The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

**BANZAT Building Better Braille**

Performance Report

For the Year Ending 30 June 2023

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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 2023**

# 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 engagement 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, have low vision or are vision impaired 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, we report here on the second year of the Strategic Plan 2021-2024.

### 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 2023

|  |  |  |
| --- | --- | --- |
| 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 | 2025 |
| 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 | 2025 |
| Maria Stevens, Chairperson | Kāpō Māori | 2022 |
| Karen Stobbs | BLENNZ | 2023 |
| Leeanne Wojtowicz | Blind Low Vision NZ | 2024 |

During the year, BLENNZ extended for a further three-year term the appointment of Amanda Gough. Blind Low Vision NZ extended the appointment of David Smith for a further three years.

### 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 received a grant of $22,000.00 plus 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 hired a fundraiser. We have fundraising templates and draft letters and we made approaches to three 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. The grants from Blind Low Vision NZ are now sufficient 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 recognition 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.

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 | 1 |
| Average paid hours per week | 1 | 1 |
| **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 2023**

### 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 second year of its three-year Strategic Plan 2021-2024.

### Mission Statement Goals

The following ten goals are listed under the mission statement.

### Promoting a positive message about Braille

### Goal 1. Raise awareness of literacy through Braille.

a) Maintain competitions for Braille learners.

With leadership from BLENNZ, BANZAT supported The Braille Challenge during the year. Fifty-four ākonga (students) in the age range from preschool to 21 agreed with their resource teachers vision personal Braille targets, most of which were achieved. Appropriate prizes were given to ākonga for their achievements. The ākonga were also supported by an adult Braille reader who Zoomed into talk about their personal Braille journey and read aloud from Braille to the ākonga.

b) Collate video stories/evidence of Braille in action for the BANZAT website.

Although this had not yet happened, we have not lost sight of this. We are very aware that in today's mainstream environment there are few opportunities for ākonga or their whānau to see other blind people read Braille aloud. We have recorded some people reading Braille and we expect to receive copyright permissions in the 2024 year.

c) Promote awareness of Braille via social media platforms

Our Facebook page continues to share posts and enjoy likes within New Zealand and around the world. We have 143 followers and 138 page likes.

In addition, we wrote to the Board of Directors of the Royal New Zealand Foundation of the Blind raising concerns about the loss of the contract with the Ministry of Education for Braille production. We also wrote to the RNZFB about the service from the adult Braille library, previously situated in Awhina House in Parnell, which has since been demolished.

We have received assurances from the RNZFB Board that it is monitoring the situation about the availability of Braille materials for adults, as well as materials for ākonga that should be available but are not produced within the funding from the Ministry of Education. BANZAT maintains a watching brief on these issues. Our monitoring of the Braille Library is in line with Section 6 of the Strategic Framework for the Provision of Braille Services: Growth and development of Braille Library Collections.

BANZAT is recommending that in New Zealand, writing the word Braille and its derivatives should be capitalised in all situations. This is to honour Braille's contribution and legacy to the literacy of those of us who are not able to read and write print for whatever reason. We surveyed Braille users, a clear majority of whom supported the change to writing Braille with a capital B. At the end of June, a “Big B for Braille” poster was circulated widely to encourage people to follow the now recommended practice of capitalising Braille in all contexts in New Zealand. 2024 marks 200 years since Louis Braille developed his code.

During the local authority elections in September 2022, the Wellington City Council made available in Braille the booklets containing information about the candidates standing for election. This was the first time candidate information had been made available in Braille in New Zealand.

In January 2023, another “retreat” for adult users of Music Braille was held at BLENNZ. Musicians, many of whom are involved in community choirs, gathered to perform a range of choral works sung from Braille scores.

### Goal 2. Develop a communication strategy to promote the objectives of BANZAT.

a) Determine who our audience is and how best to connect with them.

We continue to work on achieving this goal.

### Goal 3. Explore opportunities for adult Braille competitions

This is seen as a potential project. We have not achieved this goal as yet.

### Collaborate with local and international partners

### Goal 4. Develop and maintain relationships with communities of interest

a) Revise Memorandums of Understanding with BANZAT's founding organisations.

We agreed to work on this with the five founding organisations after our 2023-2024 funding has been received.

b) Maintain links with ICEB, ABA, and Round Table.

Maria Stevens and Mary Schnackenberg serve on the Executive Committee of ICEB (the International Council on English Braille). Maria is the Public Relations Officer and Mary edits the ICEB Newsletter. Clive Lansink chairs the Technical Committee of ICEB which has responsibility for updating the Guidelines for Technical Materials.

The BANZAT Chair, Maria Stevens, attended the Annual Meeting of the Australian Braille Authority and the conference of the Round Table on Information Access for People with Print Disabilities in May 2023. 50% of Maria's costs were met by BANZAT and 50% of costs were met by BLENNZ. Maria joined the staff of BLENNZ in March 2023. Maria participated in the Round Table workshop on indigenous Braille codes and presented information about the development of the Braille Code for te reo Māori.

### Goal 5. Host ICEB 8th General Assembly in 2024.

BANZAT is hosting the 8th General Assembly of ICEB which will be held from 25-30 May 2024 in Auckland. We expect at least 30 overseas participants from Australia, Canada, Ireland, South Africa, the United Kingdom and the USA.

### Ensure the code is updated to meet the needs of users and reflect current trends in print

### Goal 6. Establish a framework of qualifications for Braille production and/or usage

a) Investigate the need for lower level Braille qualifications and scope necessary work.

This work has not commenced in the year under review.

### Goal 7. Ensure Braille codes are relevant to bi-cultural environment.

a) In partnership with Kāpō Māori Aotearoa NZ, explore the need for Grade 2 (contracted) Braille code for Te Reo Māori.

This work is still to commence.

### Goal 8. Increase accreditation of Braille producers.

See the outcome reported to Goal 10 below.

### Setting and monitoring production standards

The RNZFB Board has affirmed BANZAT's standards setting role. In its reply to our letter about the loss of the contract with the Ministry of Education for Braille production, the RNZFB Board wrote: “Both BLVNZ and BLENNZ are founding members of BANZAT. The RNZFB Board received an update regarding BLVNZ accessible format services which was discussed in open meeting on 1 July [2023]. At that time the Chief Executive confirmed BLVNZ's on-going commitments to standards and guidelines set by the Braille Authority of New Zealand Aotearoa Trust and the Round Table on Information Access for People with Print Disabilities. We support the efforts of such entities to work to ensure all members uphold agreed standards and guidelines.”

### Goal 9 Updating of the process of the Trans-Tasman Certificate of Proficiency in UEB

this was achieved in the 2022 year.

One candidate completed the Certificate in the year under review.

### Finance

### Goal 10. Establish a sustainable financial model

a) Identify specific projects for alternative funding (e.g. training course for Braille producers).

b) Employ someone to undertake fundraising.

Following a successful bid from our fundraiser, we received $30,000 + GST from the New Zealand Lottery Grant Board to run a training course for Braille producers. Planning for this course commenced in May.

We received from BLVNZ the annual grant we requested for the 2022-2023 year of $22,000.00 + GST.

## Outputs 2022-2023

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| Meetings of BANZAT Code Maintenance Committee | 1 | 1 |

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 2022 calendar year, and Last Year refers to the exam held in the 2021 calendar year.

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| **Trans-Tasman Certificate of Proficiency in UEB** |  |  |
| Number of candidates | 1 | 10 |
| Number of passes | 1 | 8 |
| Hours per candidate to enrol candidates, set and mark the exam and prepare results/reports | 6 | 6 |
| Number of successful candidates since 2008 | 195 | 194 |
| **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 |

|  |  |  |
| --- | --- | --- |
| Item | This Year | Last Year |
| Meetings of BANZAT | 6 | 6 |
| Number of attendees at meetings | 65 | 63 |
| Information, Publications and Awareness |  |  |
| Number of Facebook likes | 138 | 132 |
| Number of messages on NZ Braillists' Discussions email list | 12 | 2 |
| Number of calls to 0800 BANZAT ((0800-226928) | 3 | 17 |

# Financial Information

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Performance

**For the Year Ending 30 June 2023**

|  |  |  |
| --- | --- | --- |
| **Description** | **This Year** | **Last Year** |
| Revenue |  |  |
| Donations, fundraising and grants |  |  |
| Grants | $22000.00 | $12733.00 |
| Income From Fundraising | $30000.00 | $0.00 |
| Total donations, fundraising and grants | $52000.00 | $12733.00 |
| Revenue from providing goods or services |  |  |
| Accreditation Renewals | $0.00 | $50.00 |
| Certificate Examination | $0.00 | $3360.00 |
| Total revenue from providing goods or services | $0.00 | $3410.00 |
| Total revenue | $52000.00 | $16143.00 |
| Expenses |  |  |
| Costs of providing goods or services |  |  |
| Certificate Examination | $37.50 | $3445.50 |
| Administration | $3115.00 | $3642.50 |
| Website | $79.66 | $79.66 |
| Meeting fees | $850.00 | $2200.00 |
| Costs of Fundraising | $1800.00 | $180.00 |
| Conferences | $912.92 | $0.00 |
| Membership fees | $835.86 | $786.16 |
| Travel air fares & taxis | $1033.63 | $523.04 |
| Travel Australia | $755.05 | $0.00 |
| Braille competitions prizes | $1480.00 | $77.37 |
| Catering and room hire | $333.91 | $0.00 |
| Miscellaneous | $44.44 | $51.99 |
| Total costs of providing goods or services | $11277.97 | $10986.22 |
| Total expenses | $11277.97 | $10986.22 |
| Surplus/deficit | $40722.03 | $5156.78 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Financial Position

**As at 30 June 2023**

|  |  |  |
| --- | --- | --- |
| **Description** | **This Year** | **Last Year** |
| Assets |  |  |
| Current assets |  |  |
| Bank accounts and cash |  |  |
| Society cheque account | $83856.80 | $41844.26 |
| Total bank accounts and cash | $83856.80 | $41844.26 |
| Total current assets | $83856.80 | $41844.26 |
| Total assets | $83856.80 | $41844.26 |
| Liabilities |  |  |
| Current liabilities |  |  |
| Creditors | $4484.56 | $3194.05 |
| Total current liabilities | $4484.56 | $3194.05 |
| Total liabilities | $4484.56 | $3194.05 |
| Total Assets less Total Liabilities (total retained earnings) | $79372.24 | $38650.21 |
| Equity |  |  |
| Reserves |  |  |
| ICEB Travel Fund | $12000.00 | $9000.00 |
| Producer Training Project | $30000.00 | $0.00 |
| The St Anne's Trust for the North Shore Sight Impaired Fund, prizes Braille reading competitions for children | $688.49 | $2168.49 |
| Total reserves | $42688.49 | $11168.49 |
| General funds | $36683.75 | $27481.72 |
| Total equity | $79372.24 | $38650.21 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Cash Flows

**For the Year Ending 30 June 2023**

|  |  |  |
| --- | --- | --- |
| **Description** | **This Year** | **Last Year** |
| Cash flows from operating activities |  |  |
| Cash received from |  |  |
| Receipts from donations and grants | $52000.00 | $12733.00 |
| Receipts from providing goods or services | $0.00 | $3410.00 |
| Movement in debtors/creditors | $1290.51 | ($-12555.14) |
| Total cash received from operating activities | $53290.51 | $3587.86 |
| Cash was applied to |  |  |
| Payments to suppliers | $11277.97 | $10986.22 |
| Total cash applied to operating activities | $11277.97 | $10986.22 |
| Net cash flows from operating activities | $42012.54 | ($-7398.36) |
| Total increase/decrease in cash | $42012.54 | ($-7398.36) |
| Opening cash | $41844.26 | $49242.62 |
| Plus total increase/decrease in cash | $42012.54 | ($-7398.36) |
| Closing cash at end of year | $83856.80 | $41844.26 |
| This is represented by |  |  |
| Society cheque account | $83856.80 | $41844.26 |
| Total bank accounts and cash | $83856.80 | $41844.26 |

The Braille Authority of New Zealand

Aotearoa Trust (BANZAT)

## Statement of Accounting Policies

**for the Year Ending 30 June 2023**

### 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 2023**

### Note 1: Analysis of Revenue

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

Additional revenue is from the annual renewal of accreditation by BANZAT of individual Braille producers. This year, because of an oversight, BANZAT did not raise the invoice for the annual renewal. This oversight will be rectified in the 2024 year.

Last year, BLENNZ paid BANZAT the costs for their 8 candidates to sit the Trans-Tasman Certificate of Proficiency in UEB. This year, no BLENNZ candidates sat the Certificate.

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 2022 poetry competition was made at 30 June 2023.

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. BLVNZ agreed with BANZAT that $3,000.00 would be transferred to the ICEB Travel Fund from its grant in each subsequent year. The $3,000 grant was transferred to the newly created ICEB Travel Fund at 30 June 2020. This fund has been increased with further transfers of $3,000 at 30 June 2021, 30 June 2022 and 30 June 2023 giving a total of $12,000.00.

BANZAT received a grant of $30,000.00 from the New Zealand Lottery Grant Board to run a Braille Producer Training Course. This has been transferred to a Special Fund at 30 June 2023.

### Note 2: Analysis of Expenses

Expenses are on administration of the trust including meetings, 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 for identified projects. Last year, the first step was to recruit a contract fundraiser. This year the contract fundraiser was paid $1,800.00 to prepare applications for projects.

Travel costs almost doubled as more meetings were held face to face. Catering costs have increased to provide lunch for trustees prior to the meetings held at BLENNZ.

BANZAT and BLENNZ each paid 50% of costs (BANZAT's share $1,699.97) for Maria Stevens to attend the Round Table on Information Access for People with Print Disabilities held in Sydney in May.

From The St Anne's Trust for the North Shore Sight Impaired Fund BANZAT spent $1480.00 on prizes for the 2022 Braille Challenge.

No money was spent this year from the ICEB Travel Fund.

Surplus: BANZAT has recorded a surplus this year of $40,722.03 compared with a surplus of $5,156.78 last year. This year's surplus includes the income of $30,000.00 from the New Zealand Lottery Grant Board which has been transferred to the Producer Training Project Special Fund.

### 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 to be paid by BANZAT 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 = $79,372.24 less $100.00, giving $79,272.24.

In the Total Equity amount are

the ICEB Travel Fund of $12,000.00;

the Producer Training Project Special Fund of $30,000.00;

the Special Fund of $688.49, 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

General funds of $36,683.75.

### Note 5: Commitments and Contingencies

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

### Note 6: Related Party Transactions

This year BANZAT paid $3115.00, (last year $3,642.50) 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. This year meeting fees were paid to Paul Brown.

### 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

10 December 2023