whai – be a leader not a follower

It has been another exciting year for the Sustainable Business Network with many highlights. Stand outs for me are the launch of two reports that are the first of their kind: 'New Zealand's Plastic Packaging System: an initial circular economy diagnosis' and 'The Circular Economy Opportunity for Auckland' in partnership with Auckland Council, Auckland Tourism, Events and Economic Development (ATEED), and a range of other business partners. These reports have significantly progressed conversations around the system changes we need to thrive as a nation in the future. They are just one of the ways we are bringing our new Purpose to life: Empowering business so people and nature prosper.

With membership growth of almost 20%, it's clear we are meeting a growing need for like-minded businesses to come together, get inspired and learn from each other. Nowhere is that collective passion and energy more evident than at our annual NZI Sustainable Business Network Awards dinner each year. We're breaking records in entries and attendance year on year, and 2018 was no exception. Almost 700 guests packed out the

Auckland waterfront in 2018 to celebrate excellence and impact. My warmest congratulation to all winners on the night, and to everyone who was selected as a finalist – it's tough picking winners when everyone who enters is such a role model of brilliant vision, leadership and unstoppable action.

Speaking of unstoppable action, throughout this report you will see that Rachel Brown and her team have compiled an impressive set of achievements for this financial year, as they continue to connect, inspire and influence businesses throughout our nation. The growth in our Advisory and sustainable leadership courses is testament to the skills and expertise that SBN has to offer businesses, regardless of what stage you're at on your sustainability journey.

My thanks also to my Board colleagues. Our diversity and dedication reflects that of our network - we come from small and large business, corporates, not for profits and SMEs. We are business owners and sustainability professionals, united by our common purpose and desire to make a difference to Aotearoa, and to members. I'd like to recognise my fellow Board members for the time and energy they generously volunteer to ensure that SBN is the very best it can be.



Rachel Brown ONZM

# FOREWORD FROM OUR CEO



Tēnā koutou, tēnā koutou, tēnā  
koutou katoa  
Nga mihi nui ki a koutou katoa

Wow, what a year we have had!

This year we had four major focus areas: to grow the low carbon circular economy; to scale up our nation's water restoration work; to invest in growing SBN's profile; and to significantly grow our membership.

This was a year of investment to grow and you'll see from our financials we delivered what we were hoping to.

It's been a fantastic year, and we've achieved in each of these four areas. We've got a great team of experts among our staff, wonderful advisors on our Board, and such an inspirational community among our members and partners.

Our achievements over the past year are due to hard work from all these people and we're proud to bring our impacts together into this report.

Operationally, we have focused a lot more on our team and systems development. We've signed up to be a Living Wage employer and

we've got our purpose, mission and beliefs lined up – and we like who we are!

We've measured our carbon emissions, we focus on reducing them and we've donated regularly to Million Metres Streams. Our staff survey has shown SBN is a great place to work.

Membership has been cranking this year. Our small team has worked its magic. The 19% growth in our membership is a sign of the growing interest and need to get engaged among our business community. The Now Crowd is also gaining momentum.

We delivered 88 events around the country, which are a great way to connect, be inspired and then act. We had our largest ever turn out at the 2018 NZI Sustainable Business Network Awards – these grow every year and are a source of inspiration for so many.

Our circular economy work has delivered nationally influential work. Two reports are the first of their kind in NZ (the first study of NZ's plastic packaging and the first economic analysis of the circular economy). They have both resulted in action from across business and government.





It's been the best year ever for Million Metres Streams. This year we have received enough funding to cover operations and grow our fundraising targets, along with the projects we have listed. We are really proud of the team! As part of our water work we carried out some research for Foundation North that saw the creation of our GulfX Project, funded by GIFT. It's a targeted project to restore the mauri of the Hauraki Gulf.

This year we also created SBN's own Advisory service to respond to the growing requests from members for support with action. We have begun the process of advising business, which has been hugely rewarding work.

In terms of our profile, that has really grown this year with both our reach and engagement targets being exceeded. We redesigned and rebuilt our website, and have had a significant rise in visitors to both this and our directory. Our impact is showing in our numbers.

The feedback on our re-brand has been amazing. In July our communications team grew again. We have written the most beautiful description of the new branding which I would like to share and close on:

"The colours are taken from New Zealand's unique landscape and show the ways in which everything is connected. The greens represent nature, how it feeds us, nourishes us and protects us... The dark blue represent the waterways which are the lifeblood for us all. The light blue is the atmosphere – but more poignantly, it's the world of light which represents knowledge. The red comes from kokowai – an earthy, red ochre which celebrates our unique Maori heritage."

Naku noa, na

Rachel





## SUSTAINABLE BUSINESS NETWORK INCORPORATED

Registered as a Charity under the  
Charities Act 2005  
Registered as an Incorporated Society  
under the Incorporated Societies Act  
1908

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CC 40638 (Charities Act 2005  
registration number)  
AK/916971 (Incorporated Societies Act  
1908 registration number)



### Physical address

Level 3  
Old Sofrana House  
18 Customs Street East  
Auckland

### Postal address

PO Box 106983  
Auckland City 1143

### Email

[info@sustainable.org.nz](mailto:info@sustainable.org.nz)

### Phone

09-826-0394

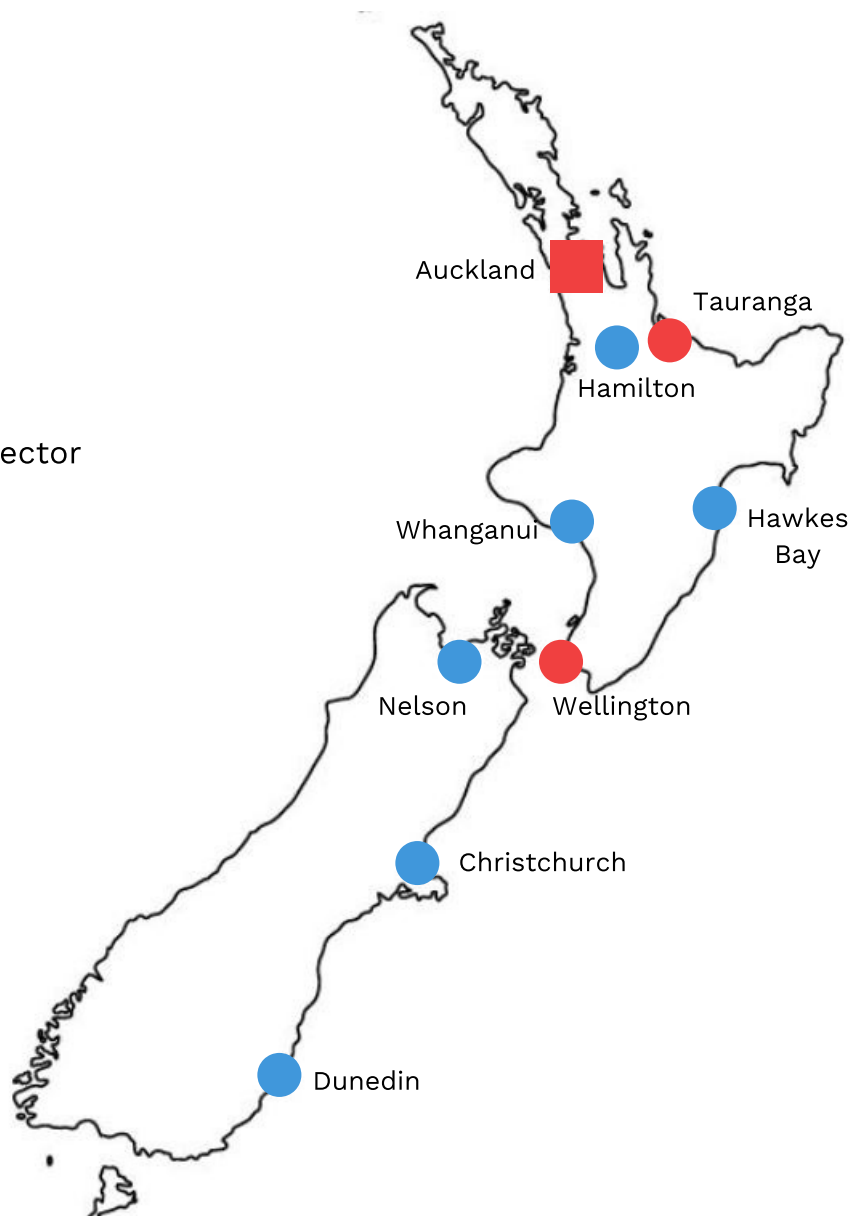
### Website

[sustainable.org.nz](http://sustainable.org.nz)



## Our people

- SBN staff
- SBN business connector



## Structure

SBN is overseen by a Board of Trustees comprising 5 elected and up to 5 co-opted members. There are 21 staff (both full and part time), equating to 16.7 FTEs. 18 are based in Auckland, 2 in Wellington and 1 in Tauranga.

In addition we have 2 Advisory Boards (for our Circular Economy Accelerator and Million Metres Streams projects), comprising experts in resource use and water restoration.

7 voluntary Business Connectors provide a local presence in different regions. 5 student interns and volunteers have helped us as part of their studies or developing their careers.

SBN has links with aligned international organisations including Forum for the Future and the Ellen MacArthur Foundation.

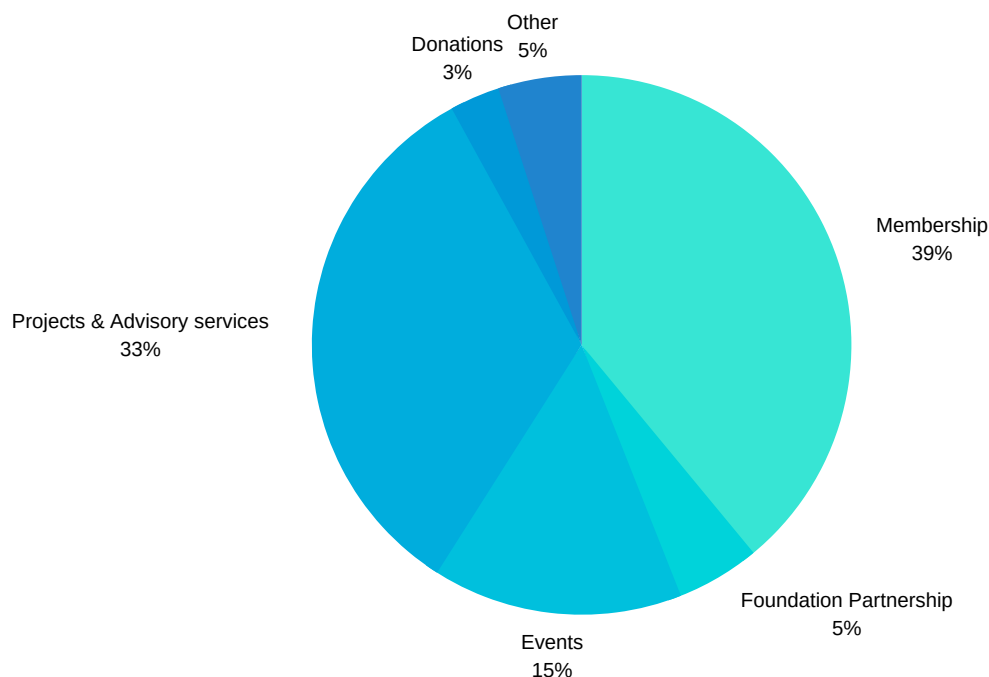


# MAIN SOURCES OF CASH & RESOURCES

- Annual membership subscription fees
- Foundation Partnership – with longstanding partner NZI (for 9 years)
- Events – sponsorships & ticket sales
- Project & Advisory services – funding for projects and tailored sustainability advice
- Donations – to the network operations

## 39%

income from annual membership subscriptions



## Methods used to raise funds

- Encouraging organisations to join our network, which generates membership fees. Methods include personal contact, 3rd party recommendations, raising our profile through communications & events.
- Organising and promoting events.
- Seeking sponsorship for larger events by approaching potential funders.
- Seeking partners for projects by approaching potential partners.
- Providing sustainability advice for organisations via our Advisory service.

## Volunteers and donated goods & services

- The Board of Trustees are not paid for their governance role. They meet at least quarterly. We have 2 committees (Audit and Risk, and Remuneration), which have Board representation. They provide many in-kind hours.
- Interns or volunteers support our research, events and projects.
- Members provide many in-kind hours into research, events and projects.
- Events receive in-kind donations such as beverages, printing & venue hire.





# SUSTAINABLE BUSINESS NETWORK



## OUR PURPOSE

Empowering business so people and nature prosper

## OUR MISSION

Always connect. Always inspire. Build unstoppable momentum to restore Aotearoa

“The Sustainability Business Network is a fantastic organisation that inspires change. They showcase sustainable practice and support businesses of all sizes to put sustainability at the heart of what they do. Being part of the SBN provides valuable learning opportunities and connections with like-minded organisations.”

Kat McDonald, Sustainability Manager, Lion



# OUTCOMES



We progress sustainability in New Zealand through our mission:

Always connect. Always inspire. Build unstoppable momentum to restore Aotearoa.

We:

- Connect organisations, to foster collaboration and growth
- Inspire organisations to become more sustainable
- Enable organisations to Act through projects, tools and resources
- Influence, through representation on panels and commenting in the media





# OUTPUTS

“SBN is an excellent network for sharing ideas, working together, supporting each other, being inspired by other members, and has been instrumental in the growth of our business.”

Melanie Salisbury, joint business owner, Simply Jute





## CONNECT

# 565

Members (comprising corporates, small and medium businesses, councils, and not for profits).  
Our network facilitates connections & interactions between members at events and online.

# 19%

growth in number of members  
over the year



108

Members of The Now Crowd since May 2018. This is a group of young professionals who connect through events to drive sustainability in their workplaces.

85%

increase in unique page views of the Sustainable Business Directory to 62,445. The Directory profiles SBN members and their products & services. We promote it to help grow sustainable business.

88

SBN events, attended by 3991 people. Events are forums where people can connect and network.

82%

of members find our events valuable, according to our annual member survey.

# 1ST

study of NZ's plastic packaging system written & publicised, in partnership with 10 businesses: 'New Zealand's Plastic Packaging System: an initial circular economy diagnosis'

# 1ST

economic analysis of NZ's economic opportunity, written & publicised in partnership with ATEED, & support from Inzide, Junk Run, Fuji Xerox & 3R: 'The Circular Economy Opportunity for Auckland'

95%

of members say they are better informed about sustainable business as a result of our communications (newsletter, social media, emails, stories).

50%

increase in website visitors to 111,724. The website is our main portal of sustainable business information.

187

stories written and shared to inform and inspire (news stories and Award finalist stories).

40%

increase in people liking our Facebook pages to 15,100 (SBN and Million Metres).



INSPIRE

# NZI SUSTAINABLE BUSINESS NETWORK AWARDS

670 attendees  
262 entrants  
11 winners





**\$380,679**

raised to fund the planting of native trees along NZ waterways through our Million Metres Streams project

**21,935  
METRES**

of waterway to be planted with native species as a result of this fundraising

**17**

stream planting projects around New Zealand during 2018/9

298

requests for sustainability help responded to (submitted via our website)

1,279

people downloaded reports from our website. These reports provide practical advice to help businesses act on sustainability

10

businesses provided with in-depth strategic sustainability advice, through our Advisory service and standardised sustainability assessments

213

organisations calculated their carbon emissions using a tool on our website

97%

of attendees at our events said they 'definitely would' (51%) or 'might' (46%) take action on sustainability as a result of the event

8

good food businesses mentored to help them grow, through the Good Food Boost, in partnership with ATEED and Wellington City Council

GULFX

project launched to restore the mauri, the life-giving essence, of the Hauraki Gulf



# INFLUENCE

3

Government boards Rachel Brown ONZM has been appointed to: Small Business Council, Green Innovation Fund Advisory Board, and All of Government Procurement Panel

3

external advisory groups Georgina Hart is a member of: Watercare Environmental Advisory Group, Northern Wairoa Freshwater Improvement Project (Northland Regional Council) and Hōteio River Freshwater Improvement Project (Auckland Council)

3

Government ministers briefed on sustainability by Rachel Brown: Minister Eugenie Sage, Minister David Parker & Minister Stuart Nash



# INFLUENCE

30

people upskilled  
through our Leadership  
in Sustainable Business  
course

15

interviews on TV (8)  
and national radio (7)  
with SBN staff (Rachel  
Brown, James Griffin &  
Georgina Hart)

13

articles about  
sustainability written by  
SBN staff published in the  
media (Andy Kenworthy,  
Fiona Stephenson, James  
Griffin & Samuel  
McGlennon)

FAIR  
WAGE

accreditation renewed



# THANK YOU TO ALL OUR MEMBERS & PARTNERS FOR YOUR SUPPORT



“Now more than ever, an organisation like SBN is critical to achieving true sustainability: for businesses, for our nature and ultimately for humanity. WWF very much values SBN’s leadership, celebration and corralling of organisations in doing what’s right, priceless”.  
Livia Esterhazy, CEO, WWF-New Zealand

“The SBN are a passionate, inspirational and professional team that continue to connect Ecotricity with like-minded genuine sustainable organisations, focused on providing ecologically and economically sound alternatives for business, staff and customers.”  
Mark Yates, Director, Ecotricity

“Our association with SBN has been a valuable and timely one for Alsco, in particular our role as an early adopter and major sponsor of the Million Metres riparian planting programme. In conjunction with a number of other initiatives, our partnership with SBN has helped us to shape our story telling. This has assisted Alsco to communicate our purpose as a business, beyond profit, to not only our employees and customers, but also to the wider communities we operate in.”  
Mark Roberts, Group General Manager, Alsco

## Sustainable Business Network Incorporated

### Independent auditor's report to the Members

## Report on the Performance Report

### Opinions

We have audited the performance report of Sustainable Business Network Incorporated (the entity), which comprises the the statement of financial position as at 31 March 2019, the entity information, statement of service performance, statement of financial performance and statement of cash flows for the year ended 31 March 2019, and the statement of accounting policies and other explanatory information.

#### *In our opinion:*

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the accompanying performance report gives a true and fair view of:
  - i) the entity information for the year then ended;
  - ii) the service performance for the year then ended; and
  - iii) the financial position of Sustainable Business Network Incorporated as at 31 March 2019 and of its financial performance, and cash flows for the year then ended.

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

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 performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), 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 entity 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 opinion.

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

#### **CHARTERED ACCOUNTANTS & ADVISORS**

Level 4, 21 Queen Street  
Auckland 1010, New Zealand  
PO Box 106 090  
Auckland 1143, New Zealand  
Telephone: +64 9 366 5000  
**[williambuck.co.nz](http://williambuck.co.nz)**

William Buck Audit (NZ) Limited



### **Information Other than the Performance Report and Auditor's Report Thereon**

The Trustees are responsible for the other information. The other information comprises the foreword from Chairperson, CEO and General manager.

Our opinion on the performance report does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the performance report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the performance report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of the Trustees for the Performance Report**

The Trustees are responsible for:

- a) 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;
- b) the preparation of a performance report on behalf of the entity that gives a true and fair view, which comprises:
  - the entity information;
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance reportin accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of the entity for assessing the entity'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 Trustees either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the 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 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 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 Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity'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 entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the 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 Trustees 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.

The engagement director on the audit resulting in this independent auditor's report is Alison Anderson.

#### **Restriction on Distribution and Use**

This report is made solely to the entity's members, as a body. Our audit work has been undertaken so that we might state to the entity's members those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's members, as a body, for our audit work, for this report or for the opinions we have formed.



**William Buck Audit (NZ) Limited**

Auckland  
6 June 2019



# STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 MARCH 2019


	Note	Actual This Year \$	Budget This Year (Unaudited) \$	Actual Last Year \$
<b>Revenue</b>				
Donations, fundraising and other similar revenue	1	60,436	52,500	153,728
Fees and subscriptions from members	1	728,941	750,223	629,117
Sponsorship revenue from members	1	272,467	274,800	304,983
Sponsorship revenue from public or non-member govt agencies	1	47,500	40,000	16,000
Revenue from providing goods or services to members	1	342,606	641,933	327,755
Revenue from providing goods or services to public or non-member govt agencies	1	282,443	64,239	132,826
Ticket sales from awards, conference and other events	1	97,387	103,625	98,797
Interest, dividends and other investment revenue	1	17,814	10,120	15,629
Rental Income	1	16,713	16,714	19,056
<b>Total Revenue</b>		<b>1,866,307</b>	<b>1,954,154</b>	<b>1,697,891</b>
<b>Expenses</b>				
Volunteer and employee related costs	2	1,458,058	1,545,066	1,246,731
Costs related to providing goods or services	2	294,655	333,642	210,482
Costs related awards, conference and other events	2	127,951	122,735	145,432
Other expenses	2	34,401	56,919	22,965
<b>Total Expenses</b>		<b>1,915,065</b>	<b>2,058,362</b>	<b>1,625,610</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(48,758)</b>	<b>(104,208)</b>	<b>72,281</b>



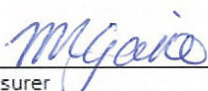


# STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2019

	Note	Actual This Year \$	Actual Last Year \$
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	1,133,220	1,014,835
Debtors and prepayments	3	300,503	268,405
<b>Total Current Assets</b>		<b>1,433,723</b>	<b>1,283,240</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	4	50,086	47,859
<b>Total Non-Current Assets</b>		<b>50,086</b>	<b>47,859</b>
<b>Total Assets</b>		<b>1,483,809</b>	<b>1,331,099</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	3	104,260	118,437
Employee costs payable	3	135,324	122,385
Unused donations with conditions	3	205,813	120,197
Unused sponsorship and membership fees with	3	703,324	586,234
<b>Total Current Liabilities</b>		<b>1,148,721</b>	<b>947,253</b>
<b>Total Liabilities</b>		<b>1,148,721</b>	<b>947,253</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>335,088</b>	<b>383,846</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	5	335,088	383,846
<b>Total Accumulated Funds</b>		<b>335,088</b>	<b>383,846</b>

  
Chairperson

6 June 2019  
Date

  
Treasurer

6 June 2019  
Date



# STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2019

	Actual This Year \$	Actual Last Year \$
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Donations, fundraising and other similar receipts	10,000	153,728
Sponsorship, grants and other similar receipts	315,284	478,344
Fees, subscriptions and other receipts from members	874,107	690,423
Receipts from providing goods or services	825,371	437,183
Interest, dividends and other investment receipts	24,004	10,554
Receipts for MMS projects	384,011	271,231
Net GST	6,389	12,688
<b>Cash was applied to:</b>		
Payments to suppliers	564,628	481,682
Payments to employees	1,365,618	1,116,047
Payments to MMS projects now closed	360,635	228,226
<b>Net Cash Flows from Operating Activities</b>	<b>148,285</b>	<b>228,196</b>
<b>Cash flows from Investing and Financing Activities</b>		
<b>Cash was received from:</b>		
Receipts from selling property, plant and equipment	393	-
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment	30,293	31,949
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>(29,900)</b>	<b>(31,949)</b>
<b>Net Increase / (Decrease) in Cash</b>	<b>118,385</b>	<b>196,247</b>
<b>Opening Cash</b>	<b>1,014,835</b>	<b>818,588</b>
<b>Closing Cash</b>	<b>1,133,220</b>	<b>1,014,835</b>
<b>This is represented by:</b>		
Bank Accounts and Cash	1,133,220	1,014,835



# STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 31 MARCH 2019

## Basis of Preparation

Sustainable Business Network 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

Sustainable Business Network Incorporated is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

## 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.

## Property, Plant and Equipment

Property Plant and Equipment are included at cost less accumulated depreciation.

## Depreciation

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 1994.

Asset Class	Depn Rate	Depn Method
Office Furniture	10% - 25%	Diminishing Value
Office Equipment	30% - 67%	Diminishing Value

## Changes in Accounting Policies

There have been no changes in accounting policies during the financial year (last year - nil)





# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 1: Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Donations and other similar revenue	Administration donation	10,000	115,835
	MMS admin fee on closed projects	50,436	37,893
	<b>Total</b>	<b>60,436</b>	<b>153,728</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions from members	Membership fees are billed throughout the year on the members renewal date. An adjustment for membership in advance is made each year at year end.	770,578	662,384
	Transfer of Membership Fees to MMS Project	(41,637)	(33,267)
	<b>Total</b>	<b>728,941</b>	<b>629,117</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Sponsorship revenue from members	Administration	119,800	121,383
	Awards	123,500	121,500
	Conference	15,000	31,500
	Other Events	14,167	30,600
	<b>Total</b>	<b>272,467</b>	<b>304,983</b>

Revenue Item	Analysis	This Year \$	Last Year \$
Sponsorship revenue from public	Administration	25,000	-
	Awards	22,500	15,000
	Other Events	-	1,000
	<b>Total</b>	<b>47,500</b>	<b>16,000</b>



# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 1: Analysis of Revenue continued

Revenue Item	Analysis	This Year	Last Year
Revenue from providing goods or services to members	Sponsorship	\$ 7,500	\$ 87,379
	Transformation areas project partner income	335,106	240,376
	<b>Total</b>	<b>342,606</b>	<b>327,755</b>

Revenue Item	Analysis	This Year	Last Year
Revenue from providing goods or services to non member govt agencies or public	Sponsorship	\$ -	\$ 64,326
	Transformation areas project partner income	282,443	68,500
	<b>Total</b>	<b>282,443</b>	<b>132,826</b>

Revenue Item	Analysis	This Year	Last Year
Ticket sales from awards, conference and other events	Awards	\$ 67,034	\$ 61,602
	Conference	9,409	21,398
	Transformation area events	4,189	7,479
	Other events	16,755	8,318
	<b>Total</b>	<b>97,387</b>	<b>98,797</b>

Revenue Item	Analysis	This Year	Last Year
Interest, dividends and other investment revenue	Interest	\$ 17,814	\$ 15,629
	<b>Total</b>	<b>17,814</b>	<b>15,629</b>

Revenue Item	Analysis	This Year	Last Year
Rental Income	Sub lease rentals	\$ 16,713	\$ 19,056
	<b>Total</b>	<b>16,713</b>	<b>19,056</b>



# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 2: Analysis of expenses

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Salaries and Wages	1,375,344	1,135,970
	KiwiSaver contributions	40,534	33,410
	ACC levies	2,405	1,874
	Contractors and Project Managers	36,337	72,025
	Staff Training	3,438	3,452
	<b>Total</b>	<b>1,458,058</b>	<b>1,246,731</b>

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to providing goods or services	Catering	19,537	17,647
	Commission/Licence fees	2,519	2,378
	Donations to MMS and other charities	2,951	400
	Insurance, repairs and maintenance	8,636	6,684
	IT	61,230	46,156
	Marketing/advertising	48,187	19,354
	Travel	46,073	30,446
	Utilities (rent,rates,power,telephone,internet)	71,026	62,663
	Workshop and event costs (speaker, equipment, venue)	7,183	-
	Other admin costs(general,bank fees,stationery, printing,postage,subscriptions,security)	27,313	24,754
	<b>Total</b>	<b>294,655</b>	<b>210,482</b>

Expense Item	Analysis	This Year \$	Last Year \$
Costs related to awards,conference and other events	Marketing and Advertising	6,537	12,959
	Catering	76,402	72,634
	Speaker Fees and Entertainment	1,750	13,844
	Equipment Hire	23,021	23,852
	Venue Hire	7,202	9,501
	Commissions	3,070	3,009
	Other event expenses	9,969	9,633
	<b>Total</b>	<b>127,951</b>	<b>145,432</b>

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Auditors Fees	6,728	6,724
	Depreciation	27,416	14,105
	Loss on sale of disposal of assets	257	76
	Legal Fees	-	2,060
	<b>Total</b>	<b>34,401</b>	<b>22,965</b>





# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 3: Analysis of assets & liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Westpac Bank Cheque Accounts	582,235	479,416
	Westpac Bank Savings Accounts	71,745	71,673
	Westpac Term Deposit	479,040	463,546
	Petty Cash	200	200
	<b>Total</b>	<b>1,133,220</b>	<b>1,014,835</b>

Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments	Accounts receivable	288,913	247,886
	Prepayments	9,864	12,603
	Accrued Income	1,726	7,916
	<b>Total</b>	<b>300,503</b>	<b>268,405</b>

Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Trade and other payables	27,030	45,583
	GST Payable	77,230	72,854
	<b>Total</b>	<b>104,260</b>	<b>118,437</b>



# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 3: Analysis of assets & liabilities continued

Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable	Wages and salaries earned but not yet paid	27,404	23,548
	Holiday pay accrual	59,985	56,014
	Long service leave accrual	6,044	4,145
	PAYE owing	32,215	30,495
	KiwiSaver and Student Loan contributions owing	9,676	8,183
	<b>Total</b>	<b>135,324</b>	<b>122,385</b>

Liability Item	Analysis	This Year \$	Last Year \$
Unused donations with conditions	MMS donations on open projects		
	This account represents funds received by donors and sponsors to our waterways restoration project that the organisation is facilitating with various field partners to restore the health of New Zealand streams with the aim to reach one million metres of riparian planting.		
	Opening Balance 1 April 2018	120,197	67,931
	Donations and Sponsorship	446,251	280,492
	Expenses Incurred	(360,635)	(228,226)
	<b>Total</b>	<b>205,813</b>	<b>120,197</b>

Liability Item	Analysis	This Year \$	Last Year \$
Unused sponsorship and membership fees with conditions	Sponsorship, Project Management and Advisory	263,004	187,671
	Membership	440,320	398,563
	<b>Total</b>	<b>703,324</b>	<b>586,234</b>



# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 4: Property, plant & equipment

This Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Furniture and fixtures	13,429	-	476	1,432	11,521
Office equipment	34,430	30,293	174	25,984	38,565
<b>Total</b>	<b>47,859</b>	<b>30,293</b>	<b>650</b>	<b>27,416</b>	<b>50,086</b>

Last Year					
Asset Class	Opening Carrying Amount	Purchases	Sales/Disposals	Current Year Depreciation and Impairment	Closing Carrying Amount
Furniture and fixtures	13,800	1,238	7	1,602	13,429
Office equipment	16,291	30,711	69	12,503	34,430
<b>Total</b>	<b>30,091</b>	<b>31,949</b>	<b>76</b>	<b>14,105</b>	<b>47,859</b>





# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 5: Accumulated funds

This Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	383,846	-	383,846
Surplus/(Deficit)		(48,758)		(48,758)
Closing Balance	-	335,088	-	335,088

Last Year				
Description	Capital Contributed by Owners or Members	Accumulated Surpluses or Deficits	Reserves	Total
Opening Balance	-	311,565	-	311,565
Surplus/(Deficit)		72,281		72,281
Closing Balance	-	383,846	-	383,846



# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 6: Commitments & contingencies

Commitment	Explanation and Timing	At balance date	At balance date
		This Year	Last Year
		\$	\$
Commitments to lease premises:	Not later than one year	49,687	49,609
- 18 Custom Street East, Auckland	Later than one year and not later than five years	426	-
- 7-9 Holland St, Te Aro, Wellington	Later than five years	-	-
<b>Total</b>		<b>50,113</b>	<b>49,609</b>

### Contingent Liabilities and Guarantees:

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )



## NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

### Note 7: Goods or services provided in kind

Description	Amount
Soar Printing	10,000
Yealands Family Wine	12,636
Hallertau	4,454
Cadence Communications	10,000
Corporate AV Services Ltd	6,410
Borderless Productions Ltd	4,000
Regional Facilities	4,000
Garage Project	1,728
Collective Hospitality	4,700
Exhibit Group	5,000
Lion	600
Karma Kola	2,700
GridAKL	3,300
Toyota - provision of the free use of a vehicle	-





# NOTES TO THE PERFORMANCE REPORT FOR THE YEAR ENDED 31 MARCH 2019

## Note 8: Description of related party relationship

The Sustainable Business Network Incorporated has a policy to use members for goods and services where possible and these are provided at normal or below trade prices and market rates. The Sustainable Business Network Incorporated receives a portion of its funding from Sponsorship and this may be provided from members of the Sustainable Business Network Incorporated.

## Note 9: 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 10: Assets on wind up of the organisation

If upon the winding up or dissolution of the organisation there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the organisation but shall be given or transferred to some other organisation or body having charitable objects similar to the objects of the first organisation, or to some other charitable organisation or purpose within New Zealand.