

**INDEPENDENT AUDITOR'S REPORT*****To the Shareholder of Action Station Aotearoa Limited*****Opinion**

We have audited the financial statements on pages 6 to 13 of Action Station Aotearoa Limited which comprise the balance sheet as at 31 March 2023, the statement of profit or loss, the statement of changes in equity, and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Action Station Aotearoa Limited as at 31 March 2023 and of its financial performance for the year then ended in accordance with the Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPE) as published by Chartered Accountants Australia and New Zealand.

**Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Action Station Aotearoa Limited in accordance with Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners (including International Independence Standards)* (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Action Station Aotearoa Limited.

**Emphasis of Matter – Basis of Accounting**

We draw attention to Note 1 on page 10 of the financial statements which describes the basis of accounting. The Directors have elected to use a special purpose framework being Special Purpose Financial Reporting Framework for use by For-Profit Entities ("SPFR for FPE") as published by Chartered Accountants Australia and New Zealand for the benefit of the company and to assist in meeting its obligations to the Commissioner of Inland Revenue. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Restriction on Responsibility**

This report is made solely to the company's shareholder, in accordance with Section 207B of the Companies Act 1993. Our audit work has been undertaken so that we might state to the company's shareholder those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's shareholder, for our audit work, for this report, or for the opinion we have formed.

**Other information**

The Directors are responsible on behalf of the company for the other information. The other information comprises the Directory and Directors' Report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If based, on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## **Responsibilities of the Directors for the Financial Statements**

The Directors are responsible on behalf of the company for the preparation and fair presentation of the financial statements in accordance with Special Purpose Financial Reporting Framework for For-Profit Entities (SPFR for FPE), and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible on behalf of the company for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (NZ), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the company.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- conclude on the appropriateness of the use of the going concern basis of accounting by the company and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.

- evaluate the overall presentation, structure and content of the financial statements including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during the audit.

*CKS Audit*

**CKS Audit**  
**25 July 2023**



# Annual Report

Action Station Aotearoa Limited  
For the year ended 31 March 2023

Prepared by Edward Christian & Co Limited

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# Compilation Report

## Action Station Aotearoa Limited For the year ended 31 March 2023

Compilation Report to the Directors of Action Station Aotearoa Limited.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Action Station Aotearoa Limited for the year ended 31 March 2023.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Directors are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed. However an independent audit has been performed by CKS Audit and their report is attached.

### Independence

We have no involvement with Action Station Aotearoa Limited other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

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Edward Christian & Co

Chartered Accountants

Wellington

Dated: 18/07/2023

# Directory

## Action Station Aotearoa Limited For the year ended 31 March 2023

### Nature of Business

Lobbying Services

### Registered Office

Level 4 Ranchhod House, 39 Webb Street, Wellington, New Zealand, 6011

### Incorporation Number

3730547

### New Zealand Business Number

9429030784680

### IRD Number

108-572-337

### Shareholders

Action Station Aotearoa Incorporated

1

**Total Shares**

**1**

### Directors

Katherine Hartendorp  
Garth Nowland-Foreman

### Chartered Accountant

Edward Christian & Co

Chartered Accountants

326 Jackson Street

Petone 5012

### Auditors

CKS Audit  
Palmerston North

### Bankers

Kiwibank

BNZ Bank

# Director's Report

## Action Station Aotearoa Limited For the year ended 31 March 2023

The Directors are pleased to present the approved financial report including the historical financial statements of Action Station Aotearoa Limited for year ended 31 March 2023.

### Directors Disclosure

There were no entries recorded in the Register of Interest.

Garth Nowland-Foreman and Katherine Hartendorp held office as Director during the year.

The Board of Directors received no notices from Directors wishing to use company information received in their capacity as Directors which would not have been ordinarily available.

### Employee Remuneration

The Shareholders of the Company have exercised their right under Section 211(3) of the Companies Act 1993 and unanimously agreed that this annual report need not comply with Paragraph (f) - (h) of Section 211(1) of the Act.

APPROVED

For and on behalf of the Board of Directors.



**Garth Nowland-Foreman**

25 / 07 / 2023  
Date .....



**Katherine Hartendorp**

24 / 07 / 2023  
Date .....



# Statement of Profit or Loss

## Action Station Aotearoa Limited For the year ended 31 March 2023

	NOTES	2023	2022
<b>Revenue</b>			
Donations		303,360	333,604
Grants and Formal Donations		424,997	304,992
Interest Income		1,590	316
Other Revenue		6,104	4,817
<b>Total Revenue</b>		<b>736,051</b>	<b>643,728</b>
<b>Gross Profit</b>		<b>736,051</b>	<b>643,728</b>
<b>Expenses</b>			
ACC		975	1,294
Accounting		7,929	9,817
Administration Expenses		6,837	6,866
Audit		4,450	6,900
Bank Fees		268	224
Campaigns		32,994	19,280
Consultants Fees		12,324	-
Fundraising Costs		3,347	10,335
Governance		2,860	2,360
Insurance		4,926	2,328
Minor Assets		1,268	1,956
Mobile Telephone & Internet		4,472	2,822
OPEN Reimbursements		1,149	-
Payment Processing Fees		10,382	11,319
Rent		12,143	12,854
Salaries		566,757	512,211
Staff Expenses		26,957	13,185
Subscriptions		38,530	35,534
Volunteer Costs		21	35
<b>Total Expenses</b>		<b>738,588</b>	<b>649,319</b>
<b>Net Profit (Loss) Before Depreciation &amp; Adjustments</b>		<b>(2,537)</b>	<b>(5,591)</b>
<b>Depreciation</b>			
Depreciation		3,478	2,045
Loss on disposal of assets		64	-
<b>Total Depreciation</b>		<b>3,543</b>	<b>2,045</b>
<b>Net Profit (Loss) Before Taxation</b>		<b>(6,080)</b>	<b>(7,636)</b>

This statement should be read in conjunction with the notes to the performance report and the independent auditors' report.



	NOTES	2023	2022
Net Profit (Loss) for the Year		(6,080)	(7,636)

This statement should be read in conjunction with the notes to the performance report and the independent auditors' report.

## Statement of Changes in Equity

Action Station Aotearoa Limited  
For the year ended 31 March 2023

	2023	2022
<b>Equity</b>		
<b>Paid - Up Capital</b>		
Opening Balance	50	50
<b>Total Paid - Up Capital</b>	<b>50</b>	<b>50</b>
<b>Retained Earnings</b>		
Opening Balance	5,814	13,450
<b>Increases</b>		
Profit for the Period	(6,080)	(7,636)
<b>Total Increases</b>	<b>(6,080)</b>	<b>(7,636)</b>
<b>Total Retained Earnings</b>	<b>(266)</b>	<b>5,814</b>
<b>Total Equity</b>	<b>(216)</b>	<b>5,864</b>

This statement should be read in conjunction with the notes to the performance report and the independent auditors' report.

# Balance Sheet

## Action Station Aotearoa Limited As at 31 March 2023

	NOTES	31 MAR 2023	31 MAR 2022
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash and Bank</b>			
BNZ Account		19,507	5,170
Kiwibank Business Edge Account		33,591	52,367
Kiwibank Business Online Call Account		61,568	60,577
<b>Total Cash and Bank</b>		<b>114,666</b>	<b>118,114</b>
Trade receivables		694	2,000
GST Receivable		3,871	2,052
Income Tax Receivable	7	4,544	6,777
<b>Total Current Assets</b>		<b>123,775</b>	<b>128,943</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment		5,609	3,718
<b>Total Non-Current Assets</b>		<b>5,609</b>	<b>3,718</b>
<b>Total Assets</b>		<b>129,384</b>	<b>132,661</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Bank</b>			
Business Visa		5,875	5,306
<b>Total Bank</b>		<b>5,875</b>	<b>5,306</b>
Trade and Other Payables		18,546	12,681
Employee Entitlements		21,471	15,104
Income Received in Advance		83,709	93,705
<b>Total Current Liabilities</b>		<b>129,600</b>	<b>126,796</b>
<b>Total Liabilities</b>		<b>129,600</b>	<b>126,796</b>
<b>Net Assets</b>		<b>(216)</b>	<b>5,864</b>
<b>Equity</b>			
Share Capital		50	50
Retained Earnings		(266)	5,814
<b>Total Equity</b>		<b>(216)</b>	<b>5,864</b>

This statement should be read in conjunction with the notes to the performance report and the independent auditors' report.



# Notes to the Financial Statements

## Action Station Aotearoa Limited For the year ended 31 March 2023

### 1. Statement of Accounting Policies

#### Reporting Entity

These are the financial statements of Action Station Aotearoa Limited. Action Station Aotearoa Ltd operates as a non-profit limited liability company incorporated under the Companies Act 1993, the sole shareholder of which is an incorporated society, Action Station Aotearoa Incorporated. Neither are registered charities, but the non-profit status of the society is confirmed in its Constitution. Action Station Aotearoa Limited is engaged in the business of Lobbying Service.

#### Basis of Preparation

The financial statements of Action Station Aotearoa Limited have been prepared in accordance with *A Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs)* published by Chartered Accountants Australia and New Zealand. The financial statements have been prepared for the benefit of Action Station Aotearoa Limited, and to assist in assessing obligations to the Commissioner of Inland Revenue.

#### Measurement Base

The financial statements of Action Station Aotearoa Limited have been prepared using accrual accounting on a historical basis, except as noted otherwise below.  
The information is presented in New Zealand dollars.

#### Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable for the extent it is probable that the economic benefits will flow to the entity and revenue can be reliably measured.

Donations are recognised on receipt by the company from online payment providers or direct credit to the company's account. An income in advance liability is recorded where donations are for specific purposes or campaigns in a future period.

Grant revenue is recognised in the year the activities associated with the grant's purpose have been performed (or related expenditure incurred). An income in advance liability is recorded at year-end where a constructive obligation exists to perform specific activities or incur specific expenditure related to a grant.

#### Foreign Currency Translation

Transactions in foreign currencies are converted at the New Zealand rate of exchange ruling at the date of the transaction.

#### 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.





## Specific Accounting Policies

### a) Fixed Assets & Depreciation

The entity has the classes of fixed assets as shown in the Depreciation Schedule. All fixed assets are recorded at cost or valuation less accumulated depreciation.

Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007. The rates used are as follows:

Account	Method	Rate
Computer Equipment and Mobile Phones	Diminishing Value (100%)	50% - 67%
Furniture	Diminishing Value (100%)	13%
Website Build	Diminishing Value (100%)	50%

### b) Goods and Services Tax

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST.

### c) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

### d) Taxation

Income tax is accounted for using the taxes payable method. The income tax expense charged to the Statement of Profit or Loss is the estimated tax payable in the current year, adjusted for any differences between the estimated and actual tax payable in prior years.

## 2. Audit

These financial statements have been audited.

## 3. Contingent Liabilities

At balance date there are no known contingent liabilities (2022:\$nil).

## 4. Securities & Guarantees

There was no overdraft as at balance date nor was any facility arranged.

## 5. Related Parties

a) Action Station Aotearoa Limited is a wholly-owned subsidiary of Action Station Aotearoa Incorporated. There were no transactions between the parent and subsidiary during the year (2022: nil).

b) A Director of Action Station Aotearoa Limited was employed by the company during the year who received a salary on an arms-length basis.

c) Webb St NGO Cluster Incorporated - Action Station Aotearoa Limited is a member of the Incorporated Society and rents office space from it. The total rent paid during the year was \$7,650 excluding GST (2022: \$8,300).



## 6. Property, Plant & Equipment

2023	Cost	Accumulated Depreciation	Net Book Value
Computer Equipment & Mobile Phones - Cost	28,299	19,981	4,918
Furniture - Cost	769	312	457
Website - Cost	19,110	18,876	234
<b>Total 2022</b>	<b>48,178</b>	<b>39,169</b>	<b>5,609</b>

  

2022	Cost	Accumulated Depreciation	Net Book Value
Computer Equipment & Mobile Phones - Cost	22,865	20,140	2,725
Furniture - Cost	769	244	525
Website - Cost	19,110	18,642	468
<b>Total 2022</b>	<b>42,744</b>	<b>39,026</b>	<b>3,718</b>

2023 2022

## 7. Income Tax Expense

Net Profit (Loss) Before Tax	(6,080)	(7,636)
<b>Tax Adjustments</b>		
Other Taxation Adjustments	-	-
<b>Total Tax Adjustments</b>	-	-
Taxable Profit (Loss)	(6,080)	(7,636)
Tax Expense at 28%	-	-
<b>Income Tax Payable</b>		
Opening Tax Payable	(6,777)	10,352
Tax Paid during the year	(3,345)	(17,042)
Tax Refund received	6,023	-
Withholding tax paid	(445)	(87)
<b>Closing Tax Payable (Receivable)</b>	<b>(4,544)</b>	<b>(6,777)</b>
	2023	2022

## 8. Imputation Credit Account

Imputation Credits	17,499	19,731
<b>Total Imputation Credit Account</b>	<b>17,499</b>	<b>19,731</b>



## 9. Commitments

- a) The entity leases desk space for \$4,800 per annum from the Webb Street NGO Cluster with no fixed term.
- b) The entity also leases desk space in Auckland from 8Spaceat a rate of \$60.00 per week.

## 10. Post Balance Date Events

There have been no events that have occurred after the balance date that would impact the annual report.



# Depreciation Schedule

## Action Station Aotearoa Limited For the year ended 31 March 2023

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE	DEP START DATE	PRIVATE USE AMOUNT
<b>Computer Equipment and Mobile Phones</b>									
15" MacBook Pro for Ruby	1,690	-	-	-	-	1,690	-	9 Apr 2020	-
2x Samsung Galaxy Tablet: A 10.1 SM-T515 - 32GB/4G/2019 (Black)	872	90	-	-	60	843	30	3 Mar 2020	-
Apple laptop A1990 for Ann	1,825	-	1,825	-	380	380	1,445	15 Nov 2022	-
ASUS VivoBook 14 F415EA Edu Laptop 14" for Aiko	718	-	718	-	359	359	359	27 Apr 2022	-
ASUS VivoBook 14 F415EA Edu Laptop 14" for Madeleine	718	-	718	-	359	359	359	27 Apr 2022	-
Dell Latitude 5290 (Madeleine)	612	587	-	-	293	319	293	25 Mar 2022	-
Dell P2418D 24"	821	51	-	-	26	796	26	3 Apr 2018	-
Dell XPS 9370 Executive Laptop 13.3" (Andrés)	2,083	326	-	-	163	1,921	163	5 Jul 2019	-
HP Laptop 145-CF2052TU for Ali	691	-	-	-	-	691	-	23 Nov 2020	-
iPhone 7 32GB Gold for Ruby	623	26	-	-	18	615	9	7 May 2019	-
iPhone 8 (Madeleine)	1,200	21	-	21	-	-	-	8 Jul 2018	-
iPhone 8 (Yvonne)	1,050	29	-	29	-	-	-	8 Dec 2018	-
Macbook (Yvonne)	2,209	40	-	-	20	2,189	20	23 Jun 2016	-
Macbook Pro (Laura)	2,209	40	-	-	20	2,189	20	23 Jun 2016	-
Macbook Pro 13" (Eliot)	1,086	31	-	-	16	1,071	16	8 Feb 2017	-
Macbook Pro 15" (Madeleine)	2,007	58	-	-	29	1,979	29	1 Feb 2017	-
Macbook Pro 15" for Nikky	1,500	1,188	-	-	594	906	594	1 Nov 2021	-
Macbook Pro for Ella Grace	2,174	-	2,174	-	725	725	1,449	19 Aug 2022	-
MacBook Pro. 15" (Kassie), 16Gb RAM, FAST QUAD CORE i7	1,517	142	-	-	71	1,446	71	15 Oct 2018	-
Philips 240B4QPYEB 24" Business LRD Monitor	701	58	-	-	29	672	29	1 Aug 2018	-
Samsung Galaxy S8 (Kassie)	840	23	-	-	16	832	8	8 Dec 2018	-
Samsung Galaxy S9 (Laura)	1,150	14	-	14	-	-	-	1 Apr 2018	-
<b>Total Computer Equipment and Mobile Phones</b>	<b>28,299</b>	<b>2,725</b>	<b>5,434</b>	<b>64</b>	<b>3,176</b>	<b>19,981</b>	<b>4,918</b>		-

NAME	COST	OPENING VALUE	PURCHASES	DISPOSALS	DEPRECIATION	CLOSING ACCUM DEP	CLOSING VALUE	DEP START DATE	PRIVATE USE AMOUNT
<b>Furniture</b>									
Agile 2 Electric Desk 1500x800 Silver Frame White Top	769	525	-	-	68	312	457	11 Jul 2019	-
<b>Total Furniture</b>	<b>769</b>	<b>525</b>	<b>-</b>	<b>-</b>	<b>68</b>	<b>312</b>	<b>457</b>		<b>-</b>
<b>Website Build</b>									
Website	1,200	3	-	-	1	1,199	1	27 Jun 2013	-
Website Build	14,765	72	-	-	36	14,729	36	31 Jul 2014	-
Website Upgrade 2018	3,145	393	-	-	197	2,948	197	1 Apr 2019	-
<b>Total Website Build</b>	<b>19,110</b>	<b>468</b>	<b>-</b>	<b>-</b>	<b>234</b>	<b>18,876</b>	<b>234</b>		<b>-</b>
<b>Total</b>	<b>48,178</b>	<b>3,718</b>	<b>5,434</b>	<b>64</b>	<b>3,478</b>	<b>39,169</b>	<b>5,609</b>		<b>-</b>



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## Document history



**24 / 07 / 2023**  
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**24 / 07 / 2023**  
13:56:33 UTC+12

Viewed by Katherine Hartendorp (kassie@actionstation.org.nz)  
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**24 / 07 / 2023**  
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