

THE PERSONAL ADVOCACY AND SAFEGUARDING ADULTS TRUST
Performance Report
For the year ended 31 March 2020

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**The Personal Advocacy and
Safeguarding Adults Trust**

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The Personal Advocacy and Safeguarding Adults Trust

Entity Information

As at 31 March 2020.

Trustees

Barney Cooper (Chair)
Ross Steele (resigned March 2020)
Donald Bagnell
Janine Stewart
Michelle Clayton
Gerard Letts
Kate Cooke
John Stribny
Paul Frederick Holmes

Date of Incorporation

4th December 1967

Registered Charity

Registered on the 16th May 2008.
Registration Number CC24427

Postal Address

PO Box 25118
Wellington 6146.

Purpose

A trust for the benefit of people with intellectual disability

Bankers

BNZ-Wellington

The main sources of the entity's cash and resources

PASAT received its income from grants, membership fees, investment income and commissions from trust account administration.

The main methods used by the entity to raise funds

Funds are raised through membership fees, various grants, investment of funds and administration of trust funds.

The entity's reliance on volunteers and donated goods or services

The Personal Advocacy and Safeguarding Adults Trust do not rely on volunteers or donated goods and services.

Statement of Service Performance

What did we do? When did we do it?

For the year ended: 31 March 2020

Description of the entity's outcomes:

The Personal Advocacy Trust's mission is to support, advocate and encourage the independence of its members, adults with care and support needs, and other adults at risk. We provide an opportunity for parents to invest in peace of mind for the future. Our key outcomes can be summarised as:

1. Consistent and timely high-quality advocacy support to Trust members.
2. Responsive advocacy for Trust members, those with care and support needs, and other adults at risk in times of crisis.
3. Empowerment of Trust members, adults with care and support needs, and other adults at risk to self-advocate; engagement of support networks to assist and facilitate independence;
4. Comprehensive support for decision making.
5. Fair and transparent administration of Discretionary Funds held in Trust for members, with simple yet robust application and disbursement procedures.

Description and quantification (to the extent practicable) of the entity's outputs:

	2020	2019
1. Consistent and timely high quality advocacy support to Trust members with intellectual disabilities.		
2. Responsive advocacy for Trust members, adults with care and support needs and other adults at risk in times of crisis.		
New enrolments	7	8
Total number of members	378	395
Number of Full Support members	254	257
Number of other Adults supported	70	5
Hours of advocacy delivered for enrolled members	2,639+	2939+
Number of face to face visits for enrolled members	1429+	1364+
4. Comprehensive support for decision making.		
Number of Supported Decision-Making contracts	22	10
5. Fair and transparent administration of Discretionary Funds held in Trust for members, with simple yet robust application and disbursement procedures.		
Number of Discretionary Trusts administered	28	27
Value of Discretionary Trusts administered	\$1,922,480	\$1,875,861

Additional information:

Advocates work around the country visiting members and their other supporters, monitoring accommodation, activities, health, finances and general wellbeing. Advocates ensure that the member's rights are respected at all times, and work to protect members from harm and abuse.

In a 2018 survey:

91% of family said that the Trust satisfied the reason their family member was enrolled.

83% of members said they feel safe to talk to their Advocate about their worries.

93% of members feel their Advocate treats them with respect.

"I cannot stress enough how helpful [the advocate] has been" - family of enrolled member.

"thanks for being there" - family of enrolled member



Over 2639
hours of
Advocacy
delivered



Over
1429 face to
face visits

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The Personal Advocacy and Safeguarding Adults Trust
Statement of Financial Performance
For the Year Ended 31 March 2020.

	Notes	2020	2019
Revenue			
Bequests		300	1,053
Grants		19,250	50,000
Holdsworth Charitable Trust		26,500	50,000
Interest Received-Bank Deposits		10	3,386
Interest Received Harbour Investments		33,174	44,659
Interest Call Account		179	114
Investment Income		17,993	96,344
Full Support Fees		14,812	
Pre-Support Fees		6,260	
SAFA Income		50,174	137,725
Ministry of Health		28,900	13,110
Special Trust Commissions		20,146	15,426
Other Revenue		1,641	7,638
Total Revenue		219,339	419,455
Expenses			
Accounting Fees		6,240	7,553
Advocates, Safeguarding, MOH - Expenses		16,407	9,382
- Honorariums		252	252
- Mileage		52,653	39,719
-Wages		201,588	130,679
Audit Fees		3,120	9,000
Computer Costs		11,089	9,501
Depreciation	2	4,058	4,875
Insurance		3,317	3,183
Printing & Stationery		3,116	1,448
Professional Fees		5,217	
Recruitment Costs		542	553
Salaries and Wages-Director & Administration		101,894	72,739
Staff Training		11,533	4,658
Telephone & Internet		7,476	5,890
Travel Expenses		1,652	1,922
Other Expenses		12,511	6,132
Total Expenses		442,665	307,486
Surplus (Deficit) in the year		(223,326)	111,969

*These financial statements should be read in conjunction with the notes
to the financial statements*

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The Personal Advocacy and Safeguarding Adults Trust
Statement of Changes in Net Assets
For the Year Ended 31 March 2020

	Notes	2020	2019
Restated Opening Balance		2,633,442	2,521,740
Surplus (Deficit) in the year		-223,326	111,969
Closing Equity		<u>2,410,116</u>	<u>2,633,709</u>

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The Personal Advocacy and Safeguarding Adults Trust
Statement of Financial Position
As at 31 March 2020

	Notes	2020	2019
ASSETS			
Current Assets			
Cash and cash equivalents		147,862	256,734
Prepayments		2,705	
Receivables		26,043	9,032
Total current assets		176,610	265,766
Non-current Assets			
Property, plant and equipment	2	5,435	8,139
Other Investments	3	2,582,811	2,564,818
Receivables		19,768	19,780
Total non-current assets		2,608,013	2,592,737
Total Assets		2,784,623	2,858,503
LIABILITIES			
Current Liabilities			
Creditors and accrued expenses	6	37,381	32,552
Total Current Liabilities		37,381	32,552
Non Current Liabilities			
Income in Advance		337,126	192,242
Total Non -Current Liabilities		337,126	192,242
Total Liabilities		374,507	224,794
NET ASSETS		2,410,116	2,633,709
ACCUMULATED FUNDS			
TOTAL ACCUMULATED FUNDS		2,410,116	2,633,709

Chairperson

Trustee

These financial statements should be read in conjunction with the notes to the financial statements

24/6/2020

The Personal Advocacy and Safeguarding Adults Trust
Statement of Cash Flows
For the Year Ended 31st March 2020

	2020	2019
Notes		
Cashflows from operating activities		
Cash Flow was Provided From/(Applied To):		
Operating Receipts	279,321	403,961
Payments to suppliers	-51,804	-66,864
Payments to employees	-372,794	-242,723
Net cash flows generated by operating activities	-145,277	94,374
Cash flows from investing activities		
Cash Flow was Provided From/(Applied To):		
Proceeds on sale of financial assets		100,000
Payments to acquire financial assets		-100,000
Payments for purchase of property, plant and equipment	3,042	4,913
Net cash flows generated by investing activities	3,042	4,913
Cash Flows from financing activities		
Cash Flow was provided from/(Applied To):		
Interest and dividends received	33,363	48,159
Net cash flows used in financing activities	33,363	48,159
Net increase in cash and cash equivalents	-108,872	147,446
Cash and cash equivalents at the beginning of the year	256,734	109,288
Cash and cash equivalents at the end of the year	147,862	256,734

These financial statements should be read in conjunction with the notes to the financial statements

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The Personal Advocacy and Safeguarding Adults Trust

Notes to the Performance Report

For the Year Ended 31st March 2020.

1. STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The financial statements comprise the financial statements of The Personal Advocacy and Safeguarding Adults Trust for the year ended 31st March 2020.

The Personal Advocacy and Safeguarding Adults Trust is incorporated as a Charitable Trust under the Charitable Trusts Act 1957 and the Charities Act 2005 and is registered with the Charities Commission(Registration number CC24427)

The primary activity of The Personal Advocacy and Safeguarding Adults Trust is to provide advocacy for people with intellectual disability.

The Personal Advocacy and Safeguarding Adults Trust has been established to carry out activities for the exclusive benefit of charitable purposes in New Zealand.

Basis of Preparation

The financial statements have been prepared in accordance with Tier 3 Public Benefit Entity Accounting Standards (PBE) and disclosure concessions have been applied. The criteria under which an entity is eligible to report in accordance with tier three PBE accounting standards are that the Trust has no public accountability and the Trust is not a large entity. In the year ending 31 March 2020 The Personal Advocacy Trust prepared the financial statements using Tier 3 PBE accounting standards.

The financial statements have been prepared to the nearest dollar and on a historical cost basis, except that certain investments have been recorded at fair value.

The accrual basis of accounting has been used unless otherwise stated and the financial statements have been prepared on a going concern basis.

Specific Accounting Policies

The significant accounting policies used in the preparation of these financial statements are summarised below. There have been no changes to accounting policies during the reporting period.

(a) Revenue

Donations and bequests are recognised when received.

Interest and investment income received is recognised as it is earned.

Full Support Fees. Prior to 2018 financial year full support fees were considered non-exchange revenue and were recognised in the year received.

It has since been determined that the revenue from full support members is exchange revenue and needs to be recognised over the period the service is given. The revenue from full support members has been calculated based on the life expectancy tables issue by the Department of Statistics .

The amount not allocated has been recorded in the Statement of Financial Position as Income in Advance

Pre-support fees, Administration fees, special trust commissions and other revenue are recognised in the period the service is performed.

Grant income is recognised when received, unless there is a specific 'use or return' condition in which case it is recognised when the conditions have been satisfied

The Personal Advocacy and Safeguarding Adults Trust
Notes to the Performance Report
For the Year Ended 31st March 2020.

(b) Receivables

Trade debtors and other receivables are measured at their cost less any impairment losses.

(c) Property, Plant and Equipment

Property, plant and equipment are recorded at cost less accumulated depreciation and impairment.

(d) Depreciation

Depreciation has been calculated to allocate the cost or valuation of assets over their estimated useful lives, using straight line at the following rates:

Computer Equipment	50% SL
Office Equipment	20% SL

(e) Income Tax

The Personal Advocacy and Safeguarding Adults Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

(f) Other Investments

The Trust has chosen to apply PBE IPSAS 28,29 and 30. Other investments are classified as at fair value through surplus or deficit, with movements in fair value being recognised through surplus or deficit

(g) Goods and Services Tax (GST)

The Trust is registered for GST. All amounts in these financial statements are shown exclusive of GST, except for receivables and payables that are stated inclusive of GST.

The Personal Advocacy and Safeguarding Adults Trust
Notes to the Performance Report
For the Year Ended 31st March 2020.

2. PROPERTY, PLANT AND EQUIPMENT	2020	2019
Opening Balance at cost	29,305	26,232
Purchases	3,042	4913
Disposals		
Less Accumulated Depreciation	- 26,912	-23,006
Closing net book value	5,435	8,139
Depreciation Charge for the Year		1,246

3. INVESTMENTS

Other Investments	2020	2019
GMI Portfolio - Equities	743,074	758,164
Harbour Asset Management (fixed interest fund)	1,839,736	1,806,653
	2,582,811	2,564,817

4. ENROLLEES SPECIAL DISCRETIONARY TRUST BALANCES.

Bank accounts and deposits under current assets do not include \$1,922,480 (2019:\$1,875,861) held in the name of The Personal Advocacy Trust to which The Personal Advocacy Trust is a signatory. The amount represents the total of the enrollee's personal discretionary balances and does not belong to The Personal Advocacy Trust.

5. RELATED PARTY TRANSACTIONS

Related party transactions arise when an entity or person(s) has the ability to significantly influence the financial and operating policies of the Trust.

The Trust has a related party relationship with its Trustees and any other key management personnel.

Janine Stewart is a trustee of The Personal Advocacy Trust and is also a Manager at IHC Incorporation.

IHC Incorporation reimbursed The Personal Advocacy Trust for the audit fees payable to BDO.

6. CREDITORS

Creditors consist trade creditors, GST, accruals and holiday pay provision.

**The Personal Advocacy and Safeguarding Adults Trust
Notes to the Performance Report
For the Year Ended 31st March 2020.**

7. CONTINGENT LIABILITIES

The trustees are unaware of any actual contingent liabilities. (2019:\$nil)

8. EVENTS AFTER BALANCE DATE

On 30 January 2020, the spread of novel Corona virus(COVID-19) was declared a public health emergency by the World Health Organisation. From 25 March 2020, New Zealand was placed on Alert Level Four lockdown to combat the pandemic, for a minimum period of four weeks. From 28 April 2020 this was reduced to Alert Level 3 with some restrictions relaxed, for a minimum period of two weeks. Subsequent to this,restrictions have continued to relax locally. The Alert Level has returned to Level 1 and business and the economy have substantially re-opened. The trustees will continue to monitor the impact of COVID-19 on the organisation but at the date signing this report the financial impact in the short term has been minimised with the Trust receiving some cash flow in the form of the COVID-19 wage subsidy. The trust relies heavily on its investments to guarantee funds for future service provision. There is some uncertainty regarding the long term effect of the pandemic on these investment returns, however the Trustees do not consider there to be any material uncertainty regarding the going concern of the Trust at date of signing of these financial statements.

9. GOING CONCERN

The financial statements of The Personal Advocacy Trust have been prepared on a going concern basis.

10. FUTURE SUPPORT LEVELS AND SUSTAINABILITY

The Trust has made a decision to commit to a certain level of support for its full support members. The level of service is largely related to the number of visits per year. The trustees are aware that if they commit to a level of support that is too high they may not have sufficient reserves to sustainably deliver this level to all members. The trust therefore obtained an actuarial report in 2020 to determine the level of support it could offer given the number of members and reserves it has. The trustees have used this report to set support to a level that is sustainable.



Independent auditor's report

To the Trustees of The Personal Advocacy and Safeguarding Adults Trust

Opinion

We have audited the accompanying performance report of The Personal Advocacy and Safeguarding Adults Trust on pages 3 to 10 which comprises the statement of financial performance and statement of cash flows for the year ended 31 March 2020, the statement of financial position as at 31 March 2020, and the statement of accounting policies and notes to the performance report.

In our opinion:

- a) the accompanying performance report presents fairly, in all material respects:
- the financial position of The Personal Advocacy and Safeguarding Adults Trust as at 31 March 2020, and 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.

Basis for Opinion

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)). 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 Personal Advocacy and Safeguarding Adults Trust 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 our capacity as auditor we have no relationship with, or interests in, The Personal Advocacy and Safeguarding Adults Trust.

Other matter

The performance report of The Personal Advocacy and Safeguarding Adults Trust for the year ended 31 March 2019 was audited by another auditor who expressed a unqualified opinion on that report on 25 June 2019.

Other information

The Trustees are responsible for the other information. The other information obtained at the date of this auditor's report is the entity information and statement of service performance, but does not include the statement of financial performance, statement of cash flows, statement of financial position, the statement of accounting policies and notes to the performance report, and our auditor's report thereon.

Our opinion on the performance report does not cover the other information and we do not express any form of other 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 statements audited or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of this auditor's report, 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.

Trustees' responsibilities 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 and fair presentation of the performance report on behalf of The Personal Advocacy and Safeguarding Adults Trust 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 report in 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 Personal Advocacy and Safeguarding Adults Trust's for assessing The Personal Advocacy and Safeguarding Adults Trust'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 Personal Advocacy and Safeguarding Adults Trust or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

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) 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 decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ), 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 Personal Advocacy and Safeguarding Adults Trust'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 Personal Advocacy and Safeguarding Adults Trust'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 Personal Advocacy and Safeguarding Adults Trust 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.

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.

This report is made solely to the trustees of The Personal Advocacy and Safeguarding Adults Trust. Our audit has been undertaken so that we might state to the trustees those matters we are required to state to them in an auditors' 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 trustees, for our audit work, for this report, or for the opinions we have formed.

Moore Markhams

Moore Markhams Wellington Audit | Qualified Auditors, Wellington, New Zealand
24 June 2020