The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

**BANZAT Building Better Braille**

Performance Report

For the Year Ending 30 June 2022

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The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

**BANZAT Building Better Braille**

Performance Report

**For the Year Ending 30 June 2022**

# Non-Financial Information

## Entity Information

• Type of Entity and Legal Basis (if any): Charitable Trust

• Charity Registration Number: CC45306

• NZBN Number: 9429043194131

### Charitable Purposes

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 these charitable purposes:

“(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 people in New Zealand who are blind, deafblind, or have low vision to heighten awareness of literacy through Braille and equitable access to information through its provision in Braille – “BANZAT Building Better Braille”.

In the year under review, BANZAT completed a three-year Strategic Plan to guide the Trust until 30 June 2024. Vision, Mission and Values statement have been developed.

### Vision

High quality Braille is available and accessible to all people who use it for work, education, or life.

### Mission

To encourage widespread usage of Braille by anyone for whom it will be beneficial by:

• Promoting a positive message about Braille.

• Ensuring the code is updated to meet the needs of users and reflect current trends in print.

• Setting and monitoring production standards, and

• Collaborating with local and international partners.

### Values

• Access: All New Zealanders who require Braille to access information have the right to Braille literacy.

• Equity: All New Zealanders who are blind, deafblind, and vision impaired have the right to equal access to print information in Braille.

• Sharing: A spirit of co-operation and resource sharing is fostered among Trustees and those it seeks to assist.

• Respect: Consumer consultation is practised with respect to all aspects of the Trust's work.

### 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 (PVINZ), 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 “Founding Organisations”.

### Trustees as at 30 June 2022

|  |  |  |
| --- | --- | --- |
| Name | Appointed by | Term Expires |
| Paul Brown | Founding Organisations | 2024 |
| Leyna Coleman | Blind Citizens NZ | 2024 |
| Justine Edwards | Parents of Vision Impaired | 2024 |
| Amanda Gough | BLENNZ | 2022 |
| Dr Nicola McDowell | Founding Organisations | 2023 |
| Dr Wendy Richards | Founding Organisations | 2023 |
| Mary Schnackenberg, Secretary/Treasurer | Founding Organisations | 2023 |
| David Smith | Blind Low Vision NZ | 2022 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Karen Stobbs | BLENNZ | 2023 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |

One new trustee joined during the year. Leeanne Wojtowicz, appointed by BLVNZ, succeeded Chantelle Griffiths who has left the BLVNZ staff.

### 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. One of the goals in the Strategic Plan is to establish long term financial sustainability for BANZAT. For the 2022-2023 financial year we will be requesting a grant of $22,000 plus GST with a 5% increase in the 2023-2024 year giving $23,100 + GST. This is to cover the costs of running the Trust including our involvement with the International Council on English Braille and the Australian Braille Authority.

The Founding Organisations urged us to seek funding for BANZAT's projects. We have hired a fundraiser who will work with us until December 2022. Outputs will be a list of potential donor organisations, fundraising templates and draft letters as well as approaches to at least four potential funders.

### Reliance on Volunteers and Donated Services

With the exception of the one trustee who is paid for secretarial duties, BANZAT relies heavily on its trustees to volunteer their time to assist BANZAT to progress its work. In its application to the founding organisations for an increase in the annual grant, BANZAT made a case to pay trustees meeting fees. Meeting fees are paid at $100.00 per hour up to a maximum of 11 hours per annum. Most trustees have employers who see the meeting fees of their trustees as aid in kind to BANZAT and they release them to attend BANZAT meetings. The employers of a few trustees are not in a position to provide this support and meeting fees are being paid to those trustees. The names of trustees who receive meeting fees are listed in Note 6, Related Party Transactions, in the Financial Information below.

In addition, some staff from Blind Low Vision NZ, BLENNZ and individuals from the wider Braille community 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 (UEB), providing content for the New Zealand Braillists' Discussions email list, social media, drafting submissions and awareness raising about literacy through Braille.

BLENNZ pays the costs of travel for their out-of-Auckland trustee to attend meetings. As the trustee concerned attended each meeting via Zoom, no travel costs were incurred by BLENNZ in the year under review.

BLENNZ allowed BANZAT to use at no charge its licence for Survey Monkey to run the Braille capitalisation survey.

BLENNZ provided the venue to hold meetings of BANZAT at no charge. Costs for Zoom were met by BLENNZ and Accessible Information and Communications Ltd (A I Comms).

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| **Paid work (average week)** |  |  |
| People employed full time | 0 | 0 |
| People employed part time | 1 | 3 |
| Average paid hours per week | 1 | 2 |
| **Volunteer work (average week)** |  |  |
| Number of volunteers | 15 | 15 |
| Hours per week | 6 | 6 |

### 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: 0800 BANZAT (0800 226928)

Email: [secretary@banzat.org.nz](secretary%40banzat.org.nz)

Website: <https://www.banzat.org.nz/>

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

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Service Performance

**for the Year Ending 30 June 2022**

### Description of Outcomes

BANZAT works for the benefit of blind, deafblind 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 UEB adopted by ICEB. ICEB publishes amendments on its website and in newsletters and is planning a new edition of the UEB Rulebook in 2024. The committee meets face to face or by teleconference and between meetings continues its discussions by email.

• The Code Maintenance Committee continues to be 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.

• Trustee Mary Schnackenberg also serves on the ICEB Executive Committee and is responsible for the quarterly newsletter.

• New Zealander Clive Lansink is now the Chair of the ICEB Technical Committee responsible for updating the Guidelines for Technical Materials.

• 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. In the 2020 year BLVNZ granted $3,000 towards the costs of attendance at the ICEB General Assembly which was transferred into a specially created ICEB Travel Fund at 30 June 2020. In the 2021 and 2022 financial years we have transferred a further $6,000. The ICEB Travel Fund now stands at $9,000.

• Because of COVID-19 the seventh ICEB General Assembly was not able to be held face to face in London as planned in 2020, but was transferred to Zoom with real success. Similarly the 2022 Mid-Term Executive Committee was held over Zoom in June 2022. Some 150 individuals participated in either or both of the General Assembly and Mid-Term Executive Committee meetings.

• While Zoom has enabled far more people to observe our work, we must remember that Braille is a “hands-on” reading and writing code. Only at face to face meetings can we have the chance to place “hands on” for developments in tactile graphics, electronic Braille displays, embossers and other developments.

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

• BANZAT and the Australian Braille Authority (ABA) jointly administer the Trans-Tasman Certificate of Proficiency in UEB. 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.

• BANZAT offers a re-sit option to candidates who did not pass the Certificate exam at their first attempt.

• 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. Massey students now learn Braille through UEB Online and are not required to pass the Certificate to complete their courses.

• BLENNZ supports teacher aides who are transcribing Braille for learners to sit the Certificate examination.

• Accessible Formats Service staff at BLVNZ currently mark the Certificate papers. The cost is $420 per candidate which is met by either BLENNZ or Blind Low Vision NZ.

• In time for the 2021 Certificate exam, the website was upgraded so candidates could apply online. This has reduced administration time for the exam.

• The need has been identified for one or two more qualifications at lower levels than the criteria in the current certificate. Developing these qualifications is listed in our strategic plan and will become a future project 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. Accredited producers and organisations are listed on the BANZAT website.

• BANZAT recognises the need to offer training for those wishing to become accredited producers who are not employed by Blind Low Vision NZ or BLENNZ. This training project is in our strategic plan. 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 discussed with the submitter at our June 2022 meeting and agreement was reached. We will update Policy 7 in the coming year.

NOTE: In the following table, in the information about the Trans-Tasman Certificate of Proficiency in UEB, This Year refers to the exam held in the 2021 calendar year, and Last Year refers to the exam held in the 2020 calendar year.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| **Trans-Tasman Certificate of Proficiency in UEB** |  |  |
| Number of candidates | 10 | 30 |
| Number of passes | 8 | 29 |
| Hours per candidate to enrol candidates, set and mark the exam and prepare results/reports | 6 | 6 |
| Number of successful candidates since 2008 | 194 | 186 |
| **Accreditation of Producers Using Computer Translation Software** |  |  |
| Number of candidates | 0 | 0 |
| Number of accredited organisation producers | 2 | 2 |
| Number of accredited individual producers | 1 | 1 |

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

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

• In promoting a positive message about Braille in our Mission, again BANZAT funded a Braille poetry competition, organised by BLENNZ teachers with judges drawn from BANZAT trustees. There were ten entries this year, just two down on last year. Considering the impact of COVID-19 on learners in Northland, Auckland and the Waikato this was a tremendously good result. Prizes were blind-friendly and child-appropriate especially chosen for each learner.

• The Strategic Framework for the Provision of Braille Services initiated by Blind Citizens NZ in 2018 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 and Accessible Information and Communications Ltd Braille documents about COVID-19 which were especially important to users not online. The information made available in Braille has expanded to include, by way of example, documents leading to the launch of Whaikaha - Ministry of Disabled People.

• Following a request at BANZAT's 2020 AGM, BANZAT initiated a survey of New Zealanders about whether the word Braille should be capitalised. Sixty percent of the 117 respondents were in favour. BANZAT will promote this request to the wider community in the coming year.

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

• 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 132 likes, that is 132 people follow the page, most of whom live in New Zealand.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| Meetings of BANZAT | 6 | 5 |
| Number of attendees at meetings | 63 | 64 |
| Information, Publications and Awareness |  |  |
| Number of Facebook likes | 132 | 120 |
| Number of messages on NZ Braillists' Discussions email list | 2 | 19 |

# Financial Information

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Performance

**For the Year Ending 30 June 2022**

|  |  |  |
| --- | --- | --- |
| **Description** | **This Year** | **Last Year** |
| Revenue |  |  |
| Donations, fundraising and grants |  |  |
| Grants | $12733.00 | $26000.00 |
| Total donations, fundraising and grants | $12733.00 | $26000.00 |
| Revenue from providing goods or services |  |  |
| Accreditation Renewals | $50.00 | $50.00 |
| Certificate Examination | $3360.00 | $10909.50 |
| Total revenue from providing goods or services | $3410.00 | $10959.50 |
| Total revenue | $16143.00 | $36959.50 |
| Expenses |  |  |
| Costs of providing goods or services |  |  |
| Certificate Examination | $3445.50 | $11070.50 |
| Administration | $3642.50 | $3645.00 |
| Website | $79.66 | $574.90 |
| Consultants | $0.00 | $320.00 |
| Meeting fees | $2200.00 | $2200.00 |
| Costs of Fundraising | $180.00 | $0.00 |
| Membership fees | $786.16 | $725.69 |
| Travel air fares & taxis | $523.04 | $1044.23 |
| Braille competitions prizes | $77.37 | $121.47 |
| Catering and room hire | $0.00 | $693.91 |
| Miscellaneous | $51.99 | $51.66 |
| Total costs of providing goods or services | $10986.22 | $20447.36 |
| Total expenses | $10986.22 | $20447.36 |
| Surplus/deficit | $5156.78 | $16512.14 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Position

**As at 30 June 2022**

|  |  |  |
| --- | --- | --- |
| **Description** | **This Year** | **Last Year** |
| Assets |  |  |
| Current assets |  |  |
| Bank accounts and cash |  |  |
| Society cheque account | $41844.26 | $49242.62 |
| Total bank accounts and cash | $41844.26 | $49242.62 |
| Debtors | $0.00 | $1899.32 |
| Total current assets | $41844.26 | $51141.94 |
| Total assets | $41844.26 | $51141.94 |
| Liabilities |  |  |
| Current liabilities |  |  |
| Creditors | $3194.05 | $17648.51 |
| Total current liabilities | $3194.05 | $17648.51 |
| Total liabilities | $3194.05 | $17648.51 |
| Total Assets less Total Liabilities (total retained earnings) | $38650.21 | $33493.43 |
| Equity |  |  |
| Reserves |  |  |
| ICEB Travel Fund | $9000.00 | $6000.00 |
| The St Anne's Trust for the North Shore Sight Impaired Fund, prizes braille reading competitions for children | $2168.49 | $2245.86 |
| Total reserves | $11168.49 | $8245.86 |
| General funds | $27481.72 | $25247.57 |
| Total equity | $38650.21 | $33493.43 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Cash Flows

**For the Year Ending 30 June 2022**

|  |  |  |
| --- | --- | --- |
| **Description** | **This Year** | **Last Year** |
| Cash flows from operating activities |  |  |
| Cash received from |  |  |
| Receipts from donations and grants | $12733.00 | $26000.00 |
| Receipts from providing goods or services | $3410.00 | $10959.50 |
| Movement in debtors/creditors | ($-12555.14) | $14893.13 |
| Total cash received from operating activities | $3587.86 | $51852.63 |
| Cash was applied to |  |  |
| Payments to suppliers | $10986.22 | $20447.36 |
| Total cash applied to operating activities | $10986.22 | $20447.36 |
| Net cash flows from operating activities | ($-7398.36) | $31405.27 |
| Total increase/decrease in cash | ($-7398.36) | $31405.27 |
| Opening cash | $49242.62 | $17837.35 |
| Plus total increase/decrease in cash | ($-7398.36) | $31405.27 |
| Closing cash at end of year | $41844.26 | $49242.62 |
| This is represented by |  |  |
| Society cheque account | $41844.26 | $49242.62 |
| Total bank accounts and cash | $41844.26 | $49242.62 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Accounting Policies

**for the Year Ending 30 June 2022**

### 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 Ending 30 June 2022**

### 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 the 2022 financial year BLENNZ paid BANZAT the costs of their 8 candidates to sit the Trans-Tasman Certificate of Proficiency in UEB.

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. A further draw down for prizes for the 2021 poetry competition was made at 30 June 2022.

In 2020 Blind Low Vision NZ made an additional 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 was transferred to the newly created ICEB Travel Fund at 30 June 2020. This fund has been increased with a further transfer of $3,000 at 30 June 2021 and another transfer of $3,000 at 30 June 2022 giving a total of $9,000.

### Note 2: Analysis of Expenses

Expenses are on administration of the trust including Governance training, meetings of the Trust with the addition of meeting fees, costs of the Trans-Tasman Certificate of Proficiency in UEB, and membership of the International Council on English Braille. A new expense is the cost of fundraising. The first step was to recruit a contract fundraiser.

Surplus: After the transfer to the ICEB Travel Fund, BANZAT has recorded a surplus this year of $5,156.78 compared with a surplus of $16,512.14 last year. Travel costs were reduced as three of the Trust meetings were held via Zoom.

From The St Anne's Trust for the North Shore Sight Impaired Fund we spent $77.37.

No money was spent from the ICEB Travel Fund as the 2022 Mid-Term Executive Committee meeting was held over Zoom.

### Note 3: Analysis of Assets and Liabilities

At balance date are the assets of the ASB Bank account, and liabilities to A I Comms for administration and GST owed to Inland Revenue.

### Note 4: Total Equity (previously Accumulated Funds)

Total Equity is made up of

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

Total Equity = $38,650.21 less $100.00, giving $38,550.21.

In the Total Equity amount are the special fund of $2,168.49, 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 $9,000.00.

### 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 $3,642.50 (previous year $3,645.00) to A I Comms (Accessible Information and Communications Ltd) for administrative services. A director of A I Comms is Mary Schnackenberg, a BANZAT trustee.

BANZAT also resolved to pay meeting fees to trustees at its meeting on 9 March 2021. Meeting fees were paid to Paul Brown, Leyna Coleman and Justine Edwards this year.

### 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



Mary Schnackenberg

BANZAT Treasurer

23 November 2022