



**Royal New Zealand  
Pipe Bands' Association**

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# Management Report

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For year ending 31 December 2017

**Allister Macgregor  
Rosie Hobbs  
Iain Blakeley**

**January 2018**

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## **1. Management Board Review**

Greetings to all Member Bands.

The Management Board has pleasure in presenting its report on the Association's activities for 2017.

Our talented Group Leaders have once again put in a tremendous amount of time and energy to their particular portfolios over the year, and for that we thank: Murray Venables, Kerry Marshall, Grant Carroll, Chris Stevens, Sheran Hancock and Liam Kernaghan, for their part in maintaining the strength of the RNZPBA.

Executive Officer Karen Wilson has kept the administration functions of the Association together; providing essential support and services.

The Association values the contribution of the many volunteers around the country who give of their time willingly to assist as tutors, Contest officials, adjudicators, Centre representatives, etc.

The 2017 plan proposed some new ventures, all of which proved successful, ensuring the Association progresses in to the technological future and adjusts to today's pipe band world, while keeping to our overall strategy of improving playing standards.

The range of activities in 2017 included:

- Summer School at St Andrews Christchurch
- Centre Contests throughout New Zealand
- Many Field Days, Highland Games and Square Days (Palmerston North and Christchurch)
- National Contest at Nelson
- Grading Review following the Nelson Contest
- Judges Seminar after the Nelson Contest and again a follow up in conjunction with our Annual Conference in September held at Christchurch
- Remit round to change Contest rules
- Mentoring programme through our Education Group
- Three quality magazines
- Foundation Youth Pipe Band rehearsals in Hawkes Bay and Taranaki
- More use of electronic voting
- Dunedin announced as 2019 Contest venue
- Review and recommendations completed of our Centre structures
- Enhanced live streaming of the Nelson Contest
- Winter School held (our second), at Waikanae, through our Education Group
- National Conference held in Christchurch

The budgeted costs of running the Association's base activities (Colleges, Contest, Magazine and Association Management), were \$55,238.00. Actual Base Costs were \$52,098.00. All Groups other than the Management Board came in below budget. The Management Board costs were higher than budget due to higher than expected costs of the Conference.

After income from interest and member contributions, there was a net deficit in Base funding of \$ 743.00. As a result the Board is pleased with given the activity that was undertaken and the reduced interest income we are receiving.

Programme activities were budgeted to cost \$109,800.00. Actual net programme expenditure was \$26,956.00 after taking into account user charges, the generous

support of our Youth Band activities by the Pipe Bands Foundation and other donations. A grant from Pub Charity and distribution from the RNZPBA Charitable Trust has allowed us to cover the programme cost shortfall for the year.

After taking these grants into account there was an overall surplus for the year of \$560.00. The Board is pleased with this outcome given the huge amount of Education activity undertaken which we see as an investment in the future. However there are areas which require additional focus and re-examination of our financial strategy to ensure we are operating in a sustainable way. At the moment we are heavily reliant on grant funding and the generosity of donors, more so than we would like given the uncertainty of those income streams. The Board has a laser focus on financial management for 2018.

The Board meets regularly by teleconferences, an efficient and cost-effective system, and each November gathers with the Group Leaders to review the past year and start planning for the next year.

Each year the positions of President and one Board member come up for election, Allister Macgregor was re-elected President unopposed. Penny Wilson resigned after a long and successful tenure on the Board. Penny was replaced by Rosie Hobbs, who was the successful candidate by way of ballot, from a very strong line-up of highly capable contenders.

### 2. Promotion Group

**Leader:** Grant Carroll (Christchurch)



**Goals:**

- To promote membership of pipe bands and their contribution to New Zealand and their local communities.
- To assist bands to establish a substantial funding base through sponsorship and marketing programmes to achieve the above.

#### 2.1 Base Activities

##### 2.1.1 Sponsorship

- Grant applications to three funding bodies for support to the 2017 NZ Pipe Band Championships were submitted to various funders. (in conjunction with the Contest Group and Executive Officer – all unsuccessful).

##### 2.1.2 Promotional Material

- A further five hundred copies of the RNZPBA flier promoting the learning of bagpipes and drums were printed and passed to Centre officials for distribution.
- Judging "Band of the Day" at the 2017 Hororata Highland Games

##### 2.1.3 Use of the media

- Media release on the 2017 RNZPBA Summer School
- Article on the New Zealand pipe band scene in January – March edition of "The Heartlander" (Heartland Bank publication)

#### 2.2 Programme Activities

##### 2.2.1 Promotion and support to 2017 NZ Pipe Band Championships

- Article on the Contest and advertisement in March edition of "The Scottish Banner" was completed
- Local radio advertising
- Local cinema advertising
- Media release on the Contest to national television
- Media release on the Contest to national print media
- Interview on Newstalk ZB news on the first day of the Contest
- Paid 50% of the cost of live internet streaming of the Contest by Brassbanned
- Assisting the Contest Group with running of the Contest – Board 2 supervision music events and street march
- Article reviewing the contest and results in April edition of "The Scottish Banner"
- Article reviewing the contest and results in "The Christchurch Mail"

##### 2.2.2 Website and Social Media

- Our website has been maintained. The Association's presence on Facebook has continued and been promoted throughout the year

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL**  
**PERFORMANCE**  
**PROMOTION GROUP**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	<b>Budget 2017 \$</b>	<b>Actual 2017 \$</b>	<b>Actual 2016 \$</b>
<b>BASE ACTIVITY</b>			
<b>INCOME</b>	0	0	0
 <b>EXPENDITURE</b>			
Promotion	500	0	0
 <b>TOTAL EXPENDITURE</b>	<b>500</b>	<b>0</b>	<b>0</b>
 <b>NET COST OF BASE ACTIVITY</b>	<b>-500</b>	<b>0</b>	<b>0</b>
 <b>PROGRAMME ACTIVITY</b>			
<b>PROMOTIONAL ACTIVITY</b>			
Publicity	5,000	2393	0
 <b>TOTAL EXPENDITURE</b>	<b>5,000</b>	<b>2393</b>	<b>0</b>
 <b>NET COST OF PROGRAMME</b>			
<b>ACTIVITY</b>	<b>-5,000</b>	<b>-2393</b>	<b>0</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

### **3. Education Group**

**Leader:** Sheran Hancock

**Summer School Co-ordinator:** Sheran Hancock

#### **Members**

Centre appointed Education Officers

#### **Goal**

To provide education in all aspects of pipe band work to people at every level of experience and ability.

### **3.1 Base Activity**

#### **3.1.1 Administration and Communication**

- Provided regular reports to the Pipe Band magazines 'In Tune' column
- Provided regular reports to the RNZPBA Board and the Pipe Bands Foundation
- Provided regular communication with FNZYPB Members and their families
- Provided ongoing communication with FNZYPB Tutors, Supervisors, Tour Manager, Centre education officers, and Summer School and Winter School volunteers
- Maintained a database of FNZYPB members and Mentor bands
- Administered all arrangements for both the National Summer and Winter Schools
- Administered all arrangements pertaining to the Mentor programme
- Worked closely with the Executive Officer and the Treasurer
- Attended Conference and reported on all of the portfolio activities
- Administered, maintained and posted communications and information on the Summer School and Winter School Facebook pages
- Communication with Schools, local pipe bands and other individuals or groups involved with FNZYPB visits and performances around NZ
- Provided written itineraries for each Youth Band weekend programme

### **3.2 Programme Activities**

#### **3.2.1 2017 Summer School**

- 5 International and 14 NZ based tutors, 145 participants, Summer School team of experienced volunteers
- First class tutor's recital inspiring and well supported
- Student concert and Ceilidh enjoyed by all
- Top class facilities at St Andrews College and a great venue for Summer School

#### **3.2.2 Mentor Programme**

- Applications are accepted from bands as required
- Three New Zealand Bands participating
- Regular checking in and reporting from Mentor bands to the Administrator
- Programme seems to be helping bands to upskill and get desired results

#### **3.2.3 Centre Youth Programmes**

- Pub Charity funding supported Centre youth programmes, activities and helped provide equipment

#### **3.2.4 FNZ Youth Development Band**

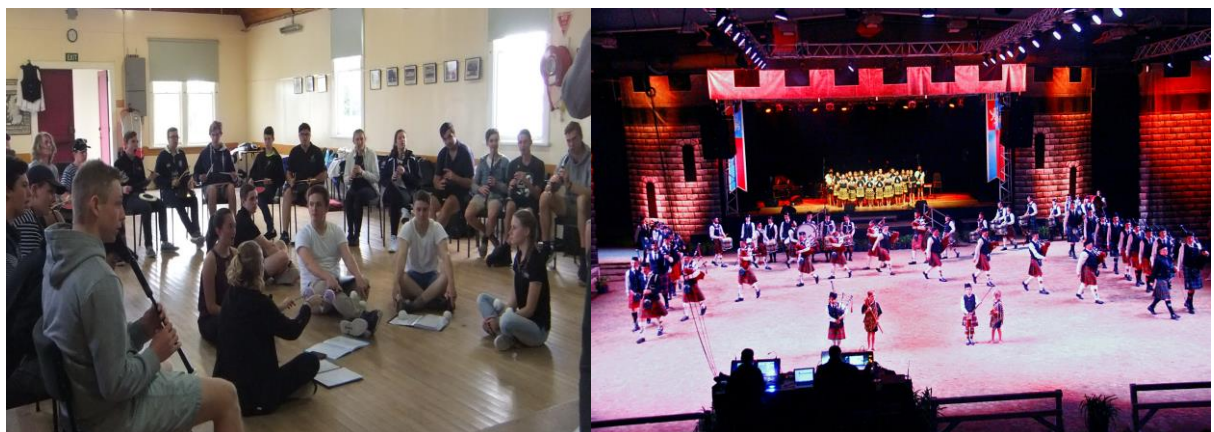
- Progress has continued throughout 2017 for the NZ Youth Development Band to be up and running in 2018

### 3.2.5 Winter School

- Winter School run on behalf of the Association by the Wellington Hawkes Bay Centre education team. Location was El Rancho camp in Waikanae Superb location. Self-Catered
- Supported by the Pipe Bands Foundation and Wellington Bagpipe Supply
- 24 Participants, 4 tutors and support crew of 4
- High tutor to student ratio for in-depth one on one learning

### 3.2.5 Foundation New Zealand Youth Pipe Band

- Auditions accepted all year round with many new members joining
- Members come from the Wellington, Manawatu, Rotorua, Auckland, Hamilton, Christchurch, Nelson, Timaru, Invercargill and Dunedin areas. The Home bands of members range from Grade 4 to Grade 1
- Band gathered 4 times this year: Summer School, Palmerston North, and Wellington & toured the Taranaki while being based in Hawera and New Plymouth
- Rehearsed and performed at the Manawatu Tattoo with a cast of 260 and an audience of 1600. Visiting 5 schools
- Rehearsed in Wellington, visited 5 schools. Finding a 5-year-old fan
- Taranaki: Rehearsed in Hawera. Performed in a concert with the Hawera, Eltham and Stratford Pipe Bands. Visited 5 Schools
- Performed in New Plymouth with the City of New Plymouth Pipe Band Visited 5 Schools and a retirement home
- Members of our band performed at the World Pipe Band Championships in Glasgow
- Band farewelled Rob Hiddleston and welcomed Jason Hancock to the team
- Management team continues to provide quality experiences for our members
- Over 32,000 students have had the opportunity to have a go on pipes or drums to date





ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC  
STATEMENT OF FINANCIAL  
PERFORMANCE  
EDUCATION GROUP  
FOR THE YEAR ENDED 31 DECEMBER  
2017

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>BASE ACTIVITY</b>			
<b>INCOME</b>			
Exams	0	183	0
<b>TOTAL INCOME</b>	<u>0</u>	<u>183</u>	<u>0</u>
<b>EXPENDITURE</b>			
Administration & Development	500	0	0
Certificates	0	0	52
College of Piping	500	0	0
<b>TOTAL EXPENDITURE</b>	<u>1,000</u>	<u>0</u>	<u>52</u>
<b>NET (COST) INCOME OF BASE ACTIVITY</b>	<u><b>-1,000</b></u>	<u><b>183</b></u>	<u><b>-52</b></u>
<b>PROGRAMME ACTIVITY</b>			
<b>Summer School</b>			
<b>Funded by-</b>			
Summer School registrations	40,000	36,254	44,745
Summer School Accommodation	25,000	30,935	22,848
Summer School sundry income	5,000	3,372	7,097
Summer School-Foundation	0	6,145	0
Total Receipts	<u>70,000</u>	<u>76,706</u>	<u>74,690</u>
<b>Payments</b>			
Summer School expenses	51,000	70,677	59,970
Summer School Accommodation	20,000	18,770	17,586
<b>Total Payments</b>	<u>71,000</u>	<u>89,447</u>	<u>77,556</u>
<b>Net Cost Summer School</b>	<u><b>-1,000</b></u>	<u><b>-12,741</b></u>	<u><b>-2,866</b></u>
<b>YOUTH BAND ACTIVITIES</b>			
<b>Funded by-</b>			
Youth Band fees and donations.	5,000	17,496	24,066
<b>Expenditure</b>			
National Youth Band	30,000	22,130	54,838
Development Band	7,000	0	0
<b>Net Cost Youth Band</b>	<u><b>-32,000</b></u>	<u><b>-4,634</b></u>	<u><b>-30,772</b></u>
<b>Other Activities</b>			
<b>Payments</b>			
Visiting Tutor/Mentor	3,000	2,596	2,084

Winter School	5,000	0	0
Centre Youth Band Devel. Pub Charity	50,000	290	34,741
Total Payments	<u>58,000</u>	<u>2,886</u>	<u>36,825</u>
<b>Net Cost Other Activities</b>	<b>-58,000</b>	<b>-2,886</b>	<b>-36,825</b>
<b>NET FUNDS (USED) RECEIVED THIS YEAR</b>	<b>-91,000</b>	<b>-20,261</b>	<b>-70,463</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

## **4. Communication and Publication Group**

**Leader:** Chris Stevens (Christchurch)

**Members:** Liam Kernaghan (Wellington)

### **Goal**

To communicate and publish both within and beyond the pipe band community.

### **4.1 Base Activity**

#### **4.1.1 NZ Pipe Band magazine**

##### **Overview**

2017 was a steady year for the Publication & Communication Group, with editor Liam Kernaghan producing high quality magazines.

- Print runs for 2017 3
- Total magazines printed 5200

The Communications and Publications Group regrets not being able to deliver a magazine in December 2017. Subscribers will receive an extra copy of the magazine.

##### **Content**

We have had a steady inflow of content through the year, although from time to time, contributors have required prompting.

Liam has continued his inquisitorial and investigative writing style, which adds to the colour and vibrancy of the magazine. With challenging editorial content, validated by fact and anecdote, debate has been stimulated in many areas of pipe banding in New Zealand and abroad.

##### **Advertisers**

Maintaining revenue via advertising through the 2017 calendar year has been very challenging. We have a very loyal roster of regular advertisers, but we have lost others over the past months, creating an imbalance between income and expenditure. We have done our best to counter the imbalance by reducing costs, but there are limited avenues to go down when most of our costs are printing and postage.



## Database and subscriptions

The primary purpose of the database is to record members of bands for capitation levy purposes, and for the distribution of NZ Pipeband magazine.

The makeup of the database includes:

- Band members (including non-playing): 1710
- Band members – magazine recipients: 1234
- Private subscribers / advertisers / associates: 150

Database accuracy is critical when magazines are lodged with NZ Post for distribution. We encourage band administrators to be as accurate as possible with membership details, and some do an excellent job. Others however seem oblivious to the need for accuracy, despite constant reminding.

We are now required to submit the database for a Statement of Accuracy to receive the best possible postage rates. Part of the process is called “scrubbing”, whereby inaccurate records are updated for that particular posting, so we need to process the database for each magazine, at a cost of approximately \$300 + GST each time.

- Required accuracy rate for maximum cost benefit 85%
- Most recent database assessment 73%
- Accuracy after “scrubbing” 89%

Approximate annual postage costs based on database accuracy:

- Individual postage rate \$16,500
- Cost at 73% accuracy \$11,500
- Cost 85% accuracy \$ 5,500

For the size of the database, the difference between postage costs of \$11,500 versus \$5,500 requires just 645 inaccurate records.

## Printing and Delivery

Rainbow Print in Christchurch continues to be our chosen printer. We have an excellent working relationship with them, and at this point in time, see no need to consider moving to another provider.

Delivery via NZ Post has generally been satisfactory. Often it seems delivery times vary wildly, and we still receive the odd non-delivery alert from recipients.

### 4.1.2 Website & on-line database

2017 was a difficult year, in that we had a major issue with our web developer, who completely under-delivered on every project. It took several months to wrangle back control of the site, then to unravel much of what had been done. We were able to restore most of the back-end services, and have everything up and running just prior to Contest Entries opening in October.

We will resume the projects started prior to the difficulties, as soon as possible.

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL**  
**PERFORMANCE**  
**COMMUNICATION & PUBLICATION**  
**GROUP**  
**FOR THE YEAR ENDED 31 DECEMBER**  
**2017**

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>BASE ACTIVITY</b>			
<b>NEW ZEALAND PIPE BAND</b>			
Magazine Subscriptions	3,800	2,004	1,978
Advertising	16,500	6,584	10,413
<b>TOTAL INCOME</b>	<b>20,300</b>	<b>8,588</b>	<b>12,391</b>
<b>EXPENDITURE</b>			
Printing & Distribution	26,950	14,597	24,552
Tolls, Fax, & Sundry	0	292	124
<b>TOTAL EXPENDITURE</b>	<b>26,950</b>	<b>14,889</b>	<b>24,676</b>
<b>NET (COST) OF MAGAZINE</b>	<b>-6,650</b>	<b>-6,301</b>	<b>-12,285</b>
<b>OTHER EXPENDITURE</b>			
Webpace-domain name	500	535	0
Professional Development Services	500	0	0
<b>NET (COST) OF BASE ACTIVITY</b>	<b>-7,650</b>	<b>-6,836</b>	<b>-12,285</b>
<b>PROGRAMME ACTIVITY</b>			
<b>Payments</b>			
Web Site	5,000	0	6,142
<b>Income</b>			
<b>NET COST OF PROGRAMME</b>			
<b>ACTIVITY</b>	<b>-5,000</b>	<b>0</b>	<b>-6,142</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

## 5. Contest Group

**Leader:** Kerry Marshall (Napier)

### Members

Jill Vincent and Brian Switalla, plus others as required for specific purposes.

### Base Activity

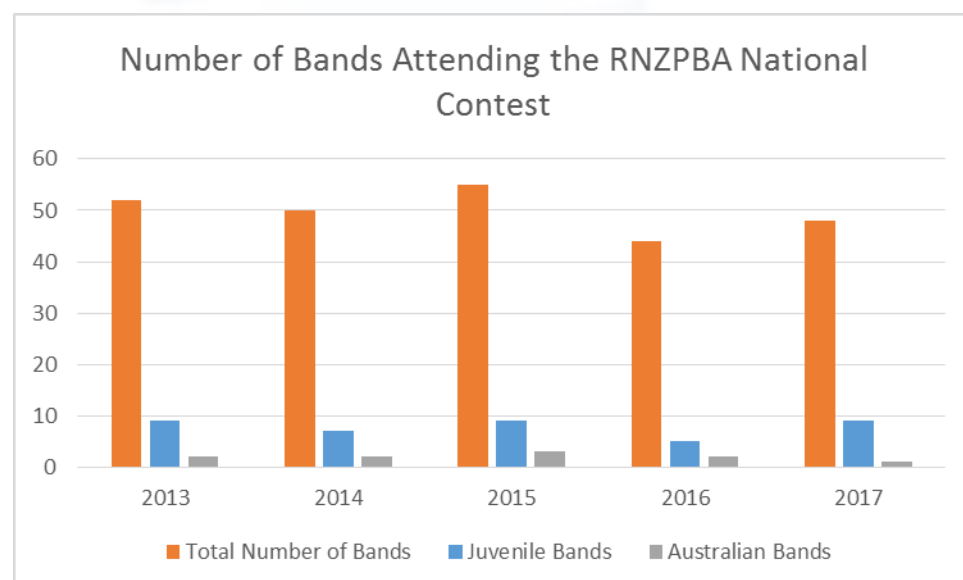
The Contest group is responsible for administration of national contest activity.

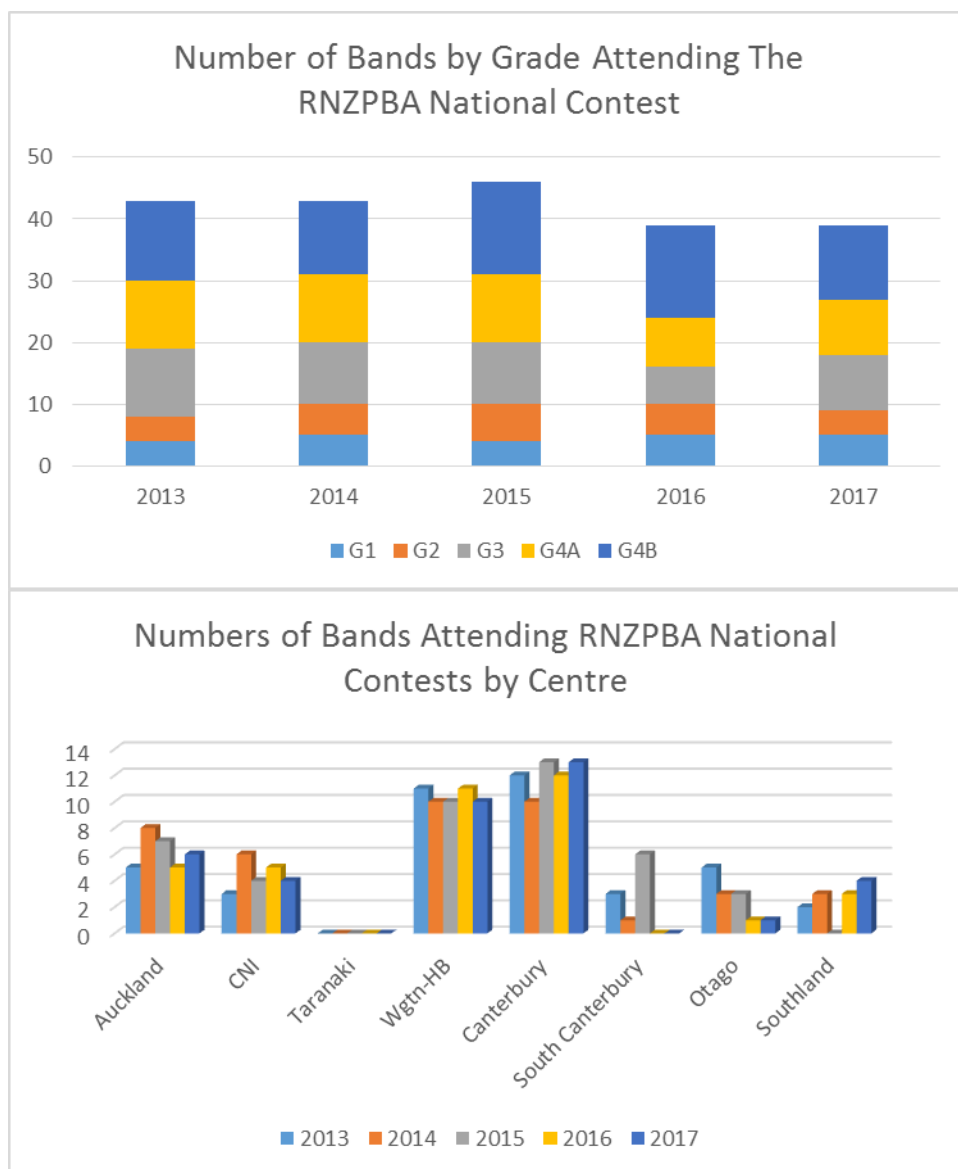
### Objective 1: administration of 2017 national contest in Nelson.

Outcome: the contest was successfully staged at Nelson in March.

#### Number of Bands

Attending the 2017  
RNZPBA National  
Contest in Nelson  
By Centre





**Objective 2: preliminary planning work for 2018 contest to be hosted by Rotorua Pipe Band in Rotorua.**

Outcomes:

- Oversight meetings have been held during 2017
- 51 bands including 11 in Juvenile have entered (as at December 2017)
- The local contest committee is working through arrangements for the contest

**Objective 3: improvements to contest results processing.**

Outcome:

- The system continues to operate successfully and is being prepared for the 2018 contest. Documentation has been updated

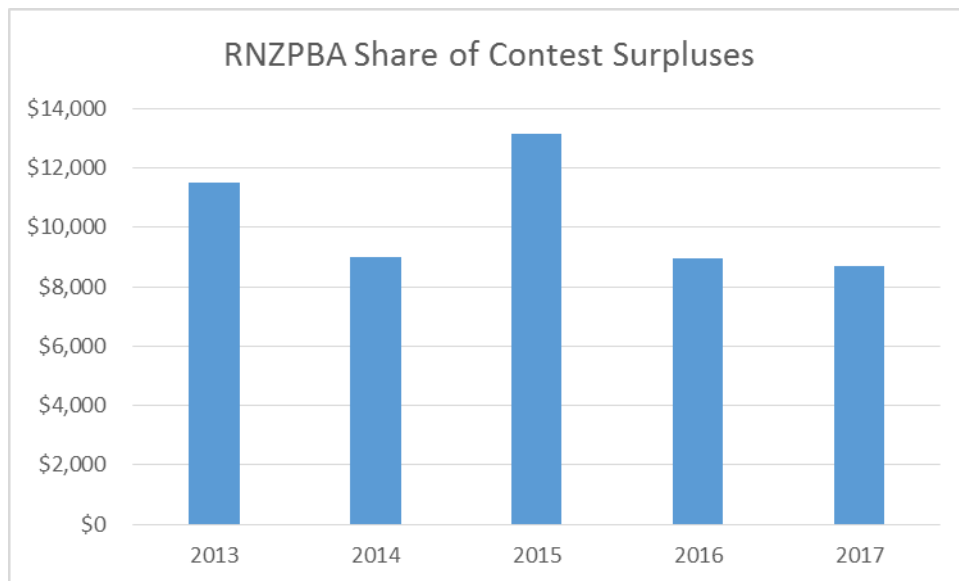
**Objective 4: review of Contest Rules**

Outcomes:

- The process was initiated by the Board
- The discussion document was distributed to bands and Centres
- An on-line survey was set up and responses collected
- The group established by the Board has started its work analysing the feedback and comments

## Financial Outcomes

The Contest Group is expected to maintain positive financial outcomes from Contests and this is reflected in the following graph showing the Association's share of contest proceeds over the past five years.



## Programme Activity

The major goal for any programme activity for the Contest Group continues to be to improving the quality of the national contest. In this regard the following objectives were carried out:

### 1. Ensuring that the national panels of judges are strong numerically and quality-wise.

- The Judges Seminar was staged in Nelson immediately after the contest. The session was videoed and made available via the Association's website
- No non-music judge's workshops were staged in the North Island in the past year

### 2. Prize money for Displays

- Display prizes were paid from this budget



**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL**  
**PERFORMANCE**  
**CONTEST GROUP**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>BASE ACTIVITY</b>			
<b>INCOME</b>			
Lion Foundation	0	0	2,300
Celtic Pipe Band refund accommodation	0	21,466	0
2017 Contest 50% Profit share	4,000	8,594	8,961
Contest levies	9,000	8,580	8,312
<b>TOTAL INCOME</b>	<b>13,000</b>	<b>38,640</b>	<b>19,573</b>
<b>EXPENDITURE</b>			
Engraving	0	0	0
2017 Contest	17,300	38,869	22,413
2016 Contest	0	0	0
General	0	96	15
<b>TOTAL EXPENDITURE</b>	<b>17,300</b>	<b>38,965</b>	<b>22,428</b>
<b>NET COST OF BASE ACTIVITY</b>	<b>-4,300</b>	<b>-325</b>	<b>-2,855</b>
<b>PROGRAMME ACTIVITY</b>			
<b>Income</b>	0	0	0
<b>TOTAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Payments</b>			
Judges Seminar	1,000	0	0
Prize Money for Display	3,000	1,500	1,500
Rules Review travel and costs	1,000	0	0
<b>TOTAL EXPENDITURE</b>	<b>5,000</b>	<b>1,500</b>	<b>1,500</b>
<b>NET (COST) OF PROGRAMME</b>			
<b>ACTIVITY</b>	<b>-5,000</b>	<b>-1,500</b>	<b>-1,500</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

## **6. Administration and Finance Group**

**Leader:** Murray Venables (Dunedin)  
**Member:** Executive Officer (Christchurch)

### **Goal**

To ensure a cost-effective financial and administrative base for the Association.

### **6.1 Base Activity**

#### **6.1.1 Financial management of the Association**

- Monthly financial reports have been provided to the Management Board  
The reports are supported by clear commentary and comparisons with the previous five years, enabling the Board to closely monitor the finances of the Association
- The Association is pleased with the financial outcomes achieved for the 2017 year

#### **6.1.2 Financial management of Management Groups**

- The Management Board receives reports against budget for each of the Management Groups
- 2017 has seen the accounting package Xero continue to be developed for use within the Association
- Greater use has been made of online banking facilities to make it easier for suppliers, members and Association officers to process bank transactions

#### **6.1.3 Computer Database**

- Maintained in co-operation with the Communication and Publications Group

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL**  
**PERFORMANCE**  
**ADMINISTRATION & FINANCE GROUP**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>BASE ACTIVITY</b>			
<b>INCOME</b>			
<b>TOTAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURE</b>			
Accounting package	504	504	495
Advertising	120	0	0
Affiliation Fees	450	350	0
Audit Fees	3,300	3,320	3,444
Bank Charges & Interest	1,200	1,312	1,397
Computer Support	0	0	0
Depreciation-Comp./Web site Dev.	1,583	1,161	1,377
Insurance	1,600	1,595	1,434
Legal	0	0	0
Postage	300	0	152
Printing Photocopying & Stationery	200	242	43
Secretarial Fee	25,000	25,623	24,500
Sundry Expenses	600	44	705
Tolls & Fax	1,031	903	1,031
<b>TOTAL EXPENDITURE</b>	<b>35,888</b>	<b>35,054</b>	<b>34,578</b>
<b>NET (COST) OF BASE ACTIVITY</b>	<b>-35,888</b>	<b>-35,054</b>	<b>-34,578</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

## **7. Management Board**

**Leader:** President Allister Macgregor (Auckland)

**Members:** Rosie Hobbs (Christchurch)  
Iain Blakeley (Auckland)

### **Goal**

To lead the Association and manage its affairs in accordance with the Constitution.

### **7.1 Base Activity**

#### **7.1.1 Direction of Management Groups**

The Board was responsible for ensuring the Management Groups successfully implemented the 2017 Plan.

The Board met by audio conference several times during the year and also around the table after the AGM, prior to Conference and at the annual planning meeting in November. Management Group Leaders provided regular activity and financial reports. The Association now has access to financial updates via Xero, and a close watch is kept on investment policy.

The Board provides overall leadership for the Management Groups, and continues to focus on ensuring funds are procured to enable ambitious programmes to proceed. In 2017, a welcome \$75,000 grant was received from Pub Charity, allowing Summer School and Centre educational workshops and seminars to be held. The generosity of Pub Charity over recent years has enabled significant programmes to take place throughout the country. This grant was partly used in the 2017 year and a balance of around \$50,000 will be carried forward to cover some 2018 activities.



The Board has worked closely with the Pipe Bands Foundation for the National Youth Band programme. We acknowledge the tremendous work by the team of volunteers who run the activities of the Youth Band, led by Sheran Hancock. The generous financial support from the Foundation Patrons and Friends ensures the continuation of this very successful part of the RNZPBA.

Board members liaised with the Music and Non-Music Judges Selection Committees as required.

The Board was the only Management Group to run over budget on Base Costs. This was due to higher than expected Conference costs that arose following a decision to add to the Conference a separate session for music judges, updating them on overseas developments and discussing improvements in our judging processes and appointments. It was a very well attended session and several work streams have followed from it which the Music Judges Selection Committee, convened by Brian Switalla, is working on.

#### **7.1.2 Reporting to Bands/Centres**

- The Board and Group Leaders report regularly via the magazine section, "In Tune", and through the website
- Newsletters are sent to bands and Centres
- Electronic voting on routine matters, eg. Remits, and any ballot situation is working well

### **7.1.3 Annual Conference**

- The Conference in Christchurch involved some excellent discussion on many pipe band matters

### **7.1.4 Conduct Election of Officers**

- For the year 2017 Allister Macgregor was elected President unopposed
- Iain Blakeley was re-elected to the Board for a further two years
- Rosie Hobbs settled in well to her new Board position throughout 2017

The following Management Group Leaders were appointed for 2017:

Promotions	Grant Carroll (Christchurch)
Education	Sheran Hancock (Feilding)
Contests	Kerry Marshall (Napier)
Communication/Publication	Chris Stevens (Christchurch)
Administration/Finance	Murray Venables (Dunedin)

### **7.1.5 Prepare Draft Management Plan for 2018**

- The draft plan has been prepared and is submitted to member bands with this report

### **7.1.6 Annual Report and Accounts**

- Circulated herewith, subject to audit

### **7.1.7 Scottish and Australian Pipe Band Associations**

- Board members continue to liaise regularly with the Australian and Scottish Association Presidents

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL**  
**PERFORMANCE**  
**MANAGEMENT**  
**BOARD**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	Budget	Actual	Actual
	\$	2017 \$	2016 \$
<b>BASE ACTIVITY</b>			
<b>INCOME</b>			
<b>TOTAL INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURE</b>			
Australian contest	0	0	612
Report to centres & presidents	400	0	0
Management Plan preparation	2,500	0	0
Conferences/meeting expenses	2,500	8,582	6,260
Travelling Expenses Local	0	193	0
Travelling Expenses Australia	0	715	0
Teleconferences	500	358	272
Sundry expenses	0	218	0
<b>TOTAL EXPENDITURE</b>	<b>5,900</b>	<b>10,066</b>	<b>7,144</b>
<b>NET (COST) OF BASE ACTIVITY</b>	<b>-5,900</b>	<b>-10,066</b>	<b>-7,144</b>
<b>PROGRAMME ACTIVITY</b>			
<b>Payments</b>			
Travelling Expenses	3,300	2,802	0
District Centre Review	500	0	2,057
<b>NET COST OF PROGRAMME</b>			
<b>ACTIVITY</b>	<b>-3,800</b>	<b>-2,802</b>	<b>-2,057</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

## 8. Financial Summaries and Balance Sheets

### ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC STATEMENT OF FINANCIAL PERFORMANCE SUMMARY OF MANAGEMENT GROUPS ACCOUNTS 2017

	Budget 2017 \$	Actual 2017 \$	Actual 2016 \$
<b>BASE ACTIVITIES</b>			
Promotion	-500	0	0
Education	-1,000	183	-52
Communication & Publication	-7,650	-6,836	-12,285
Contest	-4,300	-325	-2,855
Administration & Finance	-35,888	-35,054	-34,578
Management Board	-5,900	-10,066	-7,144
<b>NET COST OF BASE ACTIVITIES</b>	<b>-55,238</b>	<b>-52,098</b>	<b>-56,914</b>
<b>PROGRAMME ACTIVITIES</b>			
Promotion	-5,000	2,393	0
Education	-91,000	-20,261	-70,463
Communications	-5,000	0	-6,142
Contest	-5,000	-1,500	-1,500
Management Board	-3,800	-2,802	-2,057
<b>NET COST OF PROGRAMME</b>			
<b>ACTIVITIES</b>	<b>-109,800</b>	<b>-26,956</b>	<b>-80,162</b>
<b>TOTAL COSTS</b>	<b>-165,038</b>	<b>-79,054</b>	<b>-137,076</b>
<b>INCOME</b>			
Interest Received	7,000	4,246	6,323
Pub Charity	0	21,850	75,000
Charitable Trust	0	6,409	0
<b>NET COST TO BE FUNDED</b>			
<b>BY MEMBERS</b>	<b>-158,038</b>	<b>-46,549</b>	<b>-55,753</b>
<b>MEMBERSHIP FUNDING: INCOME</b>			
Subscriptions	25,000	24,189	24,708
Capitation Levies	23,300	22,920	23,068
<b>TOTAL MEMBERSHIP FUNDING: INCOME</b>	<b>48,300</b>	<b>47,109</b>	<b>47,776</b>
<b>NET SURPLUS/ (DEFICIT)</b>	<b>-109,738</b>	<b>560</b>	<b>-7,977</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2017**

			<b>2017</b>	<b>2016</b>
			\$	\$
<b>CURRENT ASSETS</b>				
Westpac-Current Account			217,733	67,691
Westpac-Savings Account			63,385	80,338
Accounts Receivable			5,599	18,868
Prepayments			12,409	2,802
Advance Summer School/Youth Band			2,500	0
Interest Receivable			1,530	2,072
Contest Loan Rotorua			14,000	0
Contest Advance			3,000	1,500
Youth Band-Brisbane 2018 prepaid Exps			7,000	0
Contest expenses prepaid			2,479	2,723
Summer School expenses prepaid			7,685	14,918
			<hr/>	<hr/>
Total Bank Accounts and Debtors			337,320	190,912
<b>Investments</b>				
	Maturity	int rate p/annum %		
Westpac -2 Term Deposit	9/02/2018	3.40	43,675	42,235
Westpac-4 Term Deposit	7/11/2018	3.15	40,081	38,763
Rabobank Call Deposit	call deposit		8,344	98,344
BNZ Term Deposit	23/09/2018	3.20	38,700	36,838
			<hr/>	<hr/>
<b>TOTAL INVESTMENTS</b>			130,800	216,180
			<hr/>	<hr/>
<b>TOTAL CURRENT ASSETS</b>			468,120	407,092
			<hr/>	<hr/>
<b>FIXED ASSETS</b>				
as per notes to the accounts			3,969	4,262
			<hr/>	<hr/>
<b>TOTAL FIXED ASSETS</b>			3,969	4,262
			<hr/>	<hr/>
<b>TOTAL ASSETS</b>			472,089	411,354
<b>CURRENT LIABILITIES</b>				
Accounts Payable			2,974	38,019
Audit fee accrued			3,500	3,500
Pre-Paid sub/caps 2017			818	807
GST Payable			14,860	10,554
Edinburgh Tattoo advance			6,796	0
			<hr/>	<hr/>
<b>Total Accounts Payable and GST Payable</b>			28,948	52,880

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.



**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 DECEMBER 2017**

	2017 \$	2016 \$
<b>ADVANCE RECEIPTS</b>		
Contest Entry Fees	8,530	7,745
Summer School (Net)	81,121	58,826
Youth Band-deposits	8,660	783
Pub Charity	53,150	0
<b>TOTAL ADVANCE RECEIPTS</b>	<u>151,461</u>	<u>67,354</u>
<b>TOTAL CURRENT LIABILITIES</b>	180,409	120,234
<b>NET ASSETS</b>	<u>291,680</u>	<u>291,120</u>
The net assets are represented by the following Reserves and Accumulated Funds.		
<b>RESERVES</b>		
	0	0
<b>Total Reserves</b>	<u>0</u>	<u>0</u>
<b>ACCUMULATED FUNDS</b>		
Balance at Beginning of Year	291,120	299,097
Net Surplus during the Year	560	-7,977
Balance at End of Year	<u>291,680</u>	<u>291,120</u>
<b>TOTAL FUNDS AND RESERVES</b>	<u>291,680</u>	<u>291,120</u>

For and on behalf of the Board

President.....

Date.....

Treasurer.....

Date.....

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**STATEMENT OF CASHFLOWS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

	Actual 2017 \$	Actual 2016 \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>		
<i>Cash was received from:</i>		
Donations, fundraising and other similar receipts	124,725	75,000
Receipts from providing goods and services	175,294	166,807
Interest, dividends and other investment receipts	1,488	6,265
Net GST	3,937	2,142
	305,444	250,214
<i>Cash was applied to:</i>		
Payments to suppliers and employees	171,696	271,057
Donations or grants paid	951	0
Net GST		0
	172,647	271,057
<b>NET CASHFLOWS FROM OPERATING ACTIVITIES</b>	<b>132,797</b>	<b>-20,843</b>
<b>CASHFLOWS FROM INVESTING &amp; FINANCING ACTIVITIES</b>		
<i>Cash was applied to:</i>		
Payments to purchase investments	292	5,764
	292	5,764
<b>NET CASHFLOWS FROM INVESTING &amp; FINANCING ACTIVITIES</b>	<b>292</b>	<b>5,764</b>
<b>NET INCREASE/ (DECREASE) IN CASH</b>	133,089	-15,079
<b>OPENING CASH</b>	148,030	163,108
<b>CLOSING CASH</b>	<b>281,119</b>	<b>148,029</b>
<b>THIS IS REPRESENTED BY</b>		
Bank Accounts and Cash	<b>281,119</b>	<b>148,029</b>

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

## 1- STATEMENT OF ACCOUNTING POLICIES

### Basis of Preparation

RNZPBA 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 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.

### Specific Accounting Policies

The following specific accounting policies that materially affect the measurement of financial performance and financial position have been employed in the preparation of the financial statements

#### (a) Income Tax

The Association is exempt from income tax due to its registered charity status.

#### (b) Goods and Services Tax

The accounts have been prepared on a GST exclusive basis; except that all receivables and all payables are shown GST inclusive to the extent that GST is payable or receivable on the transaction that gave rise to the payable or receivable.

#### (c) Grants

Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases the grant is treated as a liability until the conditions are met.

#### (d) Fixed Assets

Trophies and Sundry Equipment are shown at cost. Computer equipment is shown at cost less depreciation so as to write off the cost of the assets over their useful life.

Computer Equipment 20% Straight line method.

### Changes in Accounting Policies

There have been no changes in accounting policies during the year

## 2 - COMMITMENTS & CONTINGENT LIABILITIES

The Association had no commitments or contingent liabilities as at 31 December 2016 (2015:nil)

## 3 - RELATED PARTY DISCLOSURE

There were no transactions involving related parties during the financial year.(2015:nil)

## 4 - EVENTS AFTER BALANCE DATE

There have been no events that have occurred after the balance date that would have a material effect on the performance report (2015:nil)

The above statement is to be read in conjunction with the notes to the accounts and the Audit Report.

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**NOTES TO THE PERFORMANCE REPORTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

<b>5 - ACCUMULATED FUNDS</b>	<b>2,017</b>	<b>2,016</b>
Opening balance as at 1 January 2017	291,120	299,097
Deficit for the period	560	-7,977
Closing balance as at 31 December 2017	291,680	291,120

**6 - PROPERTY, PLANT & EQUIPMENT**

<b>(a) THIS YEAR</b>	<b>Opening Carrying \$</b>	<b>Current Year Depreciation &amp; Impairment</b>	<b>Closing Carrying \$</b>
Trophies & Box	925	0	925
Sundry Equipment	633	0	633
Cell Phone 2017	868	72	796
Prodesk April 2005	1,105	340	765
Laptop 2013	579	408	171
Laptop 2015 ss	1,020	340	680
<b>Total</b>	<b>5,130</b>	<b>1,160</b>	<b>3,970</b>

**(b) LAST YEAR**

Trophies & Box	925	0	925
Sundry Equipment	633	0	633
HP Pro 5200	289	289	0
Prodesk April 2005	1,445	340	1,105
Laptop 2013	987	408	579
Laptop 2015 ss	1,360	340	1,020
<b>Total</b>	<b>5,639</b>	<b>1,377</b>	<b>4,262</b>

**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC**  
**PERFORMANCE REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

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**ROYAL NEW ZEALAND PIPE BANDS ASSOCIATION INC  
ENTITY INFORMATION**

**"Who we are?", "Why do we exist?"**

**FOR THE YEAR ENDED 31 DECEMBER 2017**

Legal Name of Entity	Royal New Zealand Pipe Bands' Association Inc.
Type of Entity	Incorporated Society and Registered Charity
Registration Number	CC42190
Entity's Purpose or Mission	To promote pipe bands and pipe band membership throughout New Zealand.
Entity Structure	<p>A Patron, President and two other elected Management Board members voted on by members.</p> <p>Operations are managed by a team of volunteers and a part-time employee</p>
Main source of Entity's Cash and Resources	Revenue received from subscriptions, capitation levies, investment income and grants are the main sources.
Main methods used by the Entity to raise Funds.	Applications to funding charities.
Entity's Reliance on Volunteers and Donated Goods or Services	Volunteers are relied on to conduct comprehensive education, mentor training, annual events and administration
Physical Address	9 Oaks Drive Northwood Christchurch 8051
Postal Address	P O Box 13 - 211 Armagh, Christchurch 8141
Email	<a href="mailto:info@nzpipebands.org.nz">info@nzpipebands.org.nz</a>
Website	<a href="http://www.nzpipebands.org.nz">www.nzpipebands.org.nz</a>