

Performance Report

Human Factors and Ergonomics Society of New Zealand
For the year ended 31 March 2022

Prepared by NJCA Limited

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Compilation Report

Human Factors and Ergonomics Society of New Zealand For the year ended 31 March 2022 Cash Basis

Compilation Report to the Committee of Human Factors and Ergonomics Society of New Zealand.

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Human Factors and Ergonomics Society of New Zealand for the year ended 31 March 2022.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Committee are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Independence

We have no involvement with Human Factors and Ergonomics Society of New Zealand other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.



NJCA Limited

PO Box 23, Rolleston

Dated: 15 April 2021

Entity Information

Human Factors and Ergonomics Society of New Zealand For the year ended 31 March 2022 Cash Basis

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Human Factors and Ergonomics Society of New Zealand

Entity Type and Legal Basis

Human Factors and Ergonomics Society of New Zealand Inc is an Incorporated society registered under the Incorporated Societies Act 1908.

Registration Number

NZBN: 9429042684695

Incorporation number: 441832

Date of Incorporation: 22 August 1988

Entity's Purpose or Mission

The purposes of the Society are:

- (a) To promote the application of human factors / ergonomics knowledge.
- (b) To advance human factors / ergonomics research, education, public awareness and professional standards.
- (c) To perform any functions or actions necessary or helpful to fulfil the above purposes.

Entity Structure

The Society shall have an elected committee ("the Committee"), comprising the following:

- (a) Chairperson;
- (b) Secretary;
- (c) Treasurer;
- (d) And 2 committee members.

Main Sources of Entity's Cash and Resources

Membership fees and conferences (although conference is every second year and no conference in 2020)

Main Methods Used by Entity to Raise Funds

- Membership fees and conference

- We do run webinars, but these are sometimes charged for and sometimes a member benefit

Entity's Reliance on Volunteers and Donated Goods or Services

- 90% reliance on volunteers
- No goods donated
- Services include range of advisory services focusing on society development, industry updates.

Registered Office Address

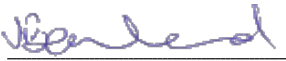
HASANZ, Suite 6, 108 The Terrace, Wellington Central, Wellington 6011, New Zealand.

Approval of Financial Report

Human Factors and Ergonomics Society of New Zealand For the year ended 31 March 2022 Cash Basis

The Committee are pleased to present the approved financial report including the historical financial statements of Human Factors and Ergonomics Society of New Zealand for year ended 31 March 2021.

APPROVED



Vanessa Beanland

Chair Person

Date May 24, 2022



Karl Bridges

Treasurer

Date May 31, 2022

Statement of Service Performance

Human Factors and Ergonomics Society of New Zealand

For the year ended 31 March 2022

Cash Basis

'What did we do?', 'When did we do it?'

Human Factors & Ergonomics Society of NZ is a membership Society which was established for the benefit of its members to be a supportive group within New Zealand.

The Society has its members based all over New Zealand. The Administrator is based in Rolleston, Canterbury. The Committee of the Society are also based all over NZ and when they have their committee meetings these are virtual on Zoom.

Description of Entity's Outcomes

The Human Factors and Ergonomics Society of New Zealand:

- Promotes the application of human/factors/ergonomics knowledge
- Advances human factors/ergonomics research, education, public awareness and professional standards

Society outcomes are:

- Increasing membership (including continuous improvement of member benefits)
- Raise awareness of HFE
- Develop the industry within NZ

Description and Quantification of the Entity's Outputs

- No in-person all-society events held due to COVID-19 restrictions
- Continued progress on the HASANZ/WorkSafe NZ funded Workforce Development Project
- Online mini-conference held in September 2021
- One-day in-person conference scheduled for November 2022
- Two-day conference partially organised but deferred to 2023 due to COVID-19
- 9 committee meetings held
- 8 newsletters
- Special interest groups – 2 webinars held via Zoom with 40-45 attendees at each

Additional Output Measures

Membership has grown from about 104 members to 100 at the end of the financial year. Decline in membership due to unpaid fees.

We have 17 certified members, plus 6 associate professional members and 2 technical members. The remainder of the membership includes general, student and life members.

Additional Information

The committee have had a strong focus on transforming the Society and its growth. It has also looked at the longevity and sustainability of the Society for the future.

We have invested in an upgrade on the website which members have found extremely useful, and the Society feels these costs have been a good focus for them.

Statement of Receipts and Payments

Human Factors and Ergonomics Society of New Zealand For the year ended 31 March 2022

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

	NOTES	2022	2021
Operating Receipts			
Receipts from providing goods or services	1	15,403	14,526
Interest, dividends and other investment receipts	1	166	443
Total Operating Receipts		15,569	14,969
Operating Payments			
Payments relating to providing goods or services	2	9,238	9,915
Other operating payments	2	5,940	7,615
Total Operating Payments		15,179	17,530
Operating Surplus or (Deficit)		391	(2,562)
Increase/(Decrease) in Bank Accounts and Cash		391	(2,562)
Cash Balances			
Cash and cash equivalents at beginning of period		55,434	57,996
Net change in cash for period		391	(2,562)
Cash and cash equivalents at end of period		55,825	55,434

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Resources and Commitments

Human Factors and Ergonomics Society of New Zealand

For the year ended 31 March 2022

Cash Basis

'What the entity owns?' and 'What the entity owes?'

	2022	2021
Bank Accounts and Cash		
Bank and cash/(bank overdraft)	55,825	55,434
Total Bank Accounts and Cash	55,825	55,434
	2022	2021
Commitments		
Current		
Creditors and Accrued Expenses		
GST	(629)	(953)
Total Creditors and Accrued Expenses	(629)	(953)
Total Current	(629)	(953)
Total Commitments	(629)	(953)
	2022	2021
Equity		
Current year earnings	67	(2,402)
Retained earnings/Accumulated funds	56,387	58,789
Total Equity	56,453	56,387

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Accounting Policies

Human Factors and Ergonomics Society of New Zealand

For the year ended 31 March 2022

Cash Basis

'How did we do our accounting?'

Basis of Preparation

The entity is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Income Tax

Human Factors and Ergonomics Society of New Zealand 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 Receipts and Payments comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



Notes to the Performance Report

Human Factors and Ergonomics Society of New Zealand

For the year ended 31 March 2022

Cash Basis

	2022	2021
1. Analysis of Receipts		
Receipts from providing goods or services		
Conference/Seminar Income	-	535
Membership fees	15,338	13,991
Prof Membership Application Fees	65	-
Total Receipts from providing goods or services	15,403	14,526
Interest, dividends and other investment receipts		
Interest Income	166	443
Total Interest, dividends and other investment receipts	166	443
	2022	2021
2. Analysis of Payments		
Payments relating to providing goods or services		
Advertising / Promotion / HASANZ	-	621
Bank Fees	99	70
Conference/Seminar expenses	1,670	2,080
General Expenses	1,030	172
HASANZ Representation	500	1,684
IEA Representation	-	131
Postage	-	129
Printing & Stationery	-	50
Student Assistance	-	(61)
Subscriptions	3,690	3,083
Webinars	-	456
Website development	2,250	1,500
Total Payments relating to providing goods or services	9,238	9,915
Other operating payments		
Net GST	(324)	159
Administration	6,265	5,856
Audit/Review Fees	-	1,200
Consulting & Accounting	-	400
Total Other operating payments	5,940	7,615

3. Related Parties

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

4. 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).