



AGENDA

Annual General Meeting of the Outward Bound Trust of New Zealand

To be held via Zoom on Saturday 21 November 2020 9am – 10.30am

1. Welcome
2. Apologies
3. Confirmation of the minutes of the 9 November 2019 Annual General Meeting
4. Address by Chair
5. Adoption of the Annual Report <https://outwardbound.turtl.co/story/annual-report-2020/>
6. Adoption of the Financial Statements with Auditor's Report
 - Group (attached)
 - Trust https://www.outwardbound.co.nz/assets/PDFs/Outward-Bound-Trust-Financial-statements_30_June_20.pdf
 - Foundation <https://www.outwardbound.co.nz/assets/Uploads/Outward-Bound-Foundation-Financial-Statements-30-June-2019-auditopinion.pdf>
7. Confirmation of Auditor
8. Election of Guardians (nominations attached)
9. General Business

**MINUTES OF ANNUAL GENERAL MEETING OF
THE OUTWARD BOUND TRUST OF NEW ZEALAND
HELD AT HOTEL DE BRETT, 2 HIGH STREET AUCKLAND ON SATURDAY, 9
NOVEMBER 2019 AT 9AM**

The Chair, Grant Faber, welcomed everyone to the 2019 Annual General Meeting and thanked everyone for making the journey to Auckland. Grant noted an apology from Victor Klap, CEO, who has concussion and is unable to attend the meeting.

Present:

Andrew Smith, Anne Beex, Bill Day, Bonnie Bolton-Roger, Brandon McCarthy, Claire Anderson, Dave Tibby, Dynes Fulton, Fiona Mackenzie, Grant Faber, Helen Fletcher, Hilary Sumpter, Howie Barnes, John Patterson, Marina Adams, Peter Corner, Sharon McLeod, Shelley Clark, Tim Watts, Tracey Hancock.

Staff: T van Dijk (Commercial Manager)

Apologies:

Alastair Macfarlane, Archie Park, Brian Curtis, Brien Mahoney, Bruce Cardwell, David Montgomerie, Dick Hubbard, Eion Edgar, Garry Mooney, Gavin Schiller, Gerald Lanning, Gilly Oppenheim, Glenys Coughlan, Graeme Lockery, Grant Aislabie, Ivan Emrali, Jan & Doug Hitchon, Janet Ford, Julie Jones, Katherine McQueen, Kerry O'Carroll, Linda Gaskin, Lloyd East, Margaret Robinson, Mike Brooke, Nicola Farmer, Paul Chapman, Paul Wymer, Peter Biland, Peter Kyle, Raewyn Kirkman, Richard Worth

The apologies be accepted.

Moved: H Sumpter / Seconded: B Bolton-Roger
Carried

Confirmation of the minutes of the last meeting on 27 October 2018:

The minutes of the meeting of 27 October 2018 be accepted as a true and correct record of the proceedings.

Moved: H Fletcher / Seconded: S McLeod
Carried.

CEO Report

G Faber presented the report on behalf of V Klap, noting the substantial progress on the previous three year strategy particularly an increase in revenue by 24% over this period. The board and management team has been undertaking a thorough strategic review to future proof the organisation. The result of the review was the formation of a project team with the objective of preparing a strategy for Outward Bound to reach more New Zealanders. To date the team has identified two groups to target, students in middle school years (years 7,8,9, and 10) and a pre-NEET (not in employment, education and training). The next phase is a draft business model, market research, and market testing with objective of achieving a pilot course in the quarter two next year.

A Beex and P Corner asked for further information about market analysis and number of operators in the market. T Watts spoke to the floor that the project team was undertaking in depth research into the market and investigating options with potential partners.

Report from the Chair

The Chair addressed the AGM. Firstly, he would like to acknowledge the efforts of Victor and the teams at Wellington and Anakiwa.

G Faber commented the board was concerned about the continuing operating deficits of business although Anakiwa is virtually at capacity except in winter. Filling the winter courses was an ongoing issue despite putting in carpet and heat pumps and a smart offering of scholarships together with a trial of differential pricing. The board was very supportive of the more New Zealanders project as reflects the core principle of OB – better people, better communities, better world. In addition, the board has recognised the need to build the Foundation as 36% of revenue comes from scholarships funded by the Foundation and direct course supporters.

The board has been in the process of reviewing governance and had not been appointing new directors until the Director skills and attributes matrix was finalised. During the year Gavin Schiller and Fiona Mackenzie were appointed to the Trust board to fill casual vacancy positions. Gavin Schiller was appointed as the Health and Safety specialist and Fiona Mackenzie who had been on the Foundation board for two years was appointed to bring her expertise to the Trust board. G Faber acknowledged Glenys Coughlan who had to step down from the board due to illness. Finally, he thanked all Trust and Foundation board members who are a group of dedicated individuals who give time voluntarily.

Adoption of the Annual Report:

That the 2019 Annual Report be accepted.

Moved: H Fletcher / Seconded: D Tibby

Adoption of 2019 Financial Statements with the Auditor's Report:

T van Dijk presented a report on the financial statements for 2019.

That the 2019 Financial Statements with the Auditor's Report be accepted.

Moved: T Watts /Seconded: D Tibby
Carried.

Confirmation of Auditor:

That Grant Thornton be reappointed for the 2020 year.

Moved: H Sumpter / Seconded: M Adams
Carried.

Special Business

Adoption of New Constitution:

G Faber spoke to the new constitution. He noted this process started in 2017 with the specific objective to identify the constitution's fitness for the organisation's current and likely future needs and to identify any changes that would further improve the strength of the organisation. The initial review was presented to the Members Council in mid-2018 with a constitution discussion document presented at the 2018 AGM for feedback. A wide range of feedback was received by January 2019 and the board took this into consideration with this final constitution.

Recently, the alumni section was removed from the constitution as it was identified that the organisation did not have the appropriate structure to manage alumni representation. The Governance committee recognised some members were unhappy about these changes and a new clause was inserted to appoint two members at large to the Guardians. It is anticipated that this clause will be modified once an Alumni/membership structure is in place. G Faber thanked T Hancock, G Lanning, MC members and all those who submitted for the time they had put into reviewing the constitution.

G Faber noted the role of the Guardians was retaining those people of significant OBNZ experience and wise council within the organisation and to provide a check and balance of governance. He had contacted all the previous honorary Guardians, except Julie Jones, but all declined to part of the Guardians except Brien Mahoney.

Finally, he noted that there were some minor typographical errors with the document presented to the AGM that needed correcting.

Tracey Hancock agreed an alumni organisation had to be developed in conjunction in Wellington office.

S Clarke raised the question how the Guardians would provide a check and balance on the board. It was noted that the Guardians must meet physically once a year and provided with all minutes of board meetings. The current Chair and representative from the Foundation are included in their makeup to ensure current knowledge is on hand to answer questions. An amendment to the constitution was proposed that the directors may not form a majority of the Guardians. This is the intent in the document but the wording will be expanded to more clearly reflect this.

That the revised constitution be adopted with amendments to minor typographical errors and that board of directors may not form a majority of the Guardians

Moved: A Smith / Seconded: D Tibby
Carried.

The board noted thanks to Simon Collett from Holland Beckett for doing all the work on the constitution pro bono.

Election of Guardians

The following people were appointed as Guardians: Sir David Levene, Dave Tibby, Brien Mahoney, Andrew Smith, John Patterson, D Hubbard, Bruce Cardwell and Grant Faber

Moved: H Sumpter / Seconded: B Bolton-Roger
Carried.

It was agreed that the process to appoint the two members to the Guardians would be to circulate a call for expressions of interest from all members. The expressions of interest must be received by mid-December.

General Business:

Kurt Hahn Award

G Faber congratulated John Patterson who has been awarded the Kurt Hahn Award for his long period of service to Outward Bound.

Other Business

G Faber noted that Outward Bound New Zealand had agreed to host the Outward Bound International conference in October 2021. This conference would be the start of celebrations for 60 years of Outward Bound in New Zealand. The focus of the 60 year celebration would be more internal than the 50 year celebration with a strong focus on reconnection to our network.

Meeting closed at 10.30am.

CERTIFIED AS BEING A TRUE AND CORRECT RECORD.

CHAIRPERSON

DATE

The Outward Bound Trust of New Zealand Group

**Consolidated Financial Statements
For the year ended
30 June 2020**

The Outward Bound Trust of New Zealand Group

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The Outward Bound Trust of New Zealand Group

Consolidated Statement of Comprehensive Revenue and Expense
For the year ended 30 June 2020
In New Zealand Dollars

	Note	2020	2019
Revenue from Non-Exchange Transactions			
Subsidised Course Fees - Attendee		292,796	390,727
Subsidised Course fees - Funder		2,068,790	2,911,937
Government Grant Income		496,094	-
General donations and memberships		2,106,319	1,362,304
		4,963,999	4,664,968
Revenue from Exchange Transactions			
Course fees		2,032,537	2,588,874
Merchandise sales		74,125	86,744
Revenue from interest and investments		522,849	902,395
Dividends		155,806	173,045
Net gains/(losses) on financial assets at fair value through surplus and deficit		(431,250)	373,125
Gain on disposal of assets		4,957	1,392
Other income		108,036	113,989
		2,467,060	4,239,564
Total Revenue		7,431,059	8,904,531
Operating expenditure			
Staff and administration costs		5,735,135	5,696,436
Student costs and financial assistance		1,222,999	1,425,545
Merchandise costs		49,780	56,236
Premises rental		89,184	72,649
Depreciation	7	361,676	371,009
Amortisation		6,938	12,637
Bad Debts written off		271	-
Loss on Disposal		-	432
Total operating expenditure	4	7,465,983	7,634,944
Surplus/(Deficit) for the year		(34,924)	1,269,587
Other comprehensive revenue and expense		-	-
Total comprehensive income for the year		(34,924)	1,269,587

These financial statements were approved by the Board of Directors on 31 August 2020

For and on behalf of the Trust:



Grant Faber
 Chair
 31 August 2020



Tim Watts
 Trustee
 31 August 2020

The Outward Bound Trust of New Zealand Group

Consolidated Statement of Financial Position
As at 30 June 2020
In New Zealand Dollars

	Note	2020	2019
Current Assets			
Cash and cash equivalents	5	1,987,711	1,328,895
Receivables from exchange transactions	6	733,330	770,000
Receivables from non-exchange transactions	6	196,774	190,061
Prepayments		55,976	42,264
Inventories		70,929	63,649
Total current assets		3,044,720	2,394,869
Non-current Assets			
Property plant and equipment	7	7,903,228	7,093,034
Intangible assets		12,175	11,824
Investments	8	16,793,505	17,514,596
Total non-current assets		24,708,908	24,619,454
Total Assets		27,753,628	27,014,323
Current Liabilities			
Trade creditors and other payables	9	260,252	459,147
Employee entitlements		579,904	213,578
Revenue in advance for exchange transactions	10	1,020,408	1,115,355
Revenue in advance for non-exchange transactions	10	1,077,928	376,183
Total current liabilities		2,938,492	2,164,263
Total Liabilities		2,938,492	2,164,263
Total Net Assets		24,815,136	24,850,060
Equity			
Accumulated funds		2,044,359	2,078,455
Equity reserves	11	22,770,777	22,771,605
Total equity		24,815,136	24,850,060

The Outward Bound Trust of New Zealand Group

Consolidated Statement of Changes in Equity
For the year ended 30 June 2020
In New Zealand Dollars

	Note	Accumulated funds	Equity reserves	Total equity
Balance 1 July 2018		1,913,198	21,667,276	23,580,474
Total comprehensive income for the year				
Surplus for the year		1,269,587	-	1,269,587
Other comprehensive income		-	-	-
Total comprehensive income for the year		1,269,587	-	1,269,587
Transfers between equity reserves	11	(1,104,329)	1,104,329	-
Balance 30 June 2019		2,078,455	22,771,605	24,850,060
Total comprehensive income for the year				
Surplus for the year		(34,924)	-	(34,924)
Other comprehensive income		-	-	-
Total comprehensive income for the year		(34,924)	-	(34,924)
Transfers between equity reserves	11	828	(828)	-
Balance 30 June 2020		2,044,359	22,770,777	24,815,136

The Outward Bound Trust of New Zealand Group

Statement of Consolidated Cash Flows
For the year ended 30 June 2020
In New Zealand Dollars

	Note	2020	2019
Cash flows from Operating activities			
Receipts			
Receipts from Subsidised Course Fees		2,709,944	3,084,852
Receipts from Donations and Membership		2,046,059	1,362,305
Receipts from Government Grants		842,769	-
Receipts from Course Fees		1,973,989	2,669,666
Receipts from Merchandise Sales		74,125	86,744
Receipts from Other Income		107,251	114,493
Receipts from Investments		156,600	176,843
		7,910,737	7,494,903
Payments to suppliers and employees		(6,887,968)	(7,085,729)
Interest paid		-	(5)
		(6,887,968)	(7,085,734)
Net cash flows from/ (used in) operating activities		1,022,769	409,169
Cash flows from investing activities			
Proceeds on sale of investments		950,000	850,000
Purchase of investments		(200,000)	-
Proceeds from sale of property, plant and equipment		4,957	1,391
Property, plant and equipment additions		(1,118,910)	(805,996)
Net cash flows from/ (used in) investing activities		(363,953)	45,395
Net increase/ (decrease) in cash and cash equivalents		658,816	454,564
Cash and cash equivalents at beginning of year		1,328,895	874,331
Cash and cash equivalents at end of year	5	1,987,711	1,328,895

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

I Reporting Entity

These financial statements comprise the consolidated financial statements of the Outward Bound Trust of New Zealand (the “Group”) for the year ended 30 June 2020.

The Trust was incorporated under the Charitable Trust Act 1957, is registered under the Charities Act 2005, and is domiciled in New Zealand.

The principal activity of the Group is to provide experiential education courses. The financial statements were authorised for issue by the Board of Trustees on 31 August 2020.

2 Basis of preparation

(a) Statement of compliance

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with Public Benefit Entity International Public Sector Accounting Standards (“PBE IPSAS”) and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board for Not-For-Profit entities. For the purposes of complying with NZ GAAP, the Group is a public benefit not-for-profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and it is not defined as large.

The Board of Trustees has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime (“RDR”) disclosure concessions.

(b) Basis of consolidation

The Group financial statements consolidated those of the Parent, being the Outward Bound Trust of New Zealand (the “Trust”) and its 100% controlled subsidiary – The Outward Bound Trust of New Zealand Foundation (the “Foundation”).

The Group financial statements consolidate the financial statements of the Trust and all entities over which the Trust has the power to control the financial reporting and operating policies. Control is obtained through ownership of more than half the voting rights or the subsidiary governing body members also being members of the Parent governing body.

The purchase method is used to prepare the consolidated financial statements, which involves adding together like terms of asset assets, liabilities, income and expenses on a line-by-line basis. All significant inter-group balances are eliminated on consolidation of group results, position and cash flows.

All subsidiaries have a 30 June 2020 reporting date and consistent accounting policies are applied.

(c) Basis of measurement

The financial statements have been prepared on a historical costs basis, except for financial assets and liabilities that have been measured at fair value. The accrual basis of accounting has been used unless otherwise stated and the financial statements have been prepared on a going concern basis.

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

(d) Presentation currency

The financial statements are presented in New Zealand dollars (\$), which is the Group's functional currency. The financial statements are rounded to the nearest dollar.

(e) Use of estimates and judgements

The preparation of financial statements in conformity with PBE IPSAS RDR requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Where material, information on significant assumptions is provided in the relevant accounting policy or will be provided in the relevant note.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. Subsequent actual results may differ from these estimates.

The Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. The residual values and depreciation rates used for property, plant and equipment are based on judgements and estimates of appropriate values and rates. The AMP Capital fund includes cash which has been classified as investments due to the cash being part of the total investment portfolio.

3 Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

(b) Trade debtors and other receivables

Trade debtors and other receivables are measured at amortised cost using the effective interest method less any impairment losses.

An allowance for impairment is established where there is objective evidence that the Group will not be able to collect all amounts due according to the original terms of the receivable.

Receivables with a short duration are not discounted.

(c) Inventories

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of the business, less the estimated costs of completion and selling expenses after making due allowance for any damaged and obsolete stock.

Cost is based on the first-in-first-out principle and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition.

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Any write down in the cost of inventory to net realisable value is recognised in the Statement of Comprehensive Revenue and Expense.

(d) Property, plant and equipment

Property, plant and equipment are measured at cost, less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential will flow to the Group and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement Comprehensive of Revenue and Expense.

Depreciation

Depreciation is charged on a straight- line basis on all property, plant and equipment, other than land, over the estimated useful life of the asset. Depreciation is charged to the surplus or deficit in the Statement of Comprehensive Revenue and Expense.

The following depreciation rates have been applied at each class of property, plant and equipment:

○ Land	0%
○ Boats	3-15 years
○ Buildings	10–40 years
○ Plant and equipment	4-40 years
○ Office furniture and Computer equipment	1-5 years
○ Training equipment	3-10 years
○ Canoes	3 years
○ Motor vehicles	5 years
○ Rockface	10 years

The residual value of property, plant and equipment is reassessed annually.

(e) Intangible assets

Intangible assets acquired by the Group, which have finite useful lives, are measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation is recognised in the Statement of Comprehensive Revenue and Expense on a straight-line basis over the estimated useful life of the intangible asset, from the date that they are available for use. The estimated useful lives for the current and comparative periods are as follows:

○ Computer software, Obtains and Web Development	3 years
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Acquired computer software licenses are capitalised on the basis of the cost incurred to acquire and bring to use the specific software.

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

(f) Impairment

The carrying amounts of Group assets are reviewed at each balance date to determine whether there is any indication of impairment. If any such indication exists, the assets recoverable amount is estimated.

An impairment loss is recognised whenever the carrying amount of an asset exceeds its recoverable amount. Impairment losses directly reduce the carrying amount of assets and are recognised in the Statement of Comprehensive Revenue and Expense.

The estimated recoverable amount of an asset is the greater of its fair value less costs to sell and value in use. Value in use is determined by estimating future cash flows from the use and ultimate disposal of the asset and discounting to its present value using a pre-tax discount rate that reflects current market rates and the risks specific to the asset. For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

An assessment is made at each reporting date as to whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indicators exist, the Group estimates the asset's recoverable amount, to measure the reversal of any previous period impairment charges. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Reversals of impairment are recognised in the Statement of Comprehensive Revenue and Expense.

(g) Trade creditors and other payables

Trade creditors and other payables are measured at amortised cost using the effective interest method.

(h) Employee Entitlements

Short term benefits

Employee benefits that the Group expects to be settled within 12 months of balance date are measured at nominal value based on accrued entitlements at current rate of pays.

These include salaries and wages accrued up to balance date, annual leave earned, but not yet taken at balance date, and sick leave.

The Group recognises a liability for sick leave. The amount is calculated based on the unused sick leave entitlements that can be carried forward at balance date, to the extent that the Group anticipates that it will be used by staff to cover those future absences.

The Group recognises a liability and expense for bonuses where they are contractually obliged or where there is a past practice that has created a constructive obligation.

The Outward Bound Trust of New Zealand Group
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Long-term benefits

The Trust provides a one-off long service leave equivalent to five (5) working days, to employees serving more than 10 years of service, and has not entered into any defined benefit/contribution pension plans.

(i) Financial Instruments

Financial instruments are comprised of trade debtors and other receivables, cash and cash equivalents, investments, trade creditors and other payables and borrowings. The Group held no derivative financial instruments (i.e. hedging instruments) in the years reported.

The Group has no off-balance sheet financial instruments.

Recognition and de-recognition of financial assets and liabilities

Financial assets and financial liabilities are recognised when the Group becomes a party to the contractual provisions of the financial instrument.

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and all substantial risks and rewards are transferred.

A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Financial assets and financial liabilities are measured initially at fair value plus transaction costs, except for those carried at fair value through surplus or deficit, which are measured at fair value.

Subsequent measurement of financial assets

The subsequent measurement of financial assets depends on their classification. The classification depends on the purpose for which financial assets were acquired. Management determines the classification of financial assets at initial recognition and re-evaluates this designation at each reporting date.

The Group currently holds financial assets in two classifications:

(i) Loans and receivables

Financial assets that are non-derivative with fixed or determinable payments that are not quoted in an active market. After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Discounting is omitted where the effect of discounting is immaterial.

(ii) Financial assets at fair value through surplus or deficit

Financial assets at fair value through surplus or deficit include investments, which were designated upon initial recognition at fair value through surplus or deficit. Financial assets at fair value through surplus or deficit are carried in the Statement of Financial Position at fair value with changes in fair value recognised in the Statement of Comprehensive Revenue and Expense.

(iii) Impairment

All financial assets are subject to review for impairment at least once each reporting date. Accounts receivable are reviewed for impairment when accounts are past due or when other objective evidence is received that a specific counterparty will default.

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Notes to the consolidated financial statements
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Impairment of trade receivables are presented in the Statement of Comprehensive Revenue and Expense, within expenses.

Subsequent measurement of financial liabilities

All financial liabilities held by the Group are designated as “loans and advances”, being non-derivative financial liabilities with fixed or determinable payments that are not quoted in an active market. After initial recognition these are measured at amortised cost using the effective interest method

(j) Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Group and the revenue can be reliably measured. Revenue is measured at the fair value of consideration received.

The following specific recognition criteria must be met before revenue is recognised.

Revenue from non-exchange transactions

Donations and Grants

Donations and grants are recognised in the Statement of Comprehensive Revenue and Expense when received unless a use or return condition exists. Where donations and grants have such a condition, they are held as revenue in advance until such time as the condition is satisfied at which at which point the balance is recognised within the Statement of Comprehensive Revenue and Expense.

Donated assets are recorded at their fair value at the date of donation. Like many other charitable organisations, the Group often receives the benefit of people's time and service carried out free of charge. This type of donation cannot be readily quantified and hence is not recorded in the financial statements.

Bequests

Endowment fund bequests are recognised as revenue in the Statement of Comprehensive Revenue and Expense when received. Endowment bequests received are first recognised in surplus/deficit for the year and then transferred in the Statement of Changes in Equity from accumulated funds to the endowment funds equity reserve. This treatment recognises that endowment fund bequests are preserved in investments carried forward and only income earned from investments is used to fund student scholarships.

Subsidised Course Fees

Subsidised course fees are recognised as income when the course commences. When the course has been provided to the student the donation for course fees is recognised. Any fees invoiced at year-end for courses, which students intend to attend at a future date is recognised as revenue in advance for non-exchange transactions.

Revenue from Exchange transactions

Course Fees from Exchange transactions

Course fees are recognised as income when the course commences. Any fees invoiced at year-end for courses, which students intend to attend at a future date is recognised as revenue in advance for exchange transactions.

Sale of goods

Revenue is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer and can be measured reliably. Risks and rewards are considered passed to the buyer at the time of delivery of the goods to the customer.

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In New Zealand Dollars

Interest

Revenue is recognised as it accrues, using the effective interest method.

Dividend Income

Dividend income is recognised on the date that the Group's rights to receive payment are established, which in the case of quoted securities is the ex-dividend date.

(k) Borrowing costs

Borrowing costs consist of interest and other costs that an entity incurs in connection with the borrowing of funds and are expensed in the period they occur.

Interest expenses comprise interest expenses charged on borrowings and the unwinding of discounts used to measure the fair value of borrowed funds.

(l) Operating lease payments

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight-line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total lease expense, over the term of the lease.

(m) Income Tax

Due to its charitable status, the Group is exempt from liability to income tax.

(n) GST

All amounts are shown exclusive of Goods and Services Tax (GST), except for receivables and payables that are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the Statement of Financial Position.

The Foundation is not registered for Goods & Services Tax.

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

4 Other Expenses

Expenditure disclosed in the Statement of Comprehensive Revenue and Expense includes:

	2020	2019
General overheads		
Audit fees for financial statement audit	23,650	23,000
Accounting fee to Grant Thornton for Cash Flow Review	6,975	-
Accounting fee to Grant Thornton for GST Review	3,605	-
Employee remuneration		
Wages and salaries	3,896,540	3,652,701
Increase/ (decrease) in employee entitlements	366,326	53,980
Finance costs include:		
Interest on borrowings	1	5
Bank fees	21,411	26,471

5 Cash and cash equivalents

	2020	2019
Cash at bank and in hand	532,698	297,145
Call deposits	1,455,013	1,031,750
Total	1,987,711	1,328,895

The carrying amount of cash and cash equivalents and call deposits approximates their fair value.

6 Receivables

	2020	2019
Receivables from exchange transactions	733,330	770,000
Receivables from non-exchange transactions	196,774	190,061
Total	930,104	960,061

Trade debtors and other receivables are non-interest bearing and receipt is normally on 30-day terms. Therefore, the carrying value of receivables approximates their fair value.

Each year overdue receivable balances are assessed for impairment and appropriate allowances applied. All trade receivables are subject to credit risk exposure. There is no concentration of credit risk with respect to receivables outside the entity, as the entity has a large number of customers.

There is no allowance for impairment as no receivables are overdue.

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

7 Property Plant and Equipment

Movement 2020	Cost 1 July 19	Additions	Disposals	Cost 30 June 20	Accumulated depreciation 1 July 19	Depreciation written back	Current year depreciation	Accumulated depreciation 30 June 20	Carrying amount 30 June 20
Land	2,694,970	-	-	2,694,970	-	-	-	-	2,694,970
Buildings	6,968,849	828,942	9,851	7,787,940	3,140,298	9,851	181,727	3,312,174	4,475,766
Boats	1,503,290	216,714	22,356	1,697,648	1,137,728	22,356	85,787	1,201,159	496,489
Motor vehicles	727,648	-	3,560	724,088	687,902	3,560	19,740	704,082	20,006
Plant and equipment	523,933	48,757	1,107	571,583	462,455	1,107	17,619	478,967	92,616
Furniture and computer equipment	134,848	3,759	2,680	135,927	115,596	2,680	8,525	121,441	14,486
Training equipment	657,605	73,698	99,192	632,111	574,131	99,192	48,277	523,216	108,895
Total	13,211,143	1,171,870	138,746	14,244,267	6,118,109	138,746	361,676	6,341,039	7,903,228

Movement 2019	Cost 1 July 18	Additions	Disposals	Cost 30 June 19	Accumulated depreciation 1 July 18	Depreciation written back	Current year depreciation	Accumulated depreciation 30 June 19	Carrying amount 30 June 19
Land	2,694,970	-	-	2,694,970	-	-	-	-	2,694,970
Buildings	6,296,768	672,081	-	6,968,849	2,982,462	-	157,836	3,140,298	3,828,551
Boats	1,478,852	24,438	-	1,503,290	1,049,151	-	88,577	1,137,728	365,562
Motor vehicles	728,981	-	1,333	727,648	656,345	1,333	32,890	687,902	39,747
Plant and equipment	493,094	47,747	16,908	523,933	462,820	16,476	16,111	462,455	61,478
Furniture and computer equipment	116,480	20,757	2,389	134,848	111,528	2,389	6,457	115,596	19,252
Training equipment	627,316	30,289	-	657,605	504,993	-	69,138	574,131	83,474
Total	12,436,461	795,312	20,630	13,211,143	5,767,299	20,198	371,008	6,118,109	7,093,034

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
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8 Investments

All investments are initially recognised at cost, being the fair value of the consideration given. All investments disclosed in these financial statements have been classified as "fair value through surplus or deficit".

After initial recognition for investments classed as "fair value through surplus or deficit", any movement in the fair value or impairment is recognised in the Statement of Comprehensive Revenue and Expense.

The Groups FCNZ and AMP Capital investment portfolio and other equity investments are classified as "fair value through surplus or deficit", because investments held are part of a portfolio of investments, that are managed together to generate short-term profits. The policy of the Foundation is to hold investments for the long-term, but if conditions change the investments are readily available for sale.

	2019	2019
Rangatira shares	3,234,375	3,665,625
AMP Capital	13,544,336	13,834,962
Foodstuffs redeemable preference shares	14,794	14,009
Total	16,793,505	17,514,596

All investments are carried at fair value with movements recognised in the Statement of Comprehensive Revenue and Expense. Investments are considered to be long-term by nature and therefore are classified as non-current assets. Cash funds held within the investment portfolio at balance date were \$1,132,857 (2019: \$789,337)

9 Trade creditors and other payables

	2020	2019
Trade creditors	41,992	135,611
Accrued expenses	129,772	252,021
GST and PAYE payable	88,488	71,515
Total	260,252	459,147

Trade creditors and other payables are non-interest bearing and are normally settled on 30- day terms; therefore the carrying value of trade creditors and other payables approximates their fair value.

10 Revenue in advance

	2020	2019
Revenue in Advance for exchange transactions	1,020,408	1,115,355
Revenue in Advance for non-exchange transactions	593,667	364,838
Grant Revenue	484,261	11,345
Total	2,098,336	1,491,538

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

11 Equity reserves

All income and expenditure is recognised in the Statement of Comprehensive Revenue and Expense and the surplus for the year taken to accumulated funds. Transfers between accumulated funds and equity reserves are disclosed in the Statement of Changes in Equity.

<i>2020 - transfers between equity reserves</i>	Opening	Transfer from/ (to) retained earnings	Closing
Endowment funds	18,728,757	(675,110)	18,053,647
Sponsorship funds	1,336,418	906,716	2,243,134
Special funds	2,002,961	5,573	2,008,534
Capital Replacement Reserve	703,469	(238,007)	465,462
Total	22,771,605	(828)	22,770,777

<i>2019 - transfers between equity reserves</i>	Opening	Transfer from/ (to) retained earnings	Closing
Endowment funds	18,134,705	594,052	18,728,757
Sponsorship funds	1,096,657	239,761	1,336,418
Special funds	2,000,600	2,361	2,002,961
Capital Replacement Reserve	435,314	268,155	703,469
Total	21,667,276	1,104,329	22,771,605

(a) Endowment Funds

Endowment funds are bequests whereby the principal donation is preserved and only income earned being expended on student scholarships. Endowment fund bequests are recognised as income when received in the Statement of Comprehensive Revenue and Expense and transferred to the Endowment Funds equity reserve from Accumulated Funds.

(b) Sponsorship Funds

Sponsorship funds includes surplus unexpended donations received targeted towards student scholarships.

(c) Special Funds

Special funds includes surplus funds targeted for operation funding other than non-operational expenditure and student scholarships.

(d) Capital Replacement Reserve

Capital replacement reserve includes donations received for the Project Refresh Anakiwa Capital Campaign. This reserve has been renamed from the Tortuga Replacement Reserve as this project includes the Tortuga Launch replacement.

12 Related party transactions

Related parties arise when an entity or person(s) has the ability to significantly influence the financial and operating policies of the Group.

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

(a) Parent and ultimate controlling party

The Outward Bound Trust of New Zealand (the “Trust”) is the ultimate controlling party and is not a subsidiary of any other entity, nor controlled by any other party.

(b) Related parties

The Trust is related to the Outward Bound Trust of New Zealand Foundation (the “Foundation”)

The Board of the Trust resolved to set up the Foundation as a separate organisation, to be run in parallel to the Outward Bound Trust, and dedicated to providing funds for long term sustainability of the Outward Bound Trust. The Foundation came into effect 1 July 2001.

Three of the seven trustees of the Foundation are also members of the governing body of the Trust.

(c) Related party transactions

Transactions with related parties are priced on an arm's length basis. No provision has been required, nor any expense recognised for impairment of any loans or other receivable balance to related parties (2019: \$nil).

Key management personnel

The Group has a related party relationship with members of the Trust Board, executive officers, and other key management personnel.

<i>Key management personnel compensation</i>	2020	2019
Salaries and other short-term employee benefits	524,825	243,577

Total remuneration paid to key management personnel is made up of short –term employee benefits and no other post-employment benefits, termination benefits or long-term benefit arrangements have been expensed in the years reported.

(d) Other related party transactions

Grant Faber – Outward Bound Trust Director

The Trust received donations of \$1,725 for the 2020 financial year to assist with capital expenditure (2019: \$nil).

Andrew Smith – Outward Bound Trust Director

The Trust received donations of \$100,000 for the 2020 financial year to assist with operational costs (2019: \$50,000) and \$400,000 to assist with capital expenditure (2019: \$350,000).

Hilary Sumpter – Outward Bound Trust Director

The Trust received donations of \$440 for the 2020 financial year (2019: \$80).

Fiona Mackenzie – Outward Bound Trust Director

The Trust received donations of \$80 for the 2020 financial year (2019: \$80).

Brien Mahoney – Outward Bound Foundation Director

The Trust received donations of \$1,000 for the 2020 financial year (2019: \$1,250).

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
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There were no other related party transactions in the 2019 and 2020 financial reporting years.

13 Financial instruments

Categories of financial assets and liabilities

The carrying amounts of financial instruments presented in the statement of financial position relate to the following categories of assets and liabilities:

Financial Assets	2020	2019
<i>Financial assets at fair value through surplus or deficit</i>		
Investments	16,793,505	17,514,596
<i>Loans and receivables</i>		
Cash and cash equivalents	1,987,711	1,328,895
Receivables from exchange transactions	733,330	770,000
Receivables from non-exchange transactions	196,774	190,061
Total	19,711,320	19,803,552

Financial Liabilities	2020	2019
<i>At amortised cost</i>		
Trade creditors and accrued expenses	171,746	387,632
Employee entitlements	579,904	213,578
Revenue in Advance for exchange transactions	1,020,408	1,115,355
Revenue in Advance for non-exchange transactions	1,077,928	376,183
Total	2,849,986	2,092,748

14 Operating leases

<i>Non-cancellable operating leases are payable as follows:</i>	2020	2019
Less than one year	116,751	105,881
Between one and five years	127,365	221,342
More than five years		-
Closing balance	244,116	327,223

Operating leases are held in relation to computer equipment and premises at 3 Queens Wharf, Wellington.

15 Capital Commitments

The Trust has a contract to build \$395,945 a boat and paid \$215,271 on this contract at year end. (2019: Deposits on property, plant and equipment of \$100,000).

16 Contingent Liabilities

The Group has no contingent liabilities as at balance date (2019: \$Nil).

17 Subsequent Events

The Outward Bound Trust of New Zealand Group
Notes to the consolidated financial statements
In New Zealand Dollars

There were no significant events after balance date requiring reporting or adjustment in these financial statements.

18 Covid-19

On 23 March 2020, the New Zealand Government issued an Epidemic Notice to combat the threat of the COVID-19 pandemic. The countrywide lockdown commenced on 26 March 2020, and it is only as of 14 May 2020 when the country began to reopen the majority of its businesses, schools and other public venues. The results of the lockdown meant a substantial reduction of economic activities, especially those that were classed as non-essential businesses.

Upon the countrywide lockdown all courses were cancelled for four months. To mitigate the lost revenue from course fees the entity applied for the government wage subsidy, launched an urgent appeal and decreased variable expenses. With all these alleviations the Group was able to retain all staff.

When the government announced the country was moving to level one on 8 June 2020 the entity confirmed that courses were able to start again on 29 July 2020. Many of the students booked on the cancelled courses changed their booking to courses later in 2020 or early 2021. As a result most courses are fully booked for the remainder of 2020. All students are temperature checked upon arrival for the course and we have reduced the number of concurrent courses to manage any potential illness. The Group expects revenue from course fees will be down about 14% on 2018/19.

Covid-19 caused the worldwide financial markets to fluctuate which resulted in a decline in value of the Group investments and reduced revenue. The AMP Capital investments at 31 July 2020 had regained some losses to be at similar value as 30 June 2019. Rangatira Investments had to write down the value of their assets as at 31 March 2020 due to the uncertain markets which impacted their share price. Rangatira Investments expects to remit dividends at similar levels in 2020/21 as the previous twelve months.

Independent Auditor's Report

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To the Trustees of The Outward Bound Trust of New Zealand Group

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the consolidated financial statements of The Outward Bound Trust of New Zealand Group (the "Group") on pages 1 to 18 which comprise the consolidated statement of financial position as at 30 June 2020, and the consolidated statement of comprehensive revenue and expense, consolidated statement of changes in equity and consolidated statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Group as at 30 June 2020 and of its financial performance and cash flows for the year then ended in accordance with Public Benefit Entities International Public Sector Accounting Standards Reduced Disclosure Regime (Not-for-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Group in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* 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.

Our firm carries out other assignments for the Group in the area of advisory and taxation advice. The firm has no other interest in the Group.

Trustees' Responsibilities for the Consolidated Financial Statements

The Trustees are responsible on behalf of the Group for the preparation and fair presentation of these consolidated financial statements in accordance with Public Benefit Entities International Public Sector Accounting Standards Reduced Disclosure Regime (Not-for-Profit) issued by the New Zealand Accounting Standards Board, and for such internal control as those charged with governance determine is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, those charged with governance are responsible for assessing the Group'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 Trustees either intend to liquidate the Group or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the External Reporting Board's website at: <https://www.xrb.govt.nz/assurance-standards/auditors-responsibilities/audit-report-7/>

Restriction on use of our report

This report is made solely to the Trustees, as a body. Our audit work has been undertaken so that we might state to the Trustees, as a body those matters which 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 Group and its Trustees, as a body, for our audit work, for this report or for the opinion we have formed.

Grant Thornton New Zealand Audit Partnership



B Smith
Partner
Wellington

31 August 2020



Outward Bound Trust of NZ
Guardians Nominations received
2020 - 21

Nominee	Nominating Member
Marina Adams	Bill Day
Helen Fletcher	Bruce Cardwell

Biography – Marina Adams

Outward Bound Details

Your Membership Status (Annual/Life): Life

Years of Membership: 10

Have you completed an Outward Bound course? Yes

OB Course Number/Year: 1991

Why do you wish to become a Guardian?

I was honoured to be appointed to the first group of Guardians, and I have enjoyed my involvement. Personally, I feel that one year is not enough to "get my feet under the table", as it were; and I would like to be involved for a few more years.

This would enable me to contribute from a place of more knowledge and background.

What previous service and roles have you had with Outward Bound New Zealand?

Members Council for approximately 8 years, including 2 years as Chair

Active OB representative in the Wairarapa region, resulting in greatly increased numbers going through courses. Close work with Karla in supporting the Korowai Schools Course

Offered my home for a funders cocktail party for the Schools Course - yet to be scheduled

What are the skills, experience and perspectives applicable to Outward Bound you would bring to the role of Guardian?

I bring the perspective of a relatively young, hands-on alumnus. I also have experience of the organisation for 10 years, and know the work involved in governance and running the organisation

What other volunteer organisations and roles have you been involved in?

Trinity Schools Trust Board - 6 years as board member

Ran the Business Operations and Policy Committee during that time

Hadlow School Board - 2 years

St Matthews Collegiate Board - 2.5 years

Hyperbolex - on board of start-up software busses - 1.5 years

Biography – Helen Fletcher

Outward Bound Details

Your Membership Status (Annual/Life): Life

Years of Membership: 30

Have you completed an Outward Bound course?: Yes

OB Course Number/Year: 1989 Hilary 298

Why do you wish to become a Guardian?

I was elected a Guardian under the new Constitution last year and I wish to continue in the role. I believe I still have a lot to give to the organisation and really value my involvement. I have had some challenges this year (as we all have) including being made redundant and I am sure that the things I learned about myself at OB have helped me during this tough time. I want to ensure that this wonderful organisation is there in the future for my grandchildren and anyone else who can benefit from it.

What previous service and roles have you had with Outward Bound New Zealand?

Council Member from 1990 to around 2013

Waikato Association work for 10 years while living in Hamilton - assisting young (and not so young) people to get funding and gear for their course

Board Member for 15 years where my legal and governance background was helpful to the management of the time

Guardian for the past year

What are the skills, experience and perspectives applicable to Outward Bound you would bring to the role of Guardian?

Over 20 years of Governance experience in an NZX listed company and at the Ports of Auckland.

What other volunteer organisations and roles have you been involved in?

YWCA Mentoring – 4 years with a young Sri Lankan woman through her high school years.

ESOL teaching – working with immigrant women one on one to help with English language skills.

Sports club administration – Masters Swimming over many years, plus children's sports groups.

Guiding visually impaired people on holidays with Traveleyes (a UK travel company).

