



## **AGENDA**

### **Annual General Meeting**

#### **of the**

### **Telecare Services Association of New Zealand Ltd (TSANZ)**

This meeting to be held:

Thursday 27 August 2015

11 a.m

In Person: Butler Pelvin & Associates - 199 Cuba Street, Wellington

By Skype: ButlerPelvin

By Teleconference: Hosted by Butler Pelvin & Associates

REQUIRE – Each Member to forward their Skype Address to [gary@butlerpelvin.com](mailto:gary@butlerpelvin.com) as soon as convenient to establish the Skype TSANZ Member Group.

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- 1. Welcome**
  - 2. Report by Chairman**
  - 3. Acceptance of Financial Reports**
  - 4. Appointment of Chairperson**
  - 5. Close**

## Minutes of the Annual General Meeting Telecare Services Association of New Zealand Ltd (TSANZ)

This meeting was held:

Thursday 27 August 2015, by teleconference

<b>Attendees: Members:</b>	Andrew Wilson, Freedom Medical Alarms. (In person from TSANZ Secretariat, Butler Pelvin & Associates, Level 2, 199 Cuba Street, Wellington)  Gerhard Venter, ADT. (By telephone connection to ADT's Auckland office)  Nick Coley, St John. (By Skype connection to St John's Office)
<b>Apologies: Members:</b>	James Seton, Chubb.
<b>Attendees: Non Member:</b>	Jennifer Pelvin and Gary Butler, Butler Pelvin & Associates - Secretariat

### Meeting declared open-- at 11.00 am

Andrew Wilson, Chairman, declared the meeting open and thanked all the members for attending.

### Report by Chairman

Andrew delivered his Report to the 5<sup>th</sup> annual general meeting of the association. A signed copy of Andrew's tabled report is attached.

Andrew Wilson moved that his Report as tabled be accepted.

Secunder: Nick Coley

There being no discussion, the motion was carried by consensus

### Acceptance of Minutes

It was moved by Andrew Wilson that the minutes of the previous Annual General Meeting, held Tuesday 26 August 2014 be accepted as true and correct.

There being no discussion, the motion was carried by consensus.

### Acceptance of Financial Reports

Andrew referred to the TSANZ Financial Reports for the year ended 31 March 2015 which had been previously circulated to members and discussed at the General Meeting on 22 July 2015. It was moved by Andrew Wilson that the Financial Reports, for the 2015 year as tabled be accepted.

Secunder: Nick Coley

There being no discussion, the motion was carried by consensus.

### Appointment of Chairperson

Members thanked Andrew for his work as chairman.

It was moved by Gerhard that Andrew be nominated to continue as Chairperson. Andrew agreed to continue in this role.

Secunder: Nick Coley

There being no discussion, the motion was carried by consensus.

### Close-- Andrew Wilson

There being no further Business members and guests were thanked for attending and the meeting closed at 11.10 a.m.



## CHAIRMAN'S REPORT

### To the Annual General Meeting held on 27<sup>th</sup> August 2015

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#### 1. Chairman's Expression of Appreciation

I acknowledge the support and active contribution of all members during the past year and their assistance in building the professionalism of the Telecare Services industry.

#### 2. Progress of TSANZ

There has been a consolidation of TSANZ membership to four (4) service providers the outcome of the medical alarm tender conducted by Ministry of Social Development.

The decision by St John's at our 22<sup>nd</sup> July 2015 meeting, to develop a replacement for AS4607 (Australian Standard: Personal Response Systems), sets a future strategy for TSANZ. I acknowledge and thank St John Ambulance's leadership in commencing this development. Completion of the new standard in this 2015 year will clearly be a significant achievement for TSANZ.

#### 3. Financial Report

I refer to the financial statements of TSANZ for the year ended 31<sup>st</sup> March 2015. As we have not had to make any long term decisions we did not seek member financial contributions in the 31 March 2015 year. Our financial reserves have deteriorated as resources have been expended on administration and maintenance of TSANZ's operations.

Subsequent to the end of this financial year the Members have agreed to make further financial contributions to sustain TSANZ operations. That means from time to time members will need to financially contribute to TSANZ.

#### 4. Acceptance of this Report

I recommend that this Report which is tabled at our Annual General Meeting be considered and if so determined, be accepted by this Member Board.

A handwritten signature in black ink, appearing to read 'Andrew Wilson', written over a horizontal line.

ANDREW WILSON  
Chairperson

27<sup>th</sup> August 2015



# FINANCIAL REPORTS

31 March 2015

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## Association Directory

Telecare Service Association of New Zealand Incorporated	Registration - Incorporated Societies Act 2540817
IRD Number / GST Number	106-072-051
Bank Account	06-0433-0442592-00
Bankers	National Bank – Tauranga
Postal Address	PO Box 9893, Marion Square Wellington 6141
Phone numbers	04 473 9547
Auditors	n/a The need for an Auditor was removed from the Rules – 19 October 2012
Chairperson	Andrew Wilson Freedom Medical Alarms PO Box 24443 Wellington 6142 04 802 0940 andrew.wilson@freedomalarms.co.nz
Member & Board Member	James Seton Chubb NZ PO Box 6864 Newton, Auckland 0656 09 362 3642 James.Seton@chubb.co.nz
Member & Board Member	Nick Coley St John 63 - 65 Seddon Rd Hamilton 07 846 9974 NickCol@stjohn.org.nz
Member & Board Member	Gerhard Venter PO Box 2439 Shortland St, Auckland 09 580 6434, <a href="mailto:geventer@tycoint.com">geventer@tycoint.com</a>
Secretariat Services	Butler Pelvin & Associates PO Box 9893 Marion Square Wellington 6011 04 473 9547 jennifer@butlerpelvin.com

## CORPORATE GOVERNANCE

The TSANZ Board is responsible for the overall corporate governance of the Telecare Service Association of New Zealand Incorporated (TSANZ). 'Corporate Governance' is understood as the direction and control of the business by the Board, and the accountability of the Board to the members and others, for the performance of TSANZ and compliance by TSANZ with laws and standards.

## ROLE OF THE BOARD

The Board is responsible for the overall direction of TSANZ business and affairs on behalf of the members. The principal objectives of TSANZ are to establish, promote and maintain quality standards for all participants in the Telecare industry within New Zealand.

The Board establishes TSANZ's objectives, approves major strategies for achieving these objectives, sets in place a policy framework within which TSANZ operates and monitors performance.

## BOARD MEMBERSHIP

The Board is made up of a representative from each MSD accredited Medical Alarm supplier. As at the 31 March 2014, the Board consisted of a chairperson and three directors. All members of the Board are members of TSANZ and do not receive any remuneration as directors of TSANZ.

Procedures for the operation of the Board, including the election of directors, are governed by TSANZ Rules.

## PROFESSIONAL STANDARDS

TSANZ's Board abides by the principles contained in the *Operating Guidelines for Board Members*. TSANZ recognises the need for directors to observe the highest standards of behaviour and business ethics when engaging in corporate activity.

## STATEMENT OF COMPREHENSIVE INCOME

For period ended 31 March 2015

	2015	2014
	31-Mar	31-Mar
Revenue from Services	-	3,970
Gross Profit/(Loss)	-	3,970
Interest Income	3	236
Total Other Income	3	236
Administration Expenses	11,359	32,638
Total Expenses	11,359	32,638
Operating Profit/(Loss) before Income Tax	(11,356)	(28,432)
Income tax expense	-	-
Surplus /(loss) for the period	(11,356)	(28,432)
Total Comprehensive income for the year-net of tax	(11,356)	(28,432)
Surplus/(loss) and Total Comprehensive Income/(Loss) attributable to Members	(11,356)	(28,432)

## STATEMENT IN CHANGES OF EQUITY

for period ended 31 March 2015

### Statement in changes of equity

for period ended 31 March 2014

	2015	2014
	31-Mar	31-Mar
Net Surplus attributable to Members	(11,356)	(28,432)
Accumulated funds at 1 September	16,329	44,761
<b>Accumulated funds 31 March</b>	<b>4,973</b>	<b>16,329</b>

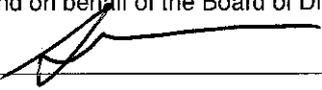
## STATEMENT OF FINANCIAL POSITION

As at 31 March 2015

	2015	2014
Transitional reporting period (refer Note 1)	31-Mar	31-Mar
<b>Current Assets</b>		
Cash and cash equivalents	-	13,639
Trade and other receivables	4,973	3,224
Total Current Assets	4,973	16,863
<b>Total Assets</b>	<b>4,973</b>	<b>16,863</b>
<b>Current Liabilities</b>		
Trade and Other Payables	-	534
Total Current Liabilities	-	534
<b>Total Liabilities</b>	<b>-</b>	<b>534</b>
<b>NET ASSETS</b>	<b>4,973</b>	<b>16,329</b>
Represented by:		
<b>Accumulated funds</b>	<b>4,973</b>	<b>16,329</b>

## DIRECTORS DECLARATION

For and on behalf of the Board of Directors:

  
 Andrew Wilson  
 Chairman

27/8/2015  
 Date

## NOTES TO THE FINANCIAL STATEMENTS

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### 1. GENERAL INFORMATION

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Telecare Services Association of New Zealand (TSANZ) promotes and maintains quality standards for all participants in the Telecare Services industry. TSANZ registered as a New Zealand incorporated society under the Incorporated Societies Act 1908 and is domiciled in New Zealand.

The registered office is located at Level 2, 199 Cuba Street, Te Aro, Wellington. TSANZ was incorporated on 28 September 2010. The TSANZ Board has adopted these financial statements on \_\_\_\_\_ 2015.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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#### a. Statement of compliance and basis of preparation

These financial statements have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (NZGAAP) and other applicable Financial Reporting Standards, as appropriate for a public benefit entity that qualifies for and applies differential reporting exemptions.

TSANZ is a qualifying entity with the Framework of Differential Reporting, as it has no public accountability and is not a large entity. TSANZ has taken advantage of all differential reporting exemptions available to it. These statements are prepared on the historical cost basis. The functional and presentation currency is New Zealand dollars.

#### b. Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions with original maturities of three months or less that are readily converted to cash and which are subject to an insignificant risk of changes in value. Cash on deposit with financial institutions with maturities greater than three months is classified as cash on deposit within the statement of financial position. During the year Cash at Bank was transferred to the Secretariat's control and is now managed on behalf of the Association by the Secretariat.

#### c. Goods and services tax

The financial report has been prepared on a goods and services tax exclusive basis, except for accounts receivable and payable that include GST as invoiced.

#### d. Trade receivables

Trade receivables are valued at expected realisable value. Provision has been made for any specific doubtful accounts. Receivables are reviewed on an on-going basis and debts that are known to be uncollectible are written off. Trade receivables, cash and cash equivalents and are the only financial assets of TSANZ and are categorised as loans and receivables.

#### e. Other Receivables

During the financial year the Secretariat assumed control of Cash at Bank held on behalf of the Association and under the arrangement, this cash holding is disclosed as an Other Receivable.

#### f. Revenue recognition

Membership subscriptions are recognised in the statement of comprehensive income when received. Membership fees of TSANZ are raised on an as needs basis by a levy of members. Other income is recognised on an accruals basis.

**h. Interest income**

Interest income is recognised on a time-proportion basis using the effective interest method. The interest rate risk is managed by investing funds at call in a registered bank.

**i. Taxation**

Tax is recognised in the statement of comprehensive income is the estimated income tax payable in the current year, adjusted for any differences from prior years.

**j. Trade and other accounts payable**

These amounts represent liabilities for goods and services provided to TSANZ prior to the year-end that are unpaid. The amounts are unsecured and are generally paid within 30 days.

**k. Management of capital**

TSANZ's capital consists of accumulated funds. TSANZ's management and Board monitor its capital funding needs on a regular basis.

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**3. OTHER SIGNIFICANT ITEMS**

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As reported in last year's financial statements, the Ministry of Social Development renegotiated accreditation processes and on the 27<sup>th</sup> February 2014 announced the companies who had received MSD-accreditation and would hold contracts from 1 March 2015. Membership of existing members who did not achieve accreditation had their membership terminated.

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**4. TRADE AND OTHER RECEIVABLES**

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There is no provision for doubtful debts for the year ended 31 March 2015.

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**5. TAXATION**

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Tax is not chargeable on the net income earned by the Association within the 'circle of membership'. Income Tax is due on investment and interest income received during the year, less the \$1000 deduction allowed by Inland Revenue.

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**6. CONTINGENT LIABILITIES**

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TSANZ has no contingent liabilities at 31 March 2015.

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**7. EVENTS AFTER BALANCE**

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There have been no events subsequent to balance date that impact TSANZ financial statements at 31 March 2015.