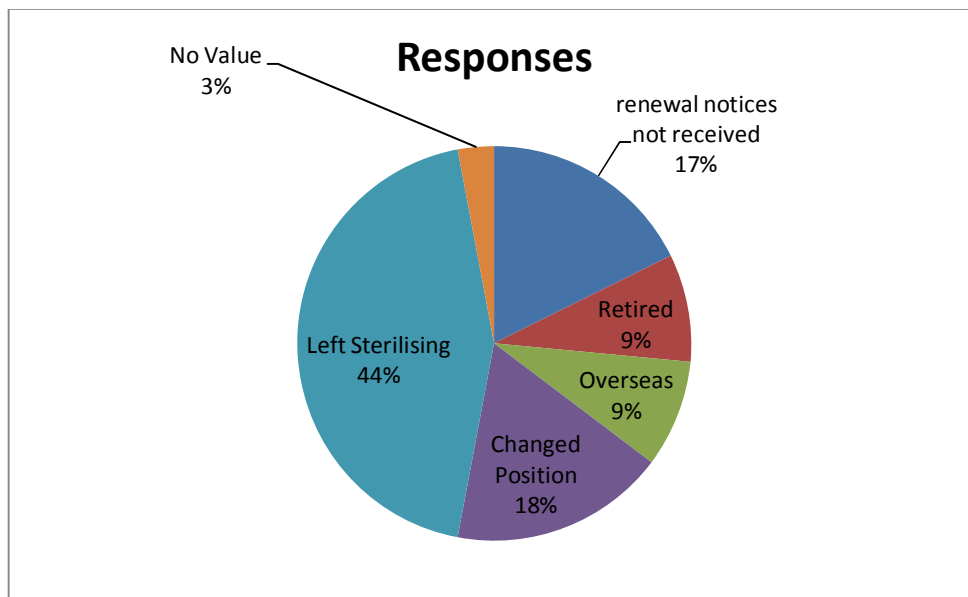


## Treasurers Report 2014

### *NZSSA Membership*

In January I sent out 175 letters to members who had not renewed their memberships between 2009 and 2011. Included in the letter was a survey page asking the member the reason for not renewing and if they would like to renew. Of the 175 sent I received 34 replies, representing a 19% response rate. The graph below demonstrates the reasons provided on the replies. Those that identified they had not received the renewal notices have since renewed their membership.



The current membership total stands at 467. This is about average as the membership fluctuates between approximately 450 and 500. This year members had the option of receiving their Supplyline magazine electronically and 43 members have taken up this option.

The registration register was updated in October 2013 and again in April 2014. The August round of registrations are underway and the register will be updated again in October when I receive notification from the assessors of who has completed registration. We have 247 members that show as being registered, of those 160 have maintained their registration as current, ie August 2014 – February 2016.

The Open Polytechnic graduates register was last updated in April 2013. This will be updated in October when the graduates for 2013 and 2014 will be added. A graduate register for those who achieved the NZSSA Certificate in Sterilising Technology will also be added as well as a register of Open Polytechnic graduates from the Certificate in Advanced Sterilising Technology.

### *Financial*

The end of financial year is the 31 August and normally the audited accounts are presented to the membership at the AGM in line with the C&R. However with the conference occurring so soon after the close of financial year these accounts are not able to be presented. To provide an interim view of the Association's finances I have included with this report the Cash Summary and Balance Sheet. The figures generated in these reports are from the Xero Accounting system used by the NZSSA for all financial management.

The Association commenced use of the Xero Accounting system on 1 September 2012. The first year I used it for balance sheets and reconciling each account. Following the 2012-2013 audit of accounts I have become more conversant with the system and now utilise it for all financial management including invoices and GST calculation and payment.

I have highlighted 8 figures of interest on the Cash Summary and will discuss those below:

### Income

1. Conference registration – \$70,927.70 - This figure includes conference fees for the 2013 conference and for this year. The figure is in line with the number of delegates attending.
2. Managers Meetings – There is no income as the executive took the decision to pay for these meetings as a way of giving back to the members and ensuring ownership of the meeting for the members.
3. Membership fees - \$24181.42 represents approximately 480 memberships paid which is in line with the new and renewed members for the last 12 months. This is an improved figure as some significant sites are now requesting a bulk invoice and paying their staff memberships as outlined in the PSA MECA.

### Expenses

Some of the shift with these figures is due to where the cost is being attributed now that the Xero system is being used more for reconciliation and the Treasurer has a better understanding of how to use the tool.

4. All relate to conference expenses. The figures for 2013-2014 are higher as they include the final costs of the 2013 conference and the initial costs of the 2014 conference. There is some shift between meals and venue as more venues are now doing delegate packages where the cost of catering includes the venue. It is better to look at the overall cost of conference because of this rather than break it down.
5. Supplyline magazine - \$16,076.22 – The cost of the magazine has increased through normal printing and postage costs that have been applied during the financial year.
6. Reimbursement - \$1,838.10 – This is significantly reduced due to improved processes by the Treasurer through improved use of internet banking.
7. Travel & Accommodation - \$18,069.46 – This figure represents the travel for executive members to attend two face to face meetings in Wellington (flights only), Attendance of HE-023 meeting attendance (flights and accommodation), TC198 meeting attendance (flights and accommodation), WFHSS Congress attendance (flights and accommodation), international speakers for 2014 conference (flights and accommodation).

The Xero accounting system has been a good direction for the Association and gives members surety that their money is being carefully managed.

The Balance sheet provides an overview of the financial status as at 31 August 2014.

Note: the figures expressed in this report have not been audited or verified by the accountants or audited at the time of this report.

*Alison Stewart*  
*NZSSA Treasurer*

**Cash Summary**  
New Zealand Sterile Services Association Inc.  
For the 12 months ended 31 August 2014  
Including GST

	Aug 2014	Aug 2013	Notes ref.
<b>Income</b>			
Conference - Other income	\$0.00	\$4,623.00	
Conference - Registration	\$70,927.70	\$41,657.70	1
Conference - Site Fees	\$53,131.27	\$44,315.15	
Conference - Sponsorship	\$22,400.00	\$22,402.59	
Interest Income	\$2,998.39	\$2,705.59	
Managers meetings	\$0.00	\$1,000.00	2
Membership renewal	\$24,181.42	\$19,980.07	3
Supplyline Advertising	\$6,370.00	\$5,131.00	
<b>Total Income</b>	<b>\$180,008.78</b>	<b>\$141,815.10</b>	
<b>Less Operating Expenses</b>			
Accounting/Audit	\$6,455.13	\$6,182.95	
Bank Fees	\$40.00	\$13.00	
Conference - Entertainment	\$1,550.00	\$3,244.55	
Conference - General	\$26,289.27	\$8,884.29	4
Conference - Meals	\$13,093.42	\$40,682.93	4
Conference - Printing	\$1,623.80	\$0.00	
Conference - Venue	\$53,868.91	\$32,550.14	4
Flo2Cash Credit Card Service	\$275.28	\$260.48	
General Expenses	\$4,019.68	\$7,853.91	
Income Tax Expense	-\$6,162.03	\$3,870.15	
Management meetings	\$2,508.73	\$515.00	
Postage	\$1,843.20	\$330.45	
Printing & Stationery	\$664.05	\$11,111.53	
Printing Supply Line	\$16,076.22	\$7,941.87	5
Reimbursement	\$1,838.10	\$9,697.94	6
Standards NZ	\$291.33	\$291.33	
Subscriptions	\$115.00	\$194.01	
Telephone & Internet	\$461.37	\$461.50	
Travel & accommodation	\$18,069.46	\$1,074.00	7
Website BizLinks	\$482.28	\$522.47	
Website maintenance and fees	\$78.00	\$39.00	
GST	\$0.00	\$1,580.15	
<b>Total Operating Expenses</b>	<b>\$143,481.20</b>	<b>\$137,301.65</b>	
<b>Operating Surplus (Deficit)</b>	<b>\$36,527.58</b>	<b>\$4,513.45</b>	
<b>Plus Non Operating Movements</b>			
Computer Equipment	\$0.00	-\$79.00	
Office Equipment	\$0.00	-\$2,121.75	
<b>Total Non Operating Movements</b>	<b>\$0.00</b>	<b>-\$2,200.75</b>	
<b>Net Cash Movement</b>	<b>\$36,527.58</b>	<b>\$2,312.70</b>	
<b>Summary</b>			
Opening Balance	\$138,662.95	\$136,350.25	
Plus Net Cash Movement	\$36,527.58	\$2,312.70	
Closing Balance	\$175,190.53	\$138,662.95	

**Balance Sheet**  
**New Zealand Sterile Services Association**  
**Inc.**  
**As at 31 August 2014**

**31 Aug 2014**

**Assets**

**Bank**

Conference 01	\$29,605.09
Non Profit 00	\$11,741.58
On Line Saver 017	\$20,583.86
Term Deposit	\$20,000.00
Term Deposit 1	\$93,260.00
<b>Total Bank</b>	<b>\$175,190.53</b>

**Current Assets**

Accounts Receivable	\$16,645.00
Accrued Interest	\$1,587.00
Prepayments	\$2,042.00
Stock	\$3,066.00
<b>Total Current Assets</b>	<b>\$23,340.00</b>

**Fixed Assets**

Computer Equipment	\$68.69
Office Equipment	\$1,862.00
<b>Total Fixed Assets</b>	<b>\$1,930.69</b>

**Total Assets** **\$200,461.22**

**Liabilities**

**Current Liabilities**

GST	\$2,841.16
Historical Adjustment	-\$1,761.00
Income received in advance	\$15,381.00
<b>Total Current Liabilities</b>	<b>\$16,461.16</b>

**Total Liabilities** **\$16,461.16**

**Net Assets** **\$184,000.06**

**Equity**

Balancing retained earnings	\$131,436.25
Current Year Earnings	\$47,418.56
Retained Earnings	\$5,145.25
<b>Total Equity</b>	<b>\$184,000.06</b>