

INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

EPILEPSY WAIKATO CHARITABLE TRUST

Report on the Financial Statements

We have reviewed the accompanying performance report of Epilepsy Waikato Charitable Trust on pages 2 to 13 which comprises the entity information, the statement of service performance, the statement of financial performance, and statement of cash flows for the year ended 31 March 2016, the statement of financial position as at 31 March 2016, and the statement of accounting policies and other explanatory information.

Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for;

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable, and understandable, to report in the statement of service performance;
- b) The preparation and fair presentation of the performance report which comprises:
 - The entity information
 - The statement of service performance; and
 - The statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report

In accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting standards board, and

- c) For such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), and the review of the entity information and statement of service performance with the International Standard on Assurance Engagements (New Zealand) (ISAE (NZ)) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 (Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of

Freephone 0800 269 139

91 Clarence Street Hamilton 3204
PO Box 389 Hamilton 3240

Telephone 07 839 1235
Facsimile 07 839 1237

enquiries@owenmcleod.co.nz
www.owenmcleod.co.nz



making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

We provided assistance in compiling the performance report. Other than this and our capacity as assurance practitioner we have no relationship with, or interests in, Epilepsy Waikato Charitable Trust.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a) The reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable;
- b) The performance report on pages 2 to 13 does not present fairly, in all material respects,
 - The financial position of Epilepsy Waikato Charitable Trust as at 31 March 2016, and its financial performance and cash flows for the year then ended; and
 - The entity information and its service performance for the year then ended; and

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).



R K Owen

Owen McLeod & Co

25 July 2016

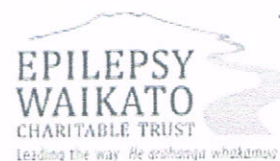
91 Clarence Street
Hamilton Lake
Hamilton, 3204

Epilepsy Waikato Charitable Trust

Performance Report For the Year Ended 31 March 2016

<u>Schedule of Contents</u>	<u>Page</u>
Directory	1
Entity Information	2
Statement of Service Performance	4
Statement of Financial Performance - Trading	5
Statement of Financial Performance	6
Statement of Financial Position	7
Statement of Financial Performance	8
Fixed Asset and Depreciation Schedule	9
Fixed Asset and Depreciation Schedule 2015	10
Accounting Policies & Notes to the Financial Statements	11

Epilepsy Waikato Charitable Trust



Directory As at 31 March 2016

PRINCIPAL ACTIVITY	Charitable Trust
BUSINESS LOCATION	15 Cabourne Drive, Glenview, Hamilton 3206
SOLICITORS	Grayson Law
BANKERS	Kiwi Bank
I.R.D. NUMBER	106-413-916

Entity Information **As at 31 March 2016**

LEGAL NAME OF ENTITY

Epilepsy Waikato Charitable Trust

OTHER NAME OF ENTITY

EWCT

TYPE OF ENTITY AND LEGAL BASIS

Registered charity; trust - Governed by the Charities Act 2005 and Charitable Trusts Act 1957.

REGISTRATION NUMBER

Registered Charity: CC46715

ENTITY'S PURPOSE OR MISSION

1. To promote the interests of people living with epilepsy through trained facilitators by: (i) providing information, advice and support to individuals with epilepsy to enable them to improve their physical, physiological and psychological well being and to become more independent in the community; (ii) facilitating peer-to-peer contact of people with epilepsy, and family members and supporters, through social groups to improve their psychological well being within the community; (iii) develop and coordinate group-based courses on life skills and other relevant topics, often in partnership with other NGOs, to help people with epilepsy gain confidence, learn new skills and to interact with other people on a regular basis to become more independent in the community; (iv) offer epilepsy talks on epilepsy by providing general awareness displays and other activities, and publication of epilepsy books, thus helping to demystify the epilepsy condition to the wider public; (v) provide up-to-date information about epilepsy via digital media including webpages and Facebook to enable people with epilepsy and their supporters to be better informed about the condition and hence improve their physiological, physical, and psychological well being; (vi) maintaining and enhancing relationships with neurologists, paediatricians and associated medical staff to help people with epilepsy improve their physical, physiological and psychological well being; and (vii) advocating on behalf of epilepsy clients and family members with issues such as hospital visits/appointments, health and safety, employment, pharmaceutical support, work and income, benefits, etc to help ensure their legal rights are met and respected.
2. Promote support for people with epilepsy, their families and dependents.
3. Promote better understanding of epilepsy within the community.
4. Promote research and investigation into all forms of epilepsy.
5. Publish and distribute information in any form that promotes the objectives of the organisation.
6. Enlist support for the work of the organisation from individuals, the government and public and private organisations whose activities may be of benefit to people with epilepsy.

Epilepsy Waikato Charitable Trust



Entity Information **As at 31 March 2016**

ENTITY STRUCTURE

Epilepsy Waikato Charitable Trust is run by a board consisting of 7 trustees, with a chairperson, deputy chairperson, secretary and treasurer, and an advisor. The Trust is an independent organisation offering services mainly in Hamilton and the Waikato region and in other areas in NZ if required or when resources are available. It is not affiliated to any other epilepsy organisations but does work collaboratively with other organisations in the community, eg, organise cooking courses through Methodist City Action. The Trust is supported in carrying out its objectives with the help of advisers.

MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES

Epilepsy Waikato Charitable Trust's main funding sources are grants and donations received from funding organisations in the community. We may receive some sponsorship from businesses. The entity also receive small amounts of donations from members and supporters.

MAIN METHODS USED BY THE ENTITY TO RAISE FUNDS

Epilepsy Waikato Charitable Trust main method of raising funds is by applying to the various funding organisations. The Trust also sends out appeal letters to its members and supporters. The Trust has just started a TradeMe account to trade in donated goods from members. The Trust has a Givealittle page and a donation page on their website for supporters to help financially.

ENTITY'S RELIANCE ON VOLUNTEERS & DONATED GOODS OR SERVICES

Epilepsy Waikato Charitable Trust has a small core group of volunteers that carry out various administrative work. Volunteers also help to man two exhibitions - the Wellbeing Show and Women's Lifestyle Expo. With the set up of TradeMe, the Trust has received a few items donated for sale.

ADDITIONAL INFORMATION

Epilepsy Waikato Charitable Trust is an independent organisation, not affiliated to any other epilepsy organisations, but works cooperatively with many other community groups. The Trust offers services mainly to the people and community in Hamilton and the Waikato region but do offer assistance to people outside of the Waikato too.

CONTACT DETAILS

Physical Address: 15 Cabourne Drive, Glenview, Hamilton

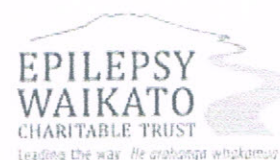
Postal Address: P O Box 633, Hamilton 3240

Phone/Fax: 07 855 7378

Email/website: info@ewct.org.nz / www.ewct.org.nz

Facebook: Epilepsy Waikato Charitable Trust

Epilepsy Waikato Charitable Trust



Statement of Service Performance For the Year Ended 31 March 2016

DESCRIPTION OF ENTITY'S OUTCOMES

That people with epilepsy will feel supported by the advice and information given to them by the adviser; receiving advocacy support (at schools, prisons, courts, Work and Income and with accommodation); social support to improve psychological wellbeing (social groups, trips and midwinter events); ongoing epilepsy awareness in the community (talks, seminars, in-service training and annual awareness month activities); radio talks and media releases.

DESCRIPTION AND QUANTIFICATION OF THE ENTITY'S OUTPUTS

DESCRIPTION	2016	2015
Member contacts made by advisers	1696	1467
Community contacts made by advisers	2684	1870
Epilepsy Talks Given	44	21
Epilepsy Club/Social Activities Organised	63	85

ADDITIONAL OUTPUT MEASURES

A small, core group of volunteers would have put in at least 120 hours per week. Our adviser has written many letters of support for her clients to WINZ, Housing NZ, courts, schools and hospitals to help improve the quality of lives of those living with epilepsy. We have a Facebook page in which the adviser puts up daily current information on epilepsy.

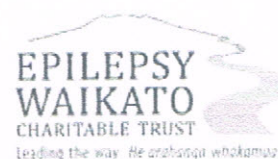
ADDITIONAL INFORMATION

The Trust has published a book on epilepsy for children called 'Ben's Buddies' which has been distributed throughout Hamilton to kindergartens, primary schools, paediatric department, residential homes and in libraries throughout NZ. The book has been reviewed favourably by the Epilepsy Society in UK. The Trust is currently producing a second epilepsy book for children, looking at improving the quality of life of children living with epilepsy. The Trust has also produced a seizure diary, a valuable resource for those living with epilepsy. The Trust has produced 24 epilepsy information factsheets which are available online on our website, www.ewct.org.nz.

Statement of Financial Performance - Trading
For the Year Ended 31 March 2016

	2016	2015
<u>REVENUE</u>		
Book Sales	2,605	4,436
	<u>2,605</u>	<u>4,436</u>
<u>LESS COST OF GOODS SOLD</u>		
Opening Stock	1,515	-
Purchases	-	3,322
Books Donated	286	1,236
	<u>1,801</u>	<u>4,558</u>
<u>Less</u>		
Closing Stock	814	1,515
	<u>987</u>	<u>3,043</u>
COST OF GOODS SOLD		
	<u>987</u>	<u>3,043</u>
<u>GROSS REVENUE FROM TRADING</u>	<u>1,618</u>	<u>1,392</u>

Epilepsy Waikato Charitable Trust

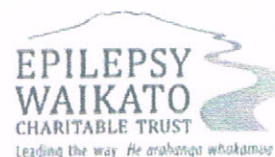


Statement of Financial Performance For the Year Ended 31 March 2016

	2016	2015
<u>REVENUE</u>		
Gross Revenue from Trading	1,618	1,392
Donations	2,404	1,823
Grants	66,285	70,702
	<hr/>	<hr/>
<u>TOTAL REVENUE</u>	70,308	73,917
<u>OPERATING EXPENSES</u>		
Accident Compensation	282	170
Accountancy	508	864
Advertising	2,060	2,466
Bank Charges	12	32
Consultancy	-	4,720
Conference Expenses	-	2,825
Freight	-	1,132
General Expenses	596	265
Honorarium	5,371	3,369
Loss on disposal of assets	-	25
Postage, Printing & Stationery	2,512	1,577
Review fees	800	800
Subscriptions	68	-
Telephone, Tolls & Fax	1,040	828
Training	25	59
Vehicle Expenses	2,504	3,515
Wages	54,767	42,291
Depreciation	5,850	2,426
	<hr/>	<hr/>
<u>TOTAL EXPENSES</u>	76,396	67,365
	<hr/>	<hr/>
<u>NET DEFICIT FOR YEAR</u>	(6,089)	6,552
	<hr/>	<hr/>
<u>NET DEFICIT AFTER TAXATION</u>	<u>(6,089)</u>	<u>6,552</u>

The accompanying notes form part of these financial statements.

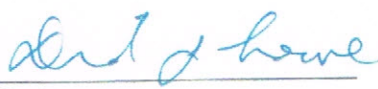
Epilepsy Waikato Charitable Trust



Statement of Financial Position As at 31 March 2016

	2016	2015
<u>CURRENT ASSETS</u>		
Kiwi Bank 77-00	24,982	15,579
Kiwi Bank 77-01 - Trademe	155	-
Sundry Debtors	2,100	-
Stock on Hand	<u>814</u>	<u>1,515</u>
	28,051	17,094
<u>CURRENT LIABILITIES</u>		
Sundry Creditors	2,228	1,916
Annual Leave Accrual	2,060	-
Revenue Received in Advance	10,000	-
GST Payable	<u>626</u>	<u>237</u>
	14,914	2,153
<u>WORKING CAPITAL</u>		
	<u>13,137</u>	<u>14,940</u>
<u>NON-CURRENT ASSETS</u>		
Fixed Assets - as per schedule	<u>7,977</u>	<u>12,262</u>
	7,977	12,262
<u>NET ASSETS</u>		
	<u><u>21,114</u></u>	<u><u>27,203</u></u>
REPRESENTED BY :		
<u>ACCUMULATED FUNDS</u>		
Accumulated Surpluses and Deficits	27,203	20,651
Net Loss	<u>(6,089)</u>	<u>6,552</u>
	<u><u>21,114</u></u>	<u><u>27,203</u></u>

Signed on behalf of Epilepsy Waikato Charitable Trust:


Chairperson

Date: 20/7/16

The accompanying notes form part of these financial statements.

Statement of Cash Flows
For the Year Ended 31 March 2016

	2016	2015
<u>Cash Flows from Operating Activities</u>		
Cash was received from:		
Donations, Fundraising and other similar receipts	78,689	72,524
Receipts from providing goods and services	219	3,200
Goods and Services Tax	389	309
Cash was applied to:		
Payments to suppliers and employees	(68,175)	(67,583)
Net Cash Flows from Operating Activities	<u>11,123</u>	<u>8,450</u>
<u>Cash Flows from Investing and Financing Activities</u>		
Cash was received from:		
Cash was applied to:		
Payments to acquire property plant and equipment	(1,565)	(11,141)
Net Cash Flows from Investing and Financing Activities	<u>(1,565)</u>	<u>(11,141)</u>
<u>Net Increase in Cash</u>	<u>9,558</u>	<u>(2,692)</u>
Opening Cash	15,579	18,270
Increase in Cash for the year	9,558	(2,692)
Closing Cash	<u>25,137</u>	<u>15,579</u>
This is represented by:		
Kiwi Bank 77-00	24,982	15,579
Kiwi Bank 77-01 - Trademe	155	-
	<u>25,137</u>	<u>15,579</u>

The accompanying notes form part of these financial statements.

Epilepsy Waikato Charitable Trust

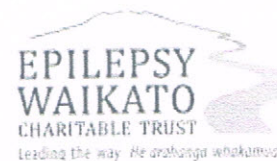


Fixed Asset and Depreciation Schedule For the Year Ended 31 March 2016

Asset	Cost Price	Book Value 01/04/2015	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ---- Mth Rate	S	Accum Deprec 31/03/2016	Book Value 31/03/2016
<u>Furniture & Equipment</u>									
Signage	1,155	885				12 12.0% DV	106	376	779
Projector	1,893	835				12 30.0% DV	251	1,309	584
Tripod	403	178				12 30.0% DV	53	278	125
Website	1,750	547				12 50.0% DV	274	1,477	273
Mattress Seizure Monitor	1,055	1,029				12 30.0% DV	309	335	720
Smartphone - Samsung Neo	86	38				12 67.0% DV	25	73	13
Toshiba Laptop & Printer			1,565			7 50.0% DV	457	457	1,108
	6,342	3,512	1,565				1,475	4,305	3,602
<u>Motor Vehicles</u>									
Nissan Tilda 2008 - HWZ599	10,000	8,750				12 50.0% DV	4,375	5,625	4,375
	10,000	8,750					4,375	5,625	4,375
	16,342	12,262	1,565				5,850	9,930	7,977

The accompanying notes form part of these financial statements.

Epilepsy Waikato Charitable Trust

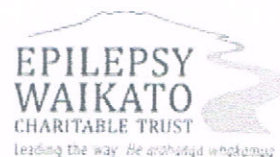


Fixed Asset and Depreciation Schedule 2015 For the Year Ended 31 March 2016

Asset	Cost Price	Book Value 01/04/2014	Additions Disposals	Gain/Loss on Disposal	Capital Profit	--- Depreciation ---			Accum Deprec 31/03/2015	Book Value 31/03/2015
						Mth	Rate	\$		
<u>Furniture & Equipment</u>										
Signage	1,155	1,006				12	12.0% DV	121	270	885
Projector	1,893	1,193				12	30.0% DV	358	1,058	835
Tripod	403	254				12	30.0% DV	76	225	178
Smart Phone	175	25	0	(25)		12	50.0% DV	547	1,203	547
Website	1,750	1,094				1	30.0% DV	26	26	1,029
Mattress Seizure Monitor			1,055			10	67.0% DV	48	48	38
Smartphone - Samsung Neo			86							
	5,376	3,572	1,141	(25)				1,176	2,830	3,512
<u>Motor Vehicles</u>										
Nissan Tilda 2008 - HWZ599			10,000			3	50.0% DV	1,250	1,250	8,750
			10,000					1,250	1,250	8,750
	5,376	3,572	11,141	(25)				2,426	4,080	12,262

The accompanying notes form part of these financial statements.

Epilepsy Waikato Charitable Trust
Statement of Accounting Policies and
Notes to the Financial Statements
For the Year Ended 31 March 2016



REPORTING ENTITY

Epilepsy Waikato Charitable Trust is a Charitable Trust incorporated under the Charitable Trusts Act 1957. The Trust was formed on the 24 April 2011.

MEASUREMENT BASE

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis are followed.

1. STATEMENT OF ACCOUNTING POLICIES

BASIS OF PREPARATION

Epilepsy Waikato Charitable Trust 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 expenses of equal to or less than \$2,000,000. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

GOODS AND SERVICES TAX

Epilepsy Waikato Charitable Trust is registered for GST and the financial statements are prepared on a GST exclusive basis, except for Debtors and Creditors which are stated inclusive of GST.

BANK ACCOUNTS AND CASH

Bank Accounts and Cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

ACCOUNTS RECEIVABLE

Accounts Receivable are valued at their estimated realisable value.

STOCK ON HAND

Inventories are stated at the lower of cost, determined on a first in first out basis, and net realisable value.

FIXED ASSETS

Fixed Assets are initially recorded at cost less aggregate depreciation and have not been revalued.

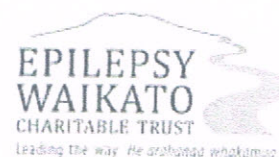
DEPRECIATION

Fixed assets have been depreciated at the maximum rates set by the Inland Revenue Department.

TAXATION

Epilepsy Waikato Charitable Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Epilepsy Waikato Charitable Trust
Statement of Accounting Policies and
Notes to the Financial Statements
For the Year Ended 31 March 2016



CHANGES IN ACCOUNTING POLICIES

The Charitable Trust transitioned on 1 April 2015 from preparation of general-purpose financial information in accordance with New Zealand generally accepted accounting practice ("NZ GAAP") to Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) PBE SFR-A (NFP) in accordance with the new PBE reporting framework. The transition had minimal impact on the accounting policies of the Charitable Trust.

All accounting policies were applied consistently during the year.

2. NOTES TO THE ACCOUNTS

GRANTS RECEIVED

	2016	2015
Trust Waikato	\$ 7,000	\$ -
DV Bryant Trust	\$ -	\$ 1,500
WEL Energy	\$10,000	\$10,000
Internal Affairs	\$ 5,000	\$ 4,000
Len Reynolds Foundation	\$ 4,500	\$ -
Lottery Grants Board	\$28,610	\$50,000
Hamilton City Council	\$ 1,575	\$ 1,202
Waikato Community Trust	\$ -	\$ 2,000
Skycity Hamilton	\$ -	\$ 2,000
Glenice & John Gallagher Foundation	\$19,600	
	-----	-----
Total	\$76,285	\$70,702
	=====	=====

REVENUE IN ADVANCE

Revenue Source	2016
Wel Energy Trust - Second Adviser Salary	\$ 10,000

	\$ 10,000
	=====

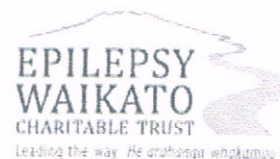
(2015: Nil)

RELATED PARTIES

David Lowe, chairperson of the Board is related to Maria Lowe, Epilepsy Advisor employed by the Trust. Total wages paid during the year was \$50,592 and she was employed and paid on arm's length basis. (2015: \$41,600)

Faith Gibbs and Stephanie Hetaraka, board members, are related to the owner of Royale Cars where the Nissan Tilda was purchased from. 2016 \$Nil (2015: The car was purchased for \$10,000 + GST on an arm's length basis).

Epilepsy Waikato Charitable Trust
Statement of Accounting Policies and
Notes to the Financial Statements
For the Year Ended 31 March 2016



COMMITMENTS

Epilepsy Waikato Charitable Trust has no capital commitments at balance date. (2015: Nil)

CONTINGENT ASSETS & LIABILITIES

Epilepsy Waikato Charitable Trust has no contingent liabilities of a material nature that are not disclosed in the accounts. (2014: Nil)

SIGNIFICANT EVENTS AFTER BALANCE DATE

No events have occurred after balance date which have a significant effect on Epilepsy Waikato Charitable Trust. (2014: Nil)

REVIEW

These financial statements have been reviewed. Please refer to the Review Report.