The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

Performance Report

For the Year Ended 30 June 2019

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The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

Performance Report

**For the Year Ended 30 June 2019**

# Non-Financial Information

## Entity Information

• BANZAT is a Charitable Trust established under the provisions of the Charitable Trusts Act 1957

• Charity Registration Number CC45306

• NZBN Number: 9429043194131

### Purpose

Founded in 2010 The Braille Authority of New Zealand Aotearoa Trust (BANZAT) was established by The Settlor, the Royal New Zealand Foundation of the Blind. The setting up of the Trust occurred after more than a year of consultation among individuals and organisations using, teaching and producing braille in New Zealand. The structure of the membership and the purposes of the trust were informed by research into the composition and objectives of the braille authority members of the International Council on English Braille.

As set out in the Trust Deed, BANZAT has the general objects of allocating and administering funding for the purpose:

(a) To set standards and to make rulings on braille code usage within New Zealand;

(b) To maintain awareness of, and consistency with, current international developments in all braille codes;

(c) To accredit practitioners involved in braille production;

(d) To promote braille as the prime literacy medium for blind people;

(e) To promote best practice in teaching, acquisition and distribution of braille.

BANZAT works for the benefit of blind and low vision people in New Zealand to heighten awareness of literacy through braille and equitable access to information through its provision in braille – “BANZAT Building Better Braille”.

### Entity Structure

The BANZAT Trust Deed sets out the composition of the Trust Board whose role is to ensure effective governance of the Trust. BANZAT has 11 trustees. The term of office for all trustees is three years. The terms of one-third of the trustees expire each year. The Deed specifies that each trustee must be able to read uncontracted braille by sight or by touch. There are additional qualifications that it is desirable for trustees to demonstrate.

There are five founding organisations who appoint seven trustees. The five founding organisations are:

• Royal New Zealand Foundation of the Blind (Blind Foundation), 2 trustees;

• Blind and Low Vision Education Network NZ (BLENNZ), 2 trustees;

• Association of Blind Citizens of New Zealand Incorporated (Blind Citizens NZ), 1 trustee;

• Kāpō Māori Aotearoa/New Zealand Incorporated, 1 trustee;

• Parents of Vision Impaired NZ Incorporated (PVI), 1 trustee.

The seven trustees appointed by the five founding organisations may appoint up to four additional trustees. When a term of office of an additional trustee falls due, their position is advertised and expressions of interest are invited from members in the braille community.

One trustee is contracted to provide administrative support – financial, agenda preparation, minute-taking, correspondence and report writing.

### Trustees as at 30 June 2019

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Paul Brown | The Seven | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Chantelle Griffiths | Blind Foundation | 2021 |
| Nicola McDowell | The Seven | 2020 |
| Jenny McFadden | BLENNZ | 2020 |
| Peter McGlinchey | Blind Foundation | 2019 |
| Wendy Richards | The Seven | 2020 |
| Mary Schnackenberg, Secretary/Treasurer | The Seven | 2020 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Natalie Stewart | BLENNZ | 2019 |
| Vacancy | Parents of Vision Impaired | 2021 |

Natalie Stewart, appointed by BLENNZ, is stepping down at the September AGM. Her new role and commitments at BLENNZ do not give her enough time to give to BANZAT's work. We are especially grateful for Natalie's support for the past three years. Apart from bringing a teacher's perspective to our decisions, she is one of our bank signatories, providing careful financial stewardship to our work as well.

Peter McGlinchey, appointed by the Blind Foundation, is stepping down at the 2019 Annual General Meeting. We thank him warmly for his two years of service. He is succeeded by David Smith, an experienced braille producer in the Blind Foundation Accessible Formats Service.

Maria Stevens, who was appointed to the trust by Kāpō Māori in 2010 has been reappointed and her term will conclude in 2022. BANZAT has appointed Maria as its representative on the Executive Committee of the International Council on English Braille (ICEB) for the 2020-2024 term.

The trustee appointed by Parents of Vision Impaired has not been replaced since the resignation of their appointee, Rose Radford, in March 2014.

### Main Source of Funding

The Royal New Zealand Foundation of the Blind (Blind Foundation) is the primary funder of the activities of BANZAT.

### Reliance on Volunteers and Donated Services

BANZAT relies heavily on its trustees to volunteer their time to assist BANZAT to progress its work. With the exception of the one trustee mentioned above, trustees are volunteers – they do not receive any financial recompense, such as meeting fees. In addition, some staff from the Blind Foundation and BLENNZ contribute their time to the technical code and format work of BANZAT, without receiving any financial recompense from BANZAT.

Trustees contribute to BANZAT activity outputs such as the technical code and format work of the Code Maintenance Committee, providing content for the New Zealand Braillists' Discussions email list, social media, drafting submissions and awareness raising about literacy through braille.

A request for funding to pay meeting fees has been raised in BANZAT's request for an increase in its annual grant.

|  |  |  |
| --- | --- | --- |
| Item | 2019 | 2018 |
| **Paid work (average week)** |  |  |
| People employed full time | 0 | 0 |
| People employed part time | 1 | 1 |
| Average paid hours per week | 1 | 1 |
| **Volunteer work (average week)** |  |  |
| Number of volunteers | 15 | 9 |
| Hours per week | 5 | 3 |

### Contact Details

Registered office:

Royal New Zealand Foundation of the Blind

Physical Address: 4 Maunsell Road, Parnell, Auckland 1052.

Postal Address: Private Bag 99941, Newmarket, Auckland 1149

Phone: 09-520-4242

Email: <secretary@banzat.org.nz>

Website: <www.banzat.org.nz>

Facebook: <https://www.facebook.com/banzatnz/>

Twitter: <http://twitter.com/BANZATBRAILLE>

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Service Performance

**for the Year Ended 30 June 2019**

### Description of Outcomes

BANZAT works for the benefit of blind and low vision people in New Zealand to heighten awareness of literacy through braille and equitable access to information through its provision in braille.

Here BANZAT reports against the five strands of its purpose as stated in its Trust Deed.

#### (a) To set standards and to make rulings on braille code usage within New Zealand

• BANZAT's Code Maintenance Committee considers and usually adopts in New Zealand any amendments or additions to Unified English Braille (UEB) adopted by the International Council on English Braille (ICEB). The committee meets face to face or by teleconference and between meetings continues its discussions by email.

• The Code Maintenance Committee is involved in the revision of the Guidelines for Technical Material which deals with mathematics and science symbols used in UEB.

• BANZAT trustees and New Zealand transcribers are active contributors to discussions in ICEB about possible amendments/additions to the International Braille Music Code.

|  |  |  |
| --- | --- | --- |
| Item | 2019 | 2018 |
| Meetings of BANZAT Code Maintenance Committee | 1 | 1 |

#### (b) To maintain awareness of, and consistency with, current international developments in all braille codes

• BANZAT is represented on the Executive Committee of the International Council on English Braille (ICEB) by Maria Stevens who participates in email discussions and quarterly teleconferences. She reports developments to BANZAT meetings and by email.

• Trustees serve on committees of ICEB contributing to email discussions and reporting decisions to BANZAT.

• BANZAT has been represented at the general assemblies of ICEB which occur once every four years and the meetings of the ICEB Executive Committee which also occur once every four years mid-term between the general assemblies.

• Funding for BANZAT's delegate to attend ICEB meetings must be applied for prior to each meeting and receipt of funding is not guaranteed. This risk to BANZAT's full participation in ICEB work and maintenance of international standards has been raised in BANZAT's request for an increase in its annual grant.

#### (c) To accredit practitioners involved in braille production

• BANZAT and the Australian Braille Authority (ABA) jointly administer the Trans-Tasman Certificate of Proficiency in Unified English Braille. An examination is held each year in October. BANZAT and the ABA each sets the paper in alternate years according to agreed examination guidelines.

• Candidates for the examination are drawn from teachers studying to become resource teachers vision, developmental orientation and mobility instructors, classroom teacher aides supporting braille using students, parents of braille students, staff of the Blind Foundation teaching braille to adults and adult braille users.

• BANZAT is represented at the Annual Meeting of the ABA held in May where, among other things, experiences with the examination are shared. The need to secure ongoing funding for attendance by the New Zealand examiner has been raised in BANZAT's request for an increase in its annual grant.

• Since the Trans-Tasman Certificate was launched in 2008, 137 New Zealand candidates have passed, compared with 74 Australian candidates. Holding the Certificate is a component of the New Zealand qualification for Resource Teachers Vision.

• Trustees received a request to provide a re-sits option to those who did not pass the Certificate exam at their first attempt. Having written up the re-sits process, which we checked with ABA who raised no objections, we will run a trial in 2019 and evaluate the trial at the first meeting of BANZAT in 2020.

• Resources to run the Certificate examination are provided by the Blind Foundation. There is a need to secure the future funding of the setting and marking of the exam. This has been raised in BANZAT's request for an increase in its annual grant.

• The need has been identified for one or two more qualifications at lower levels than the criteria in the current certificate. Developing these qualifications will become a future project for BANZAT when resources have been identified.

• BANZAT has also established a framework for the accreditation of producers using computer translation software. This framework was adopted in September 2015 and is available on the BANZAT website in Policy 7.

• BANZAT's challenge is to market the qualifications to produce braille of accredited organisation and individual producers. Current marketing is on BANZAT's website.

• BANZAT recognises the need to offer training for those wishing to become accredited producers who are not employed by the Blind Foundation. Funding is needed for these training courses.

|  |  |  |
| --- | --- | --- |
| Item | 2019 | 2018 |
| **Trans-Tasman Certificate of Proficiency in Unified English Braille** |  |  |
| Number of candidates | 21 | 11 |
| Number of passes | 15 | 9 |
| Hours per candidate to enrol candidates, set and mark the exam and prepare results/reports | 6 | 6 |
| **Accreditation of Producers Using Computer Translation Software** |  |  |
| Number of candidates | 0 | 0 |

#### (d) To promote braille as the prime literacy medium for blind people

• Much of this activity is carried out by the five founding organisations in BANZAT.

• From August to November 2018 BLENNZ, with BANZAT's support, ran two competitions for students. Primary and Intermediate aged students were asked to make up a name for the New Zealand Braille Literacy Kiwi Mascot and collage a picture of it (A4 size). Individuals or groups of Secondary School or BLENNZ Transition students were invited to write a jingle for the BANZAT literacy competition using one/some or all of the following themes: Braille, Literacy, Conservation or Kiwi. Several prizes were awarded to participants in the primary/intermediate age group. Renee Patete was awarded a prize for her jingle. Her jingle, with photos and an explanation of how she wrote the lyrics and music are on the BANZAT website. Funding for the prizes came from the special fund of $3,000 for braille competitions for children which BANZAT received in 2017.

• The Strategic Framework for the Provision of Braille Services initiated by Blind Citizens NZ has been completed. BANZAT participated in the writing of the framework. Each of the participating organisations will be reporting on their work to meet the objectives in the framework in 2019.

#### (e) To promote best practice in teaching, acquisition and distribution of braille

• The Copyright (Marrakesh Treaty Implementation) Amendment Bill amends the Copyright Act 1994 to allow New Zealand to accede to the Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired, or Otherwise Print Disabled. BANZAT spoke to our submission to Parliament on 7 March. We are delighted that the Bill has passed into law and New Zealand should accede to the Treaty by the end of 2019.

• BANZAT submitted a paper to the May 2019 conference of the Round Table on Information Access for People with Print Disabilities. Titled “Is our data safe in the hands of accessible format producers?” it discussed the privileged nature of materials that accessible format producers handle and the care we need to take to maintain confidentiality about customers, their requests and the information being produced. The paper also discussed the new requirement in the New Zealand Copyright Act Section 69 which says an accessible format producer “ensures that the copy respects the integrity of the original work, as far as is reasonably possible and taking into account changes needed to make the work accessible in the alternative format”.

• Accessible Signage Guidelines have been updated and are live on the Blind Foundation website. BANZAT contributed to the updates.

• BANZAT administers its website, the New Zealand braille email discussion list, a Facebook page and a Twitter feed that promote literacy through braille including articles of interest about teaching braille and new braille technology.

• A social media plan has been prepared to guide increasing activity, especially on the Facebook page.

• The 12 Days of Braillemas post, uploaded to Facebook and the website on Christmas Eve 2018, went very well viewed by people in ten countries. The braille jingle composed by Renee Patete has also been successful in raising awareness about braille music.

|  |  |  |
| --- | --- | --- |
| Item | 2019 | 2018 |
| Meetings of BANZAT | 5 | 5 |
| Number of attendees at meetings | 55 | 68 |
| Information, Publications and Awareness |  |  |
| Website pageviews | 770 | not measured |
| Website average daily pageviews | 8 | not measured |
| Website unique IPs | 274 | not measured |
| Number of Facebook likes | 99 | 82 |
| Number of messages on NZ Braillists' Discussions email list | 16 | 40 |

# Financial Information

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Performance

**for the Year Ended 30 June 2019**

|  |  |  |
| --- | --- | --- |
| **Note** | **This Year** | **Last Year** |
| Income and expenditure report account |  |  |
| Revenue |  |  |
| Donations, fundraising and grants |  |  |
| Grants | $8300.00 | $8300.00 |
| Total donations, fundraising and grants | $8300.00 | $8300.00 |
| Revenue from providing goods or services |  |  |
| Accreditation Renewals | $50.00 | $50.00 |
| Total revenue from providing goods or services | $50.00 | $50.00 |
| Interest, dividends and other investment revenue |  |  |
| Interest | $0.34 | $0.01 |
| Total interest, dividends and other investment revenue | $0.34 | $0.01 |
| Total revenue | $8350.34 | $8350.01 |
| Expenses |  |  |
| Costs of providing goods or services |  |  |
| Administration | $3750.00 | $3750.00 |
| Website | $98.31 | $57.90 |
| Membership fees | $770.36 | $722.63 |
| Travel air fares & taxis | $2688.94 | $4115.51 |
| Braille competitions prizes | $632.67 | $0.00 |
| Catering and room hire | $118.09 | $79.87 |
| Miscellaneous | $0.00 | $44.44 |
| Total costs of providing goods or services | $8058.37 | $8770.35 |
| Total expenses | $8058.37 | $8770.35 |
| Surplus/deficit for the year | $291.97 | ($-420.34) |

The Braille Authority of New Zealand

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## Statement of Financial Position

**as at 30 June 2019**

|  |  |  |
| --- | --- | --- |
| **Note** | **This Year** | **Last Year** |
| Balance sheet account |  |  |
| Assets |  |  |
| Current assets |  |  |
| Bank accounts and cash |  |  |
| Society cheque account | $12805.57 | $13280.13 |
| Total bank accounts and cash | $12805.57 | $13280.13 |
| Debtors |  |  |
| Total debtors | $199.84 | $353.86 |
| Total current assets | $13005.41 | $13633.99 |
| Total assets | $13005.41 | $13633.99 |
| Liabilities |  |  |
| Current liabilities |  |  |
| Creditors |  |  |
| Total creditors | $1332.17 | $2252.72 |
| Total current liabilities | $1332.17 | $2252.72 |
| Total liabilities | $1332.17 | $2252.72 |
| Total Assets less Total Liabilities (total retained earnings) | $11673.24 | $11381.27 |
| Funds account |  |  |
| Accumulated surpluses or (deficits) |  |  |
| The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2367.33 | $3000.00 |
| General funds | $9305.91 | $8381.27 |
| Total accumulated surpluses or (deficits) | $11673.24 | $11381.27 |
| Total accumulated funds | $11673.24 | $11381.27 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Cash Flows

**for the Year Ended 30 June 2019**

|  |  |  |
| --- | --- | --- |
| **Note** | **This Year** | **Last Year** |
| Cash flows from operating activities |  |  |
| Cash was received from |  |  |
| Donations, fundraising and other similar receipts |  |  |
| Total donations, fundraising and other similar receipts | $8300.00 | $0.00 |
| Receipts from providing goods or services |  |  |
| Total receipts from providing goods or services | $1907.11 | $10037.74 |
| Interest, dividends and other investment receipts |  |  |
| Total interest, dividends and other investment receipts | $0.34 | $0.01 |
| Total cash received from operating activities | $10207.45 | $10037.75 |
| Cash was applied to |  |  |
| Payments to suppliers |  |  |
| Total payments to suppliers | $10682.01 | $10332.40 |
| Total cash applied to operating activities | $10682.01 | $10332.40 |
| Net cash flows from operating activities | ($-474.56) | ($-294.65) |
| OPENING CASH | ($-294.65) | $0.00 |
| LESS CASH DECREASE FOR THE YEAR | $179.91 | $294.65 |
| Net increase/decrease in cash | ($-474.56) | ($-294.65) |
| This is represented by |  |  |
| Total bank accounts and cash | $12805.57 | $13280.13 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Accounting Policies

**for the Year Ended 30 June 2019**

### Basis of Preparation

The Braille Authority of New Zealand Aotearoa Trust (BANZAT) has elected to apply Tier 3 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)

BANZAT is registered for GST. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

### Income Tax

BANZAT is a registered charity and is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Revenue

Revenue is recognised when it is probable that the economic benefit will flow to BANZAT and can be reliably measured. Grant revenue is recognised when the invoice is raised to the Blind Foundation.

### 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.

### Other Specific Accounting Policy

There have not been any Tier 2 PBE Accounting standards adopted in the preparation of these accounts.

### Changes in Accounting Policies

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

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Notes to the Performance Report

**for the Year Ended 30 June 2019**

### Note 1: Analysis of Revenue

Revenue is from the annual grant provided by the Blind Foundation and the annual renewal of accreditation by BANZAT of individual braille producers.

In 2017 The St Anne's Trust for the North Shore Sight Impaired wound up and donated $3,000.00 to BANZAT for the purpose of providing prizes for braille reading competitions for children. A special fund has been created for this exclusive purpose.

### Note 2: Analysis of Expenses

Expenses are on administration services, meetings of the Trust, and membership of the International Council on English Braille.

Surplus: BANZAT has recorded a surplus this year of $292 compared with a deficit last year of $420. However if the cost of the prizes for the children's competitions is removed, the operating surplus is $925. This surplus is primarily because three trustees were unavailable for the June meeting, reducing costs of air fares and taxis.

$632.67 was expensed from The St Anne's Trust for the North Shore Sight Impaired special fund during the year on prizes for the children's competitions.

### Note 3: Analysis of Assets and Liabilities

At balance date are the assets of the ASB Bank account, GST expensed awaiting recovery and liabilities to A I Comms for administration.

### Note 4: Accumulated Funds

Accumulated funds are made up of

Capital Contributed by Owners or Members = $100.00, the amount paid by the Settlor at the establishment of the Trust; and

Accumulated Surpluses or Deficits = $11673.24 less $100.00, giving $11573.24.

In the Accumulated Surpluses or Deficits amount is the special fund of $2367.33, the residue of the 2017 donation from The St Anne's Trust for the North Shore Sight Impaired for the purpose of providing prizes for braille reading competitions for children.

### Note 5: Commitments and Contingencies

There are no commitments or contingencies at balance date (last year - nil).

### Note 6: Related Party Transactions

During the year BANZAT paid $3750.00 (previous year $3750.00) to A I Comms (Accessible Information and Communications Ltd) for administrative services. A director of A I Comms is Mary Schnackenberg, a BANZAT trustee.

### Note 7: 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).

BANZAT Chair, Maria Stevens

BANZAT Treasurer



Mary Schnackenberg

10 September 2019