

Agenda

Notice of Annual General Meeting

on Tuesday 12 October 2004
5.30 – 6.30pm

To be held at the Local Government Building, Level 9, 114 Lambton Quay, Wellington at 5.30 pm when we will welcome our guest speaker, Brenda Ratcliff, members and guests of the Society.

Agenda

- 1 Welcome
- 2 The Annual General Meeting
 - a Apologies
 - b Minutes of the last AGM – 13 October 2003
 - c Chair's report
 - d General Manager's report
 - e Presentation of annual accounts
 - f Confirmation of auditor for 2005
 - g Election to the Board
 - h. General Business
- 3 Presentation – Maori Funding Research - Kevin Haunui, Sales and Liaison Manager, Funding Information Service
- 4 Guest speaker – Brenda Ratcliff, Director, Office for the Community and Voluntary Sector

You are invited to stay for drinks and refreshments.

Minutes of the Annual General Meeting of the Funding Information Service

held on the 14 October 2003

Local Government Building, Level 9
114 Lambton Quay, Wellington at 5.30 pm

Present

Judi Altinkaya	Bryan Dunn	David Mulholland
Stuart Anderson	Seanoa Faraimo	Dylan Packman
Annette Begg	Martine Foster	Louise Parkin
Daphne Bell	Esther Fung	Hilary Pope
Ross Bell	Andrea Goble	Laurie Porima
Gael Berg	Susannah Goble	Leone Purvis
John Butt	Andrea Grover	Tina Reid
Bob Cavanagh	Kevin Hackwell	Kaeti Rigarsford
Bridget Chapman	Kevin Haunui	Ron Ritchie
Murray Charlesworth	David Hindley	Mary-Jane Rivers
Vince Cholewa	Iain Hines	Jan Rivers
Kararaina Cribb	Deborah Hope	David Robinson
Gillian Cross	Julian Howard	Brenda Smith
Diana Crossan	Frank March	Miranda Turner
Jane Cumming	Lesley March	Helen Walch
Paul Curry	Kirsty March	Anne Wells
Elsa Dalit	Catherine Maryon	Tu Williams
Bill Day	Shayne Mathieson	Donna Wilson
Georgina Dickson	Julie McGowan	Geoff Woolford
Sue Driver	Malcolm Menzies	

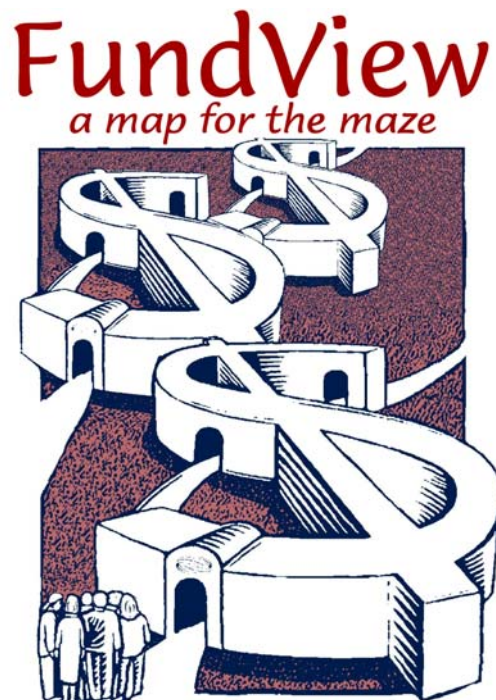
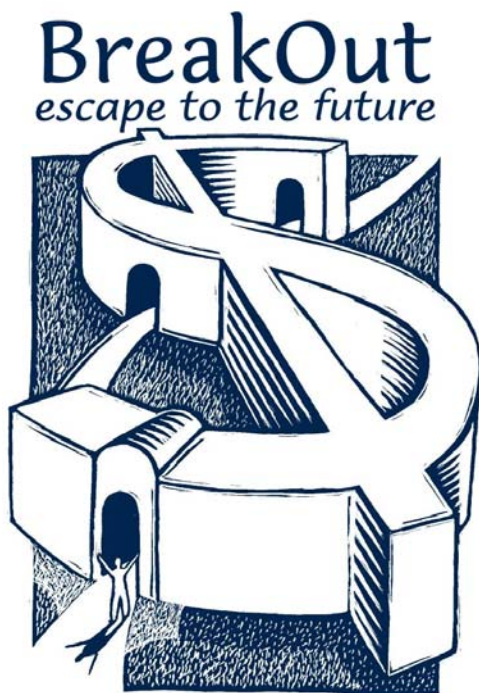
Apologies

Lyn Bates	Clive Gower-Collins	Katrina Mansfield
Rosie Bowie	Denis Grennell	Ruth McKenzie
Stuart Burns	Roger Gyles	Sir Roy McKenzie
Lesley Carmichael	Ruth Halliday	Peter McKenzie
Bruce Cronin	Michael Hamilton	Caroline O'Loan
Morva Croxson	Bill Hamilton	Mary Patterson
Helen Dawick	Tony Hassed	Karen Roberts
Shirley Day	Doug Hauraki	Robyn Scott
Ruth Delaney	Michelle Hill	Paula Skilling
Mary Donn	Peter Holst	Paula Smith
John Doobar	David Ireland	Lindsay Taiaroa
Jolly Fernandes	Des Kelly	Roger Tweedy
Ish Fraser	Colleen Kerr	Trica Walbridge
Robyn Gibson	Elizabeth Kerr	Wendy Walker
Alison Glen	Rachael Leamy	Roger Wood
Ken Gordon		

Minutes

1. Minutes of the 2002 Annual General Meeting accepted. Moved by Martine Foster seconded by Iain Hines.
2. Amended Constitution. Leone Purvis spoke about the need to amend the Constitution and thanked David Ireland and Donna Wilson for their work. These changes were ratified. Moved Diana Crossan seconded by Bob Moffat.
3. Leone Purvis presented the Chair's Report. She spoke of how the organisation had matured. The words that came to mind when thinking of the organisation were resilience, capability, good financial health and specialists in the funding environment. She acknowledged the hard work of Andrea and the team. Accepted.
4. Tu Williams spoke about the role of the Maori Advisory Group in assisting the Funding Information Service to develop a relationship with tangata whenua. He paid tribute to the hard work of the Group.
5. Andrea Goble spoke to her Annual Report. She spoke about the growth of the organisation in terms of subscriptions and how the access to the databases was growing and talked about our role as funding specialists. She thanked the staff, their partners, Leone Purvis (Chair) and the Board. Accepted.
6. The Annual Statement of Accounts was presented and Gillian Cross spoke to them. Annual Statement of Accounts accepted.
7. Confirmation of Auditor. Sue Greig has agreed to be the auditor. Accepted.
8. Election of Board. Leone Purvis, Daphne Bell, Bob Cavanagh, Malcolm Menzies and Miranda Turner have agreed to continue. Tu Williams was elected.

There being no further business the meeting closed at 5.55 pm.



Annual Report from the Chair October 2003

Overview

The Funding Information Service has had a busy and successful year with a number of key initiatives underway that will assist us in providing more value in the funding arena. We continue in our intent to understand fund providers' and grant seekers' current and future needs and how we can improve awareness and access to our information and services.



Our strategic direction and key initiatives

With a new strategic direction set last year, this year has focussed on realising that strategy through ensuring business plans and initiatives are aligned to delivering that direction. I'd like to reflect on a couple of examples.

One of our strategic objectives is: 'Based on an agreed relationship identify, develop and implement relevant services for Maori'. Our Maori Advisory Group has continued to provide guidance in understanding our Treaty of Waitangi obligations. We have also taken a key initial step in developing and implementing services for Maori through surveying Maori organisations to understand their funding information needs. The outcome of the survey will not only add value to us and other community organisations in understanding Maori needs better, but it will provide key input into planning and implementing Funding Information Services for Maori.

It has been increasingly important to us as an organisation that the expertise and knowledge we have gained in working closely with fund providers and grant seekers, is shared and utilised to benefit the wider community. A number of our strategic objectives reflect this desire, and it has been really pleasing to see Andrea and her team being called on and involved in wider community initiatives including the Charities Commission, the NZFVWO executive committee, the MSD research forum and the LGNZ Information Group.

As an organisation we are continually driven by providing as much funding information to as many people as possible whilst ensuring we continue to be a viable and sustainable business. These intents don't always align. However I am delighted to announce that we have completed our planning and will be investing in a new product, to be implemented during 2004/05. This product is the Corporate Community Involvement initiative, whereby our information base will be extended to include corporate organisations' grants and other resources available to grant seekers. This new product set will provide greater funding options for grant seekers and a way for companies to make their involvement in philanthropy known. It has the added bonus of a new income stream for the Funding Information Service. This new initiative has also allowed us to form a strong working relationship with Saints Information.

The team

This year has again been a relatively stable year for Board membership. Miranda Turner stepped down as a Board member in June, to work and travel abroad.

In line with our governance rules, Board membership is for a three year term. Malcolm Menzies and Daphne Bell have served on our Board for three years and will be completing their term as Board members at the AGM. We will miss the perspectives they brought to our work, their experience, knowledge,

Report from the Chair

passion and commitment and their company. We wish them well and hope they gained from their time on our Board.

Our reputation and relationships have allowed us to consider a number of very good candidates to join us on the Board to replace Malcolm and Daphne. We have spent some time understanding the future competencies required around the Board table for the Funding Information Service and selected on that basis to ensure a good mix of governance experience, stakeholder representation and commercial expertise.

We have therefore asked Hope Simonsen – Community Advisor for Social Services Waikato and Marcella McCarthy – Manager Scholarships and Financial Support, University of Auckland to join the Board and will be asking the AGM to ratify that decision.

As a Board we appreciate being involved in such a vibrant and valued organisation as the Funding Information Service, providing guidance and support to Andrea and her team in realising the vision and strategic objectives set for the organisation and

its role in the wider community. I'd like to thank my colleagues on the Board for their continuing commitment, enthusiasm and support.

Andrea and her team have had a 'stretching' year. It has involved juggling a wider community involvement, continuing to grow and improve the services and replacing key staff. The Board and I would like to formally acknowledge what Andrea and her team have achieved this year and the efforts they have made in building a strong foundation for a successful 2004/05.

Looking forward

As I embark on my last year as Chair for the Funding Information Service, the Board will be ensuring the successful implementation of key initiatives, building further on our organisational sustainability and continuing the process of identifying opportunities and challenges towards achieving our mission and our vision.

Leone Purvis
Chair



Vision

To be active in the development of an informed and equitable society.



Mission

To be the prime provider of accessible funding information resources and expertise that advances the interests of New Zealand grantseekers and grantmakers.



Report from the General Manager

General Manager's report October 2004

Two words that spring to my mind when thinking about this year's report are 'increase' and 'change'. Both reflect a busy and productive year's work and involve a certain amount of discomfort and the need for the staff and Board to make adjustments while keeping up with a more diverse workload.

We increased staff and staff hours, records on the databases, use of the Internet to deliver services, subscribers, stakeholders, travel and revenue.

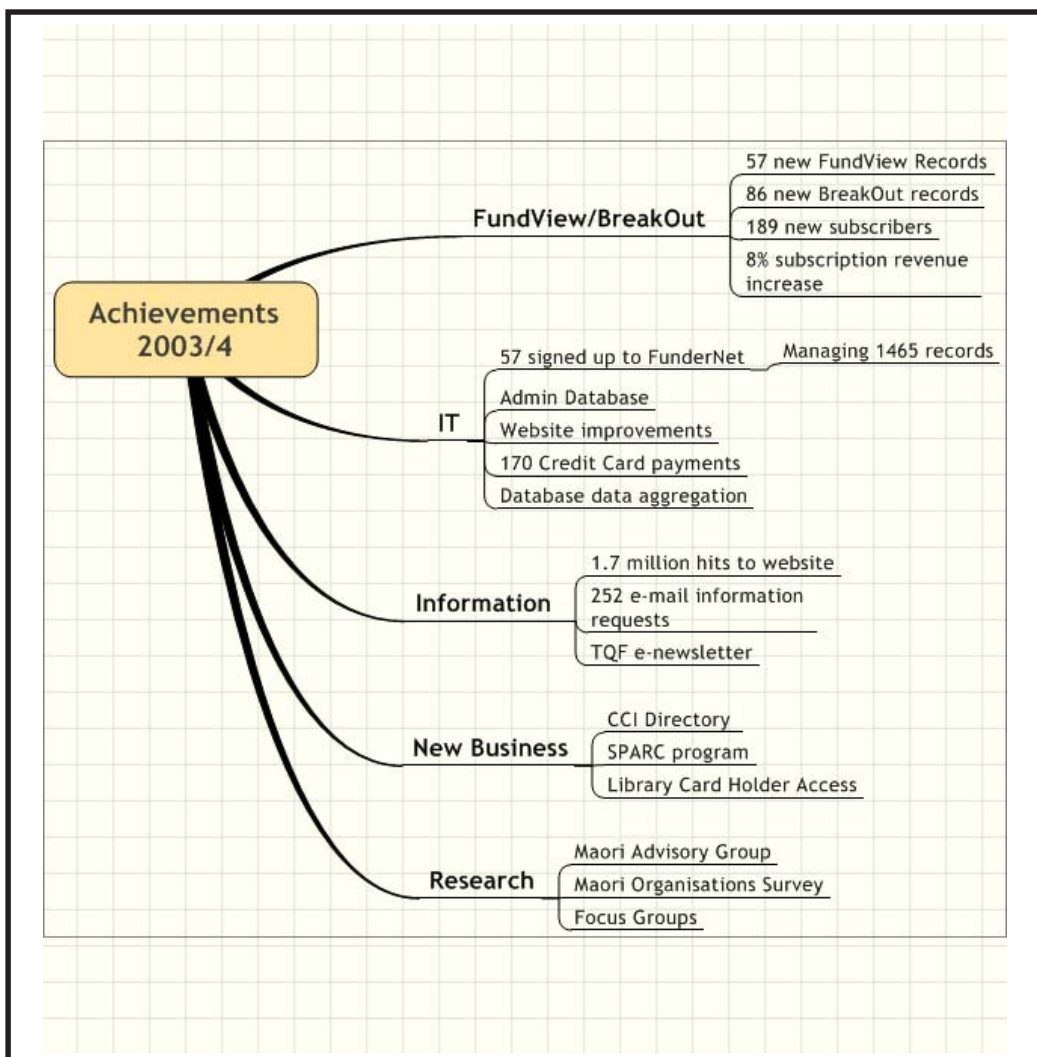
Changes include how the records are managed, staff, Board, the website, targets for improving accessibility and the development of new services.

The achievements listed below provide a summarised picture of the year's work.



Our achievements for the 2003-04 year

Ā mātou whakatutukitanga mō ngā tau atu i te 2003 ki te 2004



Report from the General Manager

Our environment / Tō mātou takiwā mahi

Our working environment increasingly uses technology as a tool and the government is working to ensure all parts of the country and all sectors have access to computers, the Internet and digital services. This is the starting point and from there ongoing training will be necessary particularly for those whose job it is to provide information to the public. We see examples of the use of the Internet in the increasing number of government services being delivered via the Internet and in the remote access being offered to cardholders by public libraries.

Access and training form part of the bigger goal of strengthening the community and voluntary sector. Recent research supports the sector's belief that it is a significant part of the economic well being of society and that investment in the sector will ultimately benefit all. Acknowledgement of the sector comes in the form of the Charities Commission, the Office of the Community and Voluntary Sector, the Community Sector Taskforce and Te Wero and the \$3.4m budgeted over the next 3 years for the sector to build regional and national information and networking structures.

Joined-up funding is a government initiative designed to cut down the application and accountability work for the sector. Private and statutory trusts are discussing strategic and more effective funding and Philanthropy New Zealand and community foundations are working to increase philanthropy in New Zealand. Along with this is an increasing emphasis on accountability and the need for organisations in the sector to work towards financial sustainability, good governance and Treaty based practice. There is also an increasing call for businesses to take more responsibility for and engage more with the sector.

While there are Maori organisations funded by government contracts successfully offering a wide range of training, programmes and services there is acknowledgement by other funders that few Maori organisations apply for grants and even fewer receive them despite there being

a large number of Maori organisations working with Maori at local level that have a real need for funding.

Our work / Ā mātou mahi

Subscriptions

For this report we calculate the subscriptions from the 1st September to the 31st August and count only active subscriptions although we handle many more. With the growth in the use of the Easy-Pay access online there has been an increase in the number of subscriptions that come and go particularly in the BreakOut individual category.

Total subscriptions for the period = 525 broken down to:

- 344 FundView
- 169 BreakOut
- 12 special projects

Between September 2003 and August 2004 we administered 189 new subscriptions.

Use of our Internet services continues to grow with 257 (75%) subscribers accessing FundView online and 87 using the Windows edition on CD.

151 (89%) subscribers access BreakOut online and 18 use the Windows edition.

Working within a Treaty/Tiriti framework / E mahi ana i roto i te Tiriti/Te anga Tiriti

To extend the relationship building and to focus on the funding information needs of Maori organisations this year has seen the preparation for and survey of Maori organisations that Kevin has worked on over several months. Analysis of the survey results was followed by an action plan that our focus group Maori helped us put together for working on over the next year or so.

The plan includes incorporating more te reo into the databases and at the website to reflect concepts that Maori relate to, and to make our products more visually interesting.

Report from the General Manager

Information Technology - Te Hangarau Mōhiohio

On the IT side our major achievement is FunderNet a program that enables funders to see their records on FundView and BreakOut and edit them online.

Another major achievement is the beginning of our project to bring together all our records to improve our systems and make them more sustainable. This will improve our relationship with the data and with the funders who provide it. We have been developing the administration database to better serve our needs and to incorporate funders, and another large task is documenting our systems.

We employed Chandra Wijesekera in January this year to increase our IT team as we develop our services. Chandra's expertise in IT development will add to our resources as our systems grow more sophisticated and complex and as our expectations of them grow.

The SPARC project completed in June has put a sports and recreation funding database at the SPARC website. Since then we've been preparing the ground for the new product we're developing with Saints Information – the online database of corporate community involvement.

Community/voluntary sector / Te hapori/te wāhanga tūao

In June we made a submission on the Charities Commission bill and were invited to speak to it at the Select

Committee hearings in September. We believe that the Commission can be a benefit to the community/voluntary sector if it encompasses support and collaborative functions.

Another significant aspect of my work has been my role as Vice-President of the NZ Federation of Voluntary Welfare Organisations. This year the Federation surveyed stakeholders about our name and our purpose and used the results of the survey as part of our review of the strategic plan. The Federation played host to the Community Sector Taskforce and that has also been a part of our broader participation in the sector. I was fortunate to participate in the national strategic hui that took the taskforce onto its next step in creating a national community agency for sector issues, networking and communication.

Staff / Ngā kaimahi

In June and July we were sad to farewell two long-term staff members Annette Begg and Hilary Pope. Three valuable Board members are also completing their three-year terms. We miss them and their contribution but it is exciting to have the new skills and perspectives that three new staff members and new Board members bring to our work. New people have the effect of making us take stock, adjust or change as we look at our work through their eyes and consider new and different ways of operating. In January we welcomed Chandra, in July Natasha McDougall started as our new Marketing Manager and in August we welcomed Marian Cadman as our Business Manager.



Report from the General Manager

Marketing and liaison / Te hokohoko me te takawaenga

Marketing BreakOut to schools and students has been a major focus but librarians and community workers have also been a target. The results of our marketing can be slow to show up but the growth in subscriptions and income and the increased use of the website demonstrate it is reaching our target audience. We still receive requests for information in the mail from brochures that we stopped producing over five years ago!

The liaison work includes an increasing number of funding expos, workshops and training sessions. Kevin has covered the country this year and is building relationships that will stand us in good stead in the next few years. The liaison and marketing work also provides us with feedback that is a primary source of information for us when we are considering development.

Coming up in 2004-05 / Ngā āhuatanga mō te tau 2004 nei me te tau 2005

The online database of corporate community involvement with Saints Information

Website and database development to include more language and concepts for Maori, more visual interest

FundView revamp and the addition of case studies or 'success stories'

Develop a website program for the University of Auckland

Continue development of the administration database and systems documentation

Keep the 'how to' guide on funding up to date on the CommunityNet website

Survey funders to get feedback on the services we've developed over the last two years

Continued representation on the NZFVVO Executive Committee

Involvement with the Charities Commission work, MSD Research forum and LGNZ Information Group

Maintain and increase our profile, expertise in and knowledge of the sector.

Conclusion /Te whakamutunga

This year has been one of preparation and development that will be the basis on which we build our work in this coming year. We are in good heart and well placed to move into the new arena of corporate community involvement and we look forward to our collaboration with Saints Information on this project. I want to make some acknowledgements:

To our wonderful staff including those who left and those who started this year. Their skills, experience and expertise make the Service what it is.

Likewise our Board who are so supportive and strategic.

To the Maori Advisory Group who are walking with us down new paths as we work to honour our Treaty relationships

To the Focus Group Maori who gave us the benefit of their knowledge, experience and creativity to plan improved services to whanau, hapu and iwi Maori organisations.

To Kevin's dad for the Kupu Maori for this report.

To Saints Information for having confidence in us and asking us to collaborate with them

To the CCI focus group who have espoused the idea of the online database and have given us heaps of ideas and words to get started.

Huge appreciation to Charles Hett who so generously shares his professional expertise and whose tables and figures can be used in so many ways to benefit our thinking and planning.

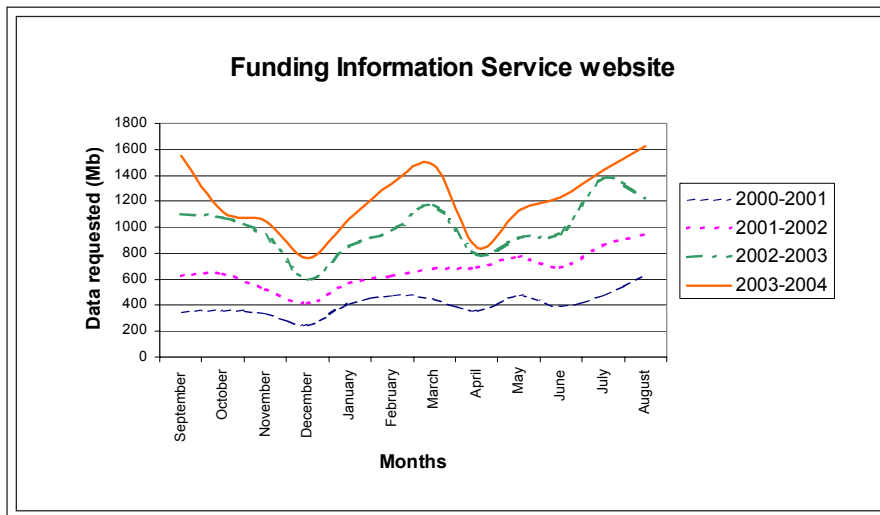
To all those stakeholders who provide information for the databases, those who subscribe to them and use them, those who tell other people about them and those who work with us, our colleagues.

Andrea Goble
General Manager

What does this mean?

You can use different measures to track usage of a website. "Hits" generally includes all objects, including graphics and sounds as well as the pages that contain them. We prefer to track requests for pages, which collates a call for a page and all its objects into one "hit", so that the number of graphics on the page doesn't matter.

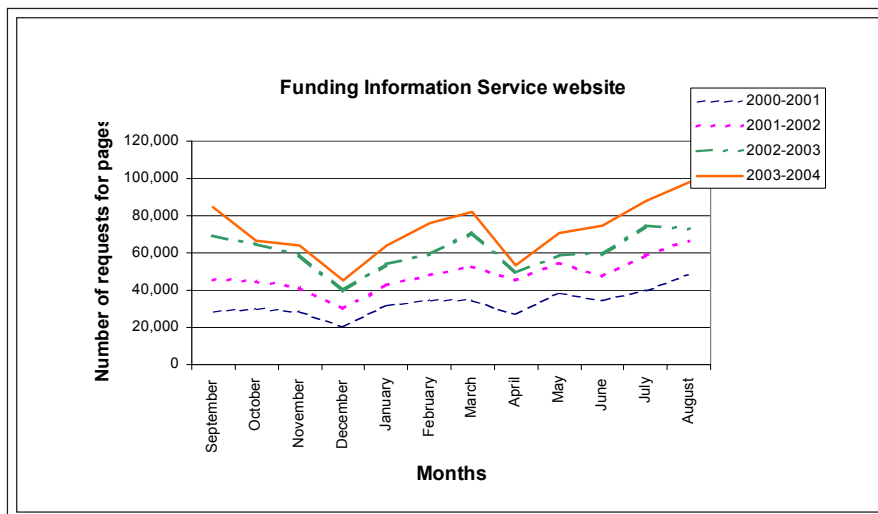
We are also interested in the amount of data downloaded from the site, as our website is the main channel by which we deliver our information services. This figure counts the number of characters displayed as text as well as the bytes contained in other objects including images.



Month by month

The graph below shows a marked seasonal variation in the use of our website which we believe is easily explained in the context of the use of FundView and BreakOut. These database services constitute over 74% of the use of our site and it seems obvious to us that these services will

not be used so much during the holiday period in December. Furthermore the vacation in April will have a strong impact on BreakOut (over 50% of the site's usage) at a time when we believe students will be less inclined to seek scholarships information.



www.fis.org.nz

Financial Statements

Statement of Financial Performance For the year ended 30 June 2004

	Note	2004 \$	2003 \$
Income			
Subscriptions - Breakout		134,405	121,900
Subscriptions - Fund View		258,351	254,200
Interest		4,313	3,967
Special Project Funding		30,930	12,511
Total Income		427,999	392,578
<i>Less Direct Expenses</i>			
Six Monthly Update		4,839	7,215
Quarterly Newsletter		4,268	3,865
		9,107	11,080
Net Income		418,892	381,498
Expenditure			
Marketing and Sales		36,514	30,725
Professional Services		5,757	5,516
Human Resources	3	274,567	254,236
Office Supplies & Services	4	57,809	53,267
Office Move Expenses		-	6,775
Depreciation		8,963	11,473
Fixed Assets Written Off		-	2,559
Operating Leases -Equipment Hire	6	7,320	8,202
Legal Fees		2,720	6,544
Maori Advisory Services		3,547	3,178
Total Expenditure		397,197	382,475
Excess Income over (Expenditure)		21,695	(977)

These financial statements are to be read in conjunction with the notes to the accounts set out on pages 3 to 5 and the Audit Report on page 6.

Financial Statements

Statement of Financial Position as at 30 June 2004

	Note	2004 \$	2003 \$
Current Assets			
Cash at Bank and on Deposit		102,802	68,708
Accounts Receivable		10,292	21,508
Total Current Assets		113,094	90,216
Less: Current Liabilities			
Accounts Payable		4,305	8,403
Provision for Holiday Pay		9,300	8,000
Total Current Liabilities		13,605	16,403
Net Working Capital		99,489	73,813
Fixed Assets			
At Net Book Value	5	17,435	21,416
Net Assets		116,924	95,229

Represented By:

Accumulated Funds

Opening Balance as at 1 April 03		95,229	96,206
Add Excess Income over (Expenditure)		21,695	(977)
Accumulated Funds as at 30 June 2004		116,924	95,229



On behalf of the Board

Chairperson



General Manager

These financial statements are to be read in conjunction with the notes to the accounts set out on pages 3 to 5 and the Audit Report on page 6.

Financial Statements

Notes to the Financial Statements For the year ended 30 June 2004

1. The Funding Information Service is an incorporated society registered with a charitable status.
2. Statement of Accounting Policies

Statutory Base

The financial statements presented here are for the reporting entity Funding Information Service Incorporated. The financial statements have been prepared in accordance with the Incorporated Societies Act 1908.

Measurement Base

The measurement base adopted is that of historical cost. This principle recognises that the Funding Information Service Incorporated will continue as a going concern.

Differential Reporting

The Funding Information Service Incorporated is a qualifying entity within the New Zealand Society of Accountants Differential Reporting Framework. This is because The Funding Information Service Incorporated satisfies the relevant size criteria and is not publicly accountable. The society has taken advantage of all available exemptions.

Accounts Receivable

Accounts receivable are stated at expected realisable value.

Fixed Assets

Fixed assets are stated at cost less accumulated depreciation.

Depreciation

Depreciation is provided on a cost price basis. The principal rates in use are -

Computer Equipment and Software	33%	CP
Office Equipment	33%	CP
Furniture and Fixtures	20%	CP
Software Development	40%	DV
Software Off the Shelf	48%	DV

Goods and Services Tax

The financial statements have been prepared on a Goods and Services Tax exclusive basis.

Financial Statements

Notes to the Financial Statements for the year ended 30 June
2004(continued)

3. Human Resources

Wages, Salaries and Admin Services	268,449	237,689
Provision for Holiday Pay	1,300	8,000
Training Costs	2,012	6,584
Recruitment Costs	1,957	1,002
ACC Levies	849	961
	<u>274,567</u>	<u>254,236</u>

4. Office Supplies and Services

Bank and Credit Card Charges	2,854	1,908
Cleaning	1,903	1,848
Electricity	2,148	1,576
General	2,121	2,069
Office Equipment	329	2,301
Subscriptions	506	723
Insurance	6,921	6,288
Meeting Costs/Entertainment	3,917	4,287
Printing and Stationery	5,548	5,447
Postage/Couriers	1,911	1,100
Repairs and Maintenance	1,005	420
Rent	20,372	17,755
Telephone	7,049	5,570
Travel	1,225	1,975
	<u>57,809</u>	<u>53,267</u>

5. Fixed Asset Schedule

The following gives details of the cost or valuation of assets and depreciation written off to date:

	Cost	Accumulated Depreciation	Book Value 30/06/04
	\$	\$	\$
Computer Equipment	34,527	31,018	3,509
Software Development	18,861	14,750	4,111
Office Equipment	2,014	1,795	219
Furniture and Fixtures	19,707	10,111	9,596
	<u>75,109</u>	<u>57,674</u>	<u>17,435</u>

	Cost	Accumulated Depreciation	Book Value 30/06/03
Computer Equipment	33,622	27,664	5,958
Software Development	17,272	11,764	5,508
Office Equipment	2,014	1,625	389
Furniture and Fixtures	17,218	7,657	9,561
	<u>70,126</u>	<u>48,710</u>	<u>21,416</u>

6. Operating Leases

Many of the computers are leased for a varying number of terms.

	2004	2003
Current Lease Commitment (12 months)	8,393	7,010
Long Term Commitment (over 12 months)	3,960	14,599

7. Contingent Liabilities

At balance date there are no known contingent liabilities (2003: \$0).

Financial Statements

Notes to the Financial Statements for the year ended 30 June 2004
(continued)

Audit Report

To the Members of Funding Information Service Incorporated.

I have audited the financial report on pages 1 to 2. The financial report provides information about the past financial performance of the society and its financial position as at 30 June 2004. This information is stated in accordance with the accounting policies set out on pages 3 to 5.

Boards Responsibilities

The Board is responsible for the preparation of a financial report which fairly reflects the financial position of the society as at 30 June 2004 and of the results of operations for the year ended 30 June 2004.

Auditor's Responsibilities

It is my responsibility to express an independent opinion on the financial report presented by the Board and report my opinion to you.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial report. It also includes assessing:

- the significant estimates and judgements made by the Board in the preparation of the financial report, and
- whether the accounting policies are appropriate to the Society's circumstances, consistently applied and adequately disclosed.

I conducted our audit in accordance with New Zealand Auditing Standards. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial report is free from material misstatements, whether caused by fraud or error. In forming my opinion we also evaluated the overall adequacy of the presentation of information in the financial report.

Other than in my capacity as auditor, I have no interest in the Society.

Unqualified Opinion

I have obtained all the information and explanations I have required.

In my opinion the financial report on pages 1 to 2 fairly reflects the financial position of the Society as at 30 June 2004 and the results of its operations and cash flows for the period ended on that date.

My audit was completed on 13 September 2004 and my unqualified opinion is expressed as at that date.



S Greig, CA (Retired)
Wellington



Annual Report 2004

Patron Sir Roy McKenzie

Board
Chair Leone Purvis
Members Daphne Bell
Bob Cavanagh
Malcolm Menzies
Tu Williams

Maori Advisory Group Tu Williams
Laurie Porima
Brenda Smith
Kararaina Cribb
Denis Grennell
Kay Charles

Staff
General Manager Andrea Goble
Information Manager Catherine Maryon
Information Editor Dylan Packman
Information Collector Susannah Goble
IT Development Specialist Chandra Wijesekera
Marketing Manager Natasha McDougall
Liaison and Sales Manger Kevin Haunui
Business Manager Marian Cadman
Office Manager Jolly Fernandes

Accountant Gillian Cross
Auditor Sue Grieg
IT Support NetSense Ltd
Solicitors Kensington Swan