The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

**BANZAT Building Better Braille**

Performance Report

For the Year Ended 30 June 2020

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The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

**BANZAT Building Better Braille**

Performance Report

**For the Year Ended 30 June 2020**

# 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 (ICEB).

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 Low Vision NZ), 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 (Kāpō Māori), 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. In the table below the seven appointing trustees are known as “The Seven”.

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

### Trustees as at 30 June 2020

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Paul Brown | The Seven | 2021 |
| Leyna Coleman | Blind Citizens NZ | 2021 |
| Justine Edwards | Parents of Vision Impaired | 2021 |
| Amanda Gough | BLENNZ | 2022 |
| Chantelle Griffiths | Blind Low Vision NZ | 2021 |
| Nicola McDowell | The Seven | 2020 |
| Jenny McFadden | BLENNZ | 2020 |
| Dr Wendy Richards | The Seven | 2020 |
| Mary Schnackenberg, Secretary/Treasurer | The Seven | 2020 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |

Three new trustees joined during the year. David Smith, appointed by Blind Low Vision NZ, succeeded Peter McGlinchey. Amanda Gough, appointed by BLENNZ, succeeded Natalie Stewart. Justine Edwards, appointed by Parents of Vision Impaired, succeeded Rose Radford.

BANZAT warmly congratulates trustee Wendy Richards who has been awarded a PhD in Music by the University of Auckland. Her research focused specifically on braille music pedagogy and has already been incorporated within teaching practices at BLENNZ.

### Main Source of Funding

The Royal New Zealand Foundation of the Blind (Blind Low Vision NZ) is the primary funder of the activities of BANZAT. The five founding organisations are considering an application from BANZAT to increase the annual grant. In the 2020 year Blind Low Vision NZ granted $3,000.00 towards the costs of sending New Zealand's delegate to the Seventh General Assembly of the International Council on English Braille (ICEB). For the 2020-2021 year, Blind Low Vision NZ has increased its grant while discussions take place about the actual costs of BANZAT activities and how the costs should be funded.

### 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 Blind Low Vision NZ 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, supporting the examination in the Certificate of Proficiency in Unified English Braille, providing content for the New Zealand Braillists' Discussions email list, social media, drafting submissions and awareness raising about literacy through braille.

The increased grant for the 2020-2021 year includes provision for the possibility of paying meeting fees, in particular to trustees not supported by their employers to attend meetings.

BLENNZ is paying the costs of travel for their out-of-Auckland trustee to attend meetings. This is to the value of approximately $768 excluding GST in the year under review.

Blind Low Vision NZ and BLENNZ provide the trust venues to hold our meetings at no charge.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| **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 | 15 |
| Hours per week | 6 | 5 |

### 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](secretary%40banzat.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 2020**

### 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 ICEB. The committee meets face to face or by teleconference and between meetings continues its discussions by email.

• The Code Maintenance Committee accepted the decision of ICEB concerning the apostrophe and single and double quotes and the symbols to be used.

• 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 also active contributors to discussions in ICEB about possible amendments/additions to the International Braille Music Code.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| 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 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, reporting the committee 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. Previously attendance costs of our delegate had to be applied for prior to each meeting and funding was not guaranteed. We raised this risk to our full participation in ICEB work in our request for an increase to our annual grant.

• BANZAT is truly appreciative that funding for its delegate to attend ICEB meetings has been put on a more secure footing by Blind Low Vision NZ who made an additional grant of $3,000.00 for Maria Stevens to attend the Seventh General Assembly scheduled to take place in London in May 2020. Because of COVID-19 the May General Assembly was postponed. The grant has been transferred to a Special Fund which is shown in the financial section of this report. The 2020-2021 grant also includes $3,000 for the General Assembly which will be held online in October. In June 2021 BANZAT will discuss with Blind Low Vision NZ the return of any General Assembly funds.

### (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 and discuss outcomes at the annual meeting of the ABA each May.

• 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 Blind Low Vision NZ teaching braille to adults and adult braille users. Holding the Certificate is a component of the New Zealand qualification for Resource Teachers Vision and Developmental Orientation and Mobility Instructors trained through Massey University.

• Massey University has a contract with the Ministry of Education to manage qualifications for teachers and instructors of blind and low vision learners over the next 16 years. BANZAT looks forward to ongoing collaboration with Massey staff to maintain the relevance of the Certificate for Massey students.

• Trustees received a request to provide a re-sit option to those who did not pass the Certificate exam at their first attempt. We ran a trial in 2019 and evaluated the trial at our meeting in March 2020. We agreed to again offer the re-sit option in the upcoming exam.

• Trustees have reviewed and strengthened processes around the Certificate exam itself ready for the exam period which begins in August and runs until the end of the year.

• Resources to run the Certificate examination have been met by Blind Low Vision NZ. A component of the increased grant from Blind Low Vision NZ in 2020-2021 will allow us to more accurately record and fund the costs of the Certificate exam and discuss who should meet these costs in the future.

• 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 organisations 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 Blind Low Vision NZ. Funding is needed for these training courses.

• BANZAT circulated to its founding organisations draft amendments to Policy 7 to strengthen confidential provisions guiding braille transcribers in New Zealand. One submission was received and we look forward to discussing their points and finalising policy amendments in the coming year.

NOTE: In the following table, in the information about the Trans-Tasman Certificate of Proficiency in Unified English Braille, This Year refers to the exam held in the 2019 calendar year, and Last Year refers to the exam held in the 2018 calendar year.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| **Trans-Tasman Certificate of Proficiency in Unified English Braille** |  |  |
| Number of candidates | 23 | 21 |
| Number of passes | 20 | 15 |
| Hours per candidate to enrol candidates, set and mark the exam and prepare results/reports | 6 | 6 |
| Number of successful candidates since 2008 | 157 | 137 |
| **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.

• The Strategic Framework for the Provision of Braille Services initiated by Blind Citizens NZ highlights in Area 4 the production of braille. The Disabled People's Organisations' Coalition is encouraging production of braille as one of the accessible formats. BANZAT is very pleased to see government made available through Blind Low Vision NZ braille documents about COVID-19 which were especially important to users not online. There has also been a significant rise in braille materials in te reo Māori for adults. For example, in 2019 and 2020 the Auckland Arts Festival provided braille copies of their songbooks of Waiata for their community sing-alongs. The Office of the Ombudsman has produced in braille several of its booklets in Māori.

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

• BANZAT is delighted that New Zealand is now a signatory to the Marrakesh Treaty.

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

• A social media plan is in place to guide increasing activity, especially on the Facebook page.

• The BANZAT Facebook Page has 113 likes, that is 113 people follow the page. Individual posts are getting around 25-35 likes. Posts with videos are always the most liked and commented upon.

• Most of our followers are in Auckland, then New Zealand, and Australia, but we also have followers from Canada, USA, UK and South Africa.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| Meetings of BANZAT | 6 | 5 |
| Number of attendees at meetings | 71 | 55 |
| Information, Publications and Awareness |  |  |
| Website pageviews | 681 | 770 |
| Website unique IPs | 247 | 274 |
| Number of Facebook likes | 113 | 99 |
| Number of messages on NZ Braillists' Discussions email list | 32 | 16 |

# Financial Information

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Performance

**for the Year Ended 30 June 2020**

|  |  |  |
| --- | --- | --- |
| **Note** | **This Year** | **Last Year** |
| Income and expenditure report account |  |  |
| Revenue (1) |  |  |
| Donations, fundraising and grants |  |  |
| Grants | $11300.00 | $8300.00 |
| Total donations, fundraising and grants | $11300.00 | $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 | $0.00 | $0.34 |
| Total interest, dividends and other investment revenue | $0.00 | $0.34 |
| Total revenue | $11350.00 | $8350.34 |
| Expenses (2) |  |  |
| Costs of providing goods or services |  |  |
| Administration | $3750.00 | $3750.00 |
| Website | $108.44 | $98.31 |
| Membership fees | $917.49 | $770.36 |
| Travel air fares & taxis | $1115.60 | $2688.94 |
| Braille competitions prizes | $0.00 | $632.67 |
| Catering and room hire | $150.42 | $118.09 |
| Total costs of providing goods or services | $6041.95 | $8058.37 |
| Total expenses | $6041.95 | $8058.37 |
| Surplus/deficit for the year | $5308.05 | $291.97 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Position

**as at 30 June 2020**

|  |  |  |
| --- | --- | --- |
| **Note** | **This Year** | **Last Year** |
| Balance sheet account |  |  |
| Assets (3) |  |  |
| Current assets |  |  |
| Bank accounts and cash |  |  |
| Society cheque account | $17837.35 | $12805.57 |
| Total bank accounts and cash | $17837.35 | $12805.57 |
| Debtors |  |  |
| Total debtors | $122.47 | $199.84 |
| Total current assets | $17959.82 | $13005.41 |
| Total assets | $17959.82 | $13005.41 |
| Liabilities (3) |  |  |
| Current liabilities |  |  |
| Creditors |  |  |
| Total creditors | $978.53 | $1332.17 |
| Total current liabilities | $978.53 | $1332.17 |
| Total liabilities | $978.53 | $1332.17 |
| Total Assets less Total Liabilities (total retained earnings) | $16981.29 | $11673.24 |
| Funds account |  |  |
| Accumulated surpluses or (deficits) (4) |  |  |
| ICEB Travel Fund | $3000.00 | $0.00 |
| The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2367.33 | $2367.33 |
| General funds | $11613.96 | $9305.91 |
| Total accumulated surpluses or (deficits) | $16981.29 | $11673.24 |
| Total accumulated funds | $16981.29 | $11673.24 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Cash Flows

**for the Year Ended 30 June 2020**

|  |  |  |
| --- | --- | --- |
| **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 | $11300.00 | $8300.00 |
| Receipts from providing goods or services |  |  |
| Total receipts from providing goods or services | $1695.00 | $1907.11 |
| Interest, dividends and other investment receipts |  |  |
| Total interest, dividends and other investment receipts | $0.00 | $0.34 |
| Total cash received from operating activities | $12995.00 | $10207.45 |
| Cash was applied to |  |  |
| Payments to suppliers |  |  |
| Total payments to suppliers | $7963.22 | $10682.01 |
| Total cash applied to operating activities | $7963.22 | $10682.01 |
| Net cash flows from operating activities | $5031.78 | ($-474.56) |
| Opening cash | $12805.57 | $13280.13 |
| Plus cash increase/decrease for the year | $5031.78 | ($-474.56) |
| Bank Balance | $17837.35 | $12805.57 |
| This is represented by |  |  |
| Total bank accounts and cash | $17837.35 | $12805.57 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Accounting Policies

**for the Year Ended 30 June 2020**

### 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 Blind Low Vision NZ.

### 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 2020**

### Note 1: Analysis of Revenue

Revenue is from the annual grant provided by Blind Low Vision NZ 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.

In 2020 Blind Low Vision NZ made an additional one-off grant of $3,000.00 towards the travel costs of the BANZAT delegate to the 7th General Assembly of ICEB which was to be held in London in May. COVID-19 caused the General Assembly to be deferred to October 2020. The $3,000 grant has been transferred to the newly created ICEB Travel Fund.

### 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 $5308 compared with a surplus of $292 last year. However if the $3,000 grant for ICEB travel is removed, the operating surplus is $2308. This surplus is primarily because travel costs were reduced as BLENNZ paid the costs of their out-of-Auckland trustee and the June meeting was held via Zoom.

No money was spent from The St Anne's Trust for the North Shore Sight Impaired Fund.

### 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 = $16981.29 less $100.00, giving $16881.29.

In the Accumulated Surpluses or Deficits amount are 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 providing prizes for braille reading competitions for children, and the ICEB Travel Fund of $3,000.00.

### 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

24 August 2020