

# Performance Report

Cycling Action Network (Inc)  
For the year ended 30 June 2024

Prepared by Inspired Accountants Ltd

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## Cycling Action Network Incorporated

Independent assurance practitioner's review report to the members

### Report on the Performance Report

We have reviewed the accompanying performance report of Cycling Action Network Incorporated, which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 30 June 2024, the statement of financial position as at 30 June 2024, and the statement of accounting policies and other explanatory information.

### Committee's Responsibility for the Performance Report

The Committee are/is responsible for:

- a. identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance.
- b. the preparation of a performance report on behalf of the entity that gives a true and fair view, which comprises:
  - the entity information
  - the statement of service performance
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance reportin accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board, and
- c. for such internal control as the Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised).

Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance

with the applicable financial reporting framework. Those standards also require us to comply with relevant ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Cycling Action Network Incorporated.

## Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a. the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable.
- b. the performance report does not give a true and fair view of:
  - the financial position of Cycling Action Network Incorporated as at 30 June 2024, and of its financial performance and cash flows for the year then ended; and
  - the entity information and its service performance for the year then endedin accordance with the Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.



**William Buck Audit (NZ) Limited**

1 November 2024

Auckland

# Entity Information

## Cycling Action Network (Inc) For the year ended 30 June 2024

'Who are we?', 'Why do we exist?'

### Legal Name of Entity

Cycling Action Network (Inc)

### Entity Type and Legal Basis

Charity registered pursuant to the Charities Act 2005.

### Registration Number

Charities Register: CC36909

Societies Register: 1139912

### Entity's Purpose or Mission

Cycling Action Network Inc (CAN) is the national voice for people on bicycles in New Zealand.

We link local cycling action groups, partners and supporting organisations and people with a passion to:

- Promote the benefits of cycling
- Improve safety for those travelling by bicycle
- Encourage the creation of great cycling environments, increase the number of people on bikes

### Entity Structure

Cycling Action Network (Incorporated) is administered by an elected board consisting of a chairperson, a treasurer, a secretary and two regional board members and up-to-two appointed board members. The officers and elective members of the board are elected at each Annual General Meeting for a term of one year.

### Main Sources of Entity's Cash and Resources

The main source of income in the financial year was from a contract with Waka Kotahi New Zealand Transport Agency, grants, membership subscriptions and charitable donations.

### Main Methods Used by Entity to Raise Funds

Cycling Action Network (Incorporated) applies for relevant community grants, receives donations on a regular basis and charges an annual membership subscription.

**Entity's Reliance on Volunteers and Donated Goods or Services**

The officers and elective members of the board perform their board duties on a voluntary basis.

**Physical Address**

2 Forresters Lane, Te Aro, Wellington, New Zealand, 6011

**Postal Address**

2 Forresters Lane, Te Aro, Wellington, New Zealand, 6011



# Approval of Financial Report

Cycling Action Network (Inc)  
For the year ended 30 June 2024

The Board of Cycling Action Network (Inc) are pleased to present the approved financial report including the historical financial statements of Cycling Action Network (Inc) for year ended 30 June 2024.

APPROVED

Alex Dyer

Chairperson

Date 01/11/2024

Gillian Ward

Treasurer

Date 01/11/2024

# Statement of Service Performance

## Cycling Action Network (Inc) For the year ended 30 June 2024

### Summary overview

Cycling Action Network Inc (CAN) is Aotearoa New Zealand's peak advocacy organisation leading the effort to make biking better and get more people on bikes, more often.

### Description of Entity's Outcomes

**Improve safety for cyclists** - submissions made on Draft Speed Rule 2024, Draft GPS Transport, Quays Please (Wellington); participated at a representative on project groups such as Te Ara Tupua Project Liaison Group, Wellington Bike Network, Workplace Travel Forum; and wrote articles, e.g. "The bicycle as climate hope", "Funding the future of transport", "Outrageous stalling on sustainable transport projects". Patrick Morgan (Project Manager for CAN) networked with officials (MPs, Councillors, and Professionals) at Council meetings, Waka Kotahi NZTA, transport consultancies, community groups, and with local businesses.

**Link local cycle groups and partner with other like-minded community groups** - All Aboard, Climate Club, Brake, Greater Auckland, Talk Wellington, Orataiao, Greasy Chain (Palmerston North), Generation Zero, Doctors for Active Safe Travel. CAN liaises with Bike Auckland and Cycle Wellington on issues and campaigns.

**Promote the benefits of cycling** - CAN (in partnership with Living Streets Aotearoa) hosted the 2WalkandCycle 2024 Conference in Wellington in March 2024. Patrick Morgan and Alex Dyer gave presentations at the conference. Campaigns: Cargobikes are the new SUVs (Sustainable Urban Vehicle), Share the Road Programme, Transport for Life rally at Parliament, Cycling Works (in Wellington and Auckland). Media interviews: RNZ, TVNZ, Stuff, NZME, The Spinoff, Scoop, Newsroom, Access Radio, TV3/Newshub. Around 40 videos were produced by Patrick Morgan and local supporters in Wellington: e.g. Better Bike Park (avoid locking your bike to unsecured poles), Wellington bike lanes (Cambridge Tce), Sign our Quays Please petition for a safe biking connection to Wellington, Transport for Life (Alistair Woodward, Uni of Auckland), Go by Bike Day 2024 (Laurie Foon and Geordie Rogers), King's Day, Wellington 2024.

	2024	2023
<b>Description and Quantification of the Entity's Outputs</b>		
Delivered workshops to heavy vehicle drivers to modify their driving around cyclists. An online delivery option was added 2022-2023. The number of workshops held were	120	120
Delivered workshops to cyclists to modify their behaviour around heavy vehicles. An online delivery option was added 2022-2023. The number of workshops held were	63	52
CAN contributes to the organisation of the Walking and Cycling Conference usually held every second year. In March 2024 the conference was held in Wellington. Two presentations were made at the conference by CAN.	2	-
CAN Provides membership administration support and practical advice to this number of local cycle advocacy groups around the country.	12	12
Number of members	222	192



# Statement of Financial Performance

## Cycling Action Network (Inc) For the year ended 30 June 2024

'How was it funded?' and 'What did it cost?'

	NOTES	2024	2023
<b>Revenue</b>			
<b>Revenue from providing goods or services</b>			
Revenue		555,495	447,698
<b>Total Revenue from providing goods or services</b>		<b>555,495</b>	<b>447,698</b>
Other revenue	1	120	-
<b>Total Revenue</b>		<b>555,615</b>	<b>447,698</b>
<b>Expenses</b>			
Volunteer and employee related costs	2	57,150	61,484
Costs related to providing goods or service	2	471,278	376,733
Other expenses	2	11,992	9,053
<b>Total Expenses</b>		<b>540,421</b>	<b>447,270</b>
<b>Surplus/(Deficit) for the Year</b>		<b>15,194</b>	<b>428</b>

# Statement of Financial Position

Cycling Action Network (Inc)

As at 30 June 2024

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2024	30 JUN 2023
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	85,653	68,354
Debtors and prepayments	3	32,363	70,226
Inventory	3	394	598
Other Current Assets	3	3,414	3,414
<b>Total Current Assets</b>		<b>121,824</b>	<b>142,592</b>
<b>Total Assets</b>		<b>121,824</b>	<b>142,592</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	62,783	90,465
Employee costs payable	4	3,981	9,741
<b>Total Current Liabilities</b>		<b>66,764</b>	<b>100,206</b>
<b>Total Liabilities</b>		<b>66,764</b>	<b>100,206</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>55,060</b>	<b>42,386</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	5	24,175	8,981
Reserves	5	30,884	33,404
<b>Total Accumulated Funds</b>		<b>55,060</b>	<b>42,386</b>

# Statement of Cash Flows

## Cycling Action Network (Inc) For the year ended 30 June 2024

	2024	2023
<b>Cash Flows from Operating Activities</b>		
Interest, dividends and other investment receipts	139	72
Cash receipts from other operating activities	588,401	386,560
GST	(2,956)	1,924
Payments to suppliers and employees	(572,871)	(405,044)
<b>Total Cash Flows from Operating Activities</b>	<b>12,713</b>	<b>(16,488)</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Cash flows from other investing and financing activities	4,587	-
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>4,587</b>	<b>-</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>17,300</b>	<b>(16,488)</b>
<b>Bank Accounts and Cash</b>		
Opening cash	68,354	84,842
Net change in cash for period	17,300	(16,488)
Closing cash	85,653	68,354

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Cycling Action Network (Inc) For the year ended 30 June 2024

'How did we do our accounting?'

### **Basis of Preparation**

The entity has elected to apply 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 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)**

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### **Income Tax**

Cycling Action Network (Inc) is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### **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.

### **Changes in Accounting Policies**

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## Cycling Action Network (Inc) For the year ended 30 June 2024

	2024	2023
<b>1. Analysis of Revenue</b>		
Donations, fundraising and other similar revenue	42,138	46,462
Fees, subscriptions and other revenue from members	5,511	6,840
Revenue from providing goods or services	507,828	394,324
Interest, dividends and other investment revenue	139	72
<b>Total Analysis of Revenue</b>	<b>555,615</b>	<b>447,698</b>
	2024	2023
<b>2. Analysis of Expenses</b>		
Volunteer and employee related costs	57,150	61,484
Costs related to providing goods or services	471,278	376,733
Other expenses	11,992	9,053
<b>Total Analysis of Expenses</b>	<b>540,421</b>	<b>447,270</b>
	2024	2023
<b>3. Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
CAN Board (New)	50	-
CAN Share the Road	438	438
CAN Board	30,662	36,923
Kiwibank Credit Card	(2,913)	(2,638)
Paypal	153	192
<b>Conference Holdings</b>		
CAN Conference	57,263	33,438
<b>Total Conference Holdings</b>	<b>57,263</b>	<b>33,438</b>
<b>Total Bank accounts and cash</b>	<b>85,653</b>	<b>68,354</b>
<b>Debtors and prepayments</b>		
Accounts Receivable	32,363	70,226
Sundry Debtor	3,414	3,414
<b>Total Debtors and prepayments</b>	<b>35,777</b>	<b>73,640</b>
<b>Inventory</b>		
Stock on Hand	394	598
<b>Total Inventory</b>	<b>394</b>	<b>598</b>
	2024	2023
<b>4. Analysis of Liabilities</b>		
<b>Creditors and accrued expenses</b>		
Accounts Payable	33,343	66,695
Sundry Creditors	4,383	-

	2024	2023
GST	(2,256)	1,482
Subscriptions due to Affiliates	27,313	22,288
<b>Total Creditors and accrued expenses</b>	<b>62,783</b>	<b>90,465</b>

	2024	2023
<b>Employee costs payable</b>		
Provision for Annual Leave	3,110	8,787
Wages Payable	871	954
<b>Total Employee costs payable</b>	<b>3,981</b>	<b>9,741</b>
	2024	2023

## 5. Accumulated Funds

<b>Accumulated Funds</b>		
Opening Balance	42,386	41,957
Accumulated surpluses or (deficits)	15,194	428
Reserves	(2,520)	-
<b>Total Accumulated Funds</b>	<b>55,060</b>	<b>42,386</b>
<b>Total Accumulated Funds</b>	<b>55,060</b>	<b>42,386</b>
	2024	2023

## 6. Breakdown of Reserves

<b>Reserves</b>		
Conference Funds Reserve	30,884	33,404
<b>Total Reserves</b>	<b>30,884</b>	<b>33,404</b>

Funds held in reserve for the Annual Conference, a conference is planned for the 2025-26 year.

## 7. Commitments

There are no commitments as at 30 June 2024 (Last year - nil).

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2024 (Last year - nil).

## 9. Accumulated Funds

This is made up of \$55,060 accumulated surpluses and reserves and includes funds earmarked for Share The Road campaign of \$8,833.

## 10. Related Parties

Alex Dyer, Chair of CAN, filled in for Patrick Morgan as the Project Manager, while Patrick was on Annual Leave in June 2024, and was paid by CAN, as a contractor, at the same hourly rate as Patrick's salary.

## 11. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.