

Helping our Nation to communicate

# ANNUAL REPORT





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Thank you

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## Chair's Report

I am pleased to present the annual report of Speech New Zealand in our 59th year. We celebrate that despite the challenges of COVID-19 our number of entries increased by 192, may we continue to grow.

My sincere thanks to Helena Coulton who has dedicated herself to improving our technical capabilities, opening us up to the Māori language and culture, maintaining an efficient team of National Office staff, and ensuring the growth of the business. Helena, we admire your expertise and competency. It has been challenging to come into a new position to learn how it is run and then be open to new ways to help the business to grow.

Thank you to the team at National Office. Amy Atkins joined as temporary Tour Administrator, always capable with a warm friendly manner, Claire Tanner working from her home in Christchurch with competency and efficiency, Kim Penman to whom nothing is ever too much trouble, Florence Lim who manages the finances with skill, and Stephen Holdaway who continues to generously build our web app. We truly appreciate all that you do.

We acknowledge and thank Emma, our previous Executive Officer and Catherine, our previous Tour Administrator.

To our voluntary board, I recognise you all have other commitments and thank you for the hours you so willingly give to Speech New Zealand. My special thanks to Del Costello as Chair of Operations who meet weekly with Helena. Thank you, Del, for your time and commitment.

Our EPC team and Chair Sandra Bartlam,

facilitated several successful online workshops and are looking ahead to 2023.

Our distance accreditation was held in January for all examiners. Thank you to the attendees.

Viva Voce theory exams have been very successful. Thank you to Jessica Rees for her rubic which is an invaluable guide for teachers and students.

We were saddened to learn of the death in December of Helen Balch our Board Member, and teacher from Christchurch. Helen was integral to the development of the new Flexi Syllabus alongside Karen Austin and Pam Logan. Helen is greatly missed.

My sincere thanks to all teachers and examiners who have worked hard to help our organisation to grow and continue to help our country communicate effectively.

Ehara taku toa i te toa takitahi, engari he toa takitini

My strength is not as an individual but as a collective.

Pauline Prendergast



## **Board of Trustees**

In 2022 we said farewell to Dr. Margriet Theron, Pam Logan, Lucie Durkin and Helen Balch from the Board Of Trustees and welcomed Nina Burchett, Elizabeth Drayton and Sarah Entwistle whilst Lucinda Heslin-Wightman took a year of absence.



**Pauline Prendergast** 



**Karen Austin** 



**Dr Margriet Theron** 



**Pauline Douglas** 





Sandra Bartlam



Lynda Scott



Sarah Entwistle



Nina Burchett



**Elizabeth Drayton** 



**Lucie Durkin** 

# Executive Manager's Report



2022 saw our first significant increase in examinations in over 10 years and showcases the potential of recent business development programmes, including the Future Teacher Coaching Programme and the Flexi Speaking and Performing syllabus.

Approximately 2300 new students joined Speech New Zealand for 5406 total entries. Flexi saw the greatest increase and our ESOL numbers continued to struggle with borders opening in quarter three.

We launched Educators in Performance and Communication with four online workshops, however, due to rising inflation and reduced staffing we made the difficult decision to postpone our Professional Development Seminar until mid 2023.

I took over from Emma Carpenter in August, while Amy Atkins stepped in as Exam Administrator until the end of 2022 upon Catherine Champion's departure. I thank them for their robust handovers and dedication at ensuring a smooth transition. Term 4 marked our first end-of-year examination period without Local Secretaries and I acknowledge the incredible hours and work undertaken by our National Office and their robust reflections for 2023.

We are pleased to welcome seven new Trainee Examiners and thank those who have made the decision to retire or move on for their commitment and service to Speech New Zealand.

National Office remains future-focused and I want to thank everyone who has shared their experiences, ideas and knowledge with me as we navigate this post-pandemic period in New Zealand.

Helena Coulton

## **National Office**

Helena Coulton replaced Emma Carpenter in 2022 and Amy Atkins took over from Catherine Champion for the rest of 2022.



Emma Carpenter

Executive Officer



Helena Coulton

Executive Manager



Claire Tanner
Teacher Liaison



Theory Admin



Catherine Champion Tour Admin



Amy Atkins

Tour Admin



Florence Lim

Accountant



David Turner

Auditor



Stephen Holdaway

Web Developer

### **Performance Examiners**

Cecily Archer, Colleen Bassett, Del Costello, Dinie Bevers, Donna McKinlay-Jones, Gabrielle Thurston, Gay Longbottom, Jan Davis, Jennifer Wicks, Jessica Rees, Jillian Carpenter, Jill Walker, Josephine Carpenter, Judith Bartlett, Karen Austin, Lucinda Heslin-Wightman, Maria Hinton, Melda Townsley, Meredith Caisley, Pam Logan, Pauline Prendergast, Robyn Keno, Sandra Bartlam, Sarah Matheson, Sherilyn Hellier, Stephanie Caisley, Pauline Douglas (ESOL)

### **Oral Assessors**

Anna Coleman, Annette Dalziel, Christine Nash, Maxine Treweek

## **Theory**

Cecily Archer (Marker), Hugh Morrison-Thomas (Marker), Jessica Rees (Moderator)

### **Supervisors**

Allison Costello, Anna Sharp, Annabel Low, Anna Maria Coster, Annie Scoones, Cecily Archer, Chrstine Bartlett, Christine Cameron, Christine Nash, Claire Tanner, Colleen Moir, Debi Walters-Brown, Edwyna McDonald, Gail Reid, Heather Harries, Ivy Li, Jan Lippert, Jenny Lawn, Jill Walker, Karen Austin, Liv Costello, Lucy Cammock-Elliot, Lyn Armstrong, Lyn Shanahan, Margaret Evans, Nelly Maher, Niamh Hallissey, Pam Logan, Pat Osborne, Patricia Sutherland, Phoebe Falconer, Raewyn McIndoe, Ruth Beehre, Sheridan Hickey, Stephanie Caisley, Victoria O'Connell



### **Distinguished Associates**

In 2022 we were honoured to invite Gabrielle Thurston, Meredith Caisley and Pam Logan to our Distinguished Associates in recognition of their tireless work and commitment to Speech New Zealand.







They join existing Distinguished Associates; Frank Newman, Christabel Burniston, Eileen Teward, Nancy Russell, Rhona Davis, Berwyn Gibbons, Gordon Hooper, Mavis Ring, Bee Baldwin, John Thomson, Joy Payne, Joan Carruthers, Jillian Carpenter, Nerissa Moore, Melda Townsley and Claire Marsh.

## **Funding Partners**











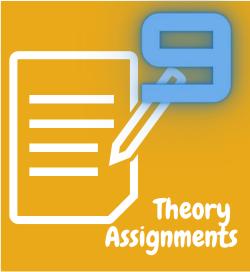
EPC Online Workshop Participants

















Trainees











### **Our Values**



#### Partnership

As New Zealanders, we value relationships that encourage and respect diversity in all forms.



#### Credibility

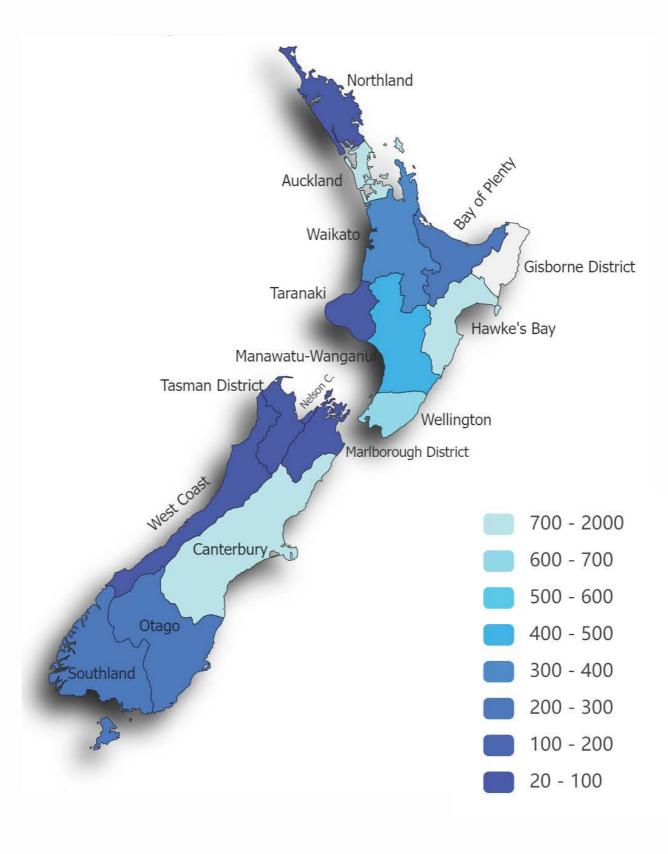
As educators, we strive to deliver the best outcomes for all our stakeholders.



#### **Empowerment**

As an organisation, we are committed to supporting the growth and development of all our stakeholders.

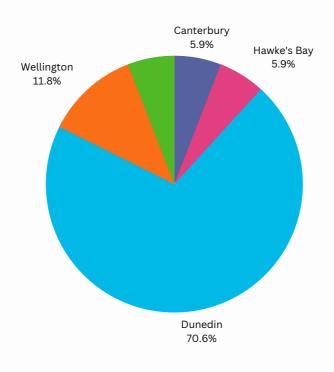
## 2022 Entries Per Region

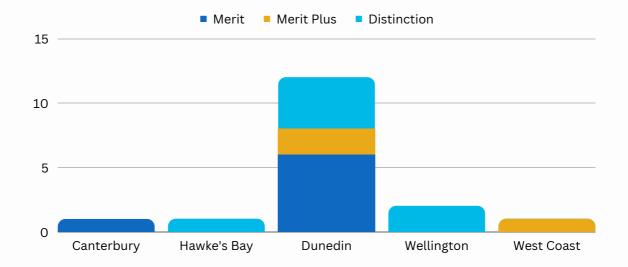


## **English for Speakers** of Other Languages

**Entries** 

Our ESOL entries suffered due to closed national borders until August. This syllabus encourages students to understand, respond to and speak English in a variety of situations.

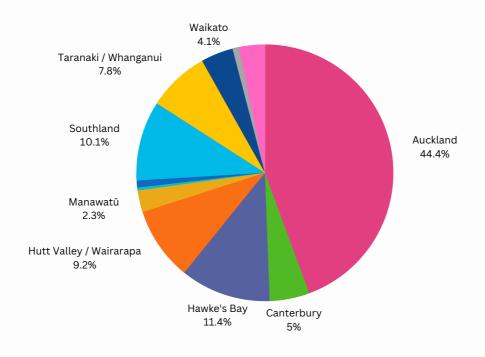


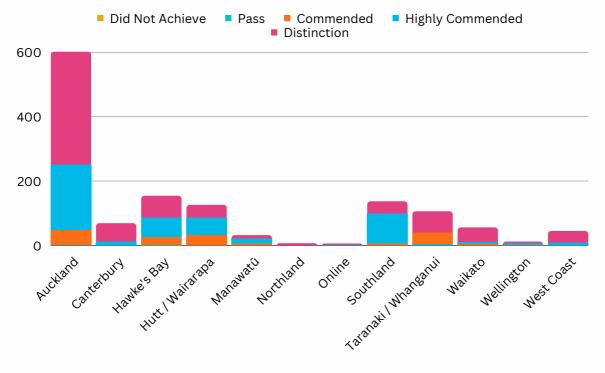


## Oral Communication

1436 Entries

Encourages students to use creative speaking skills in a variety of contexts. This syllabus can be taught by teachers in primary schools throughout the school term.

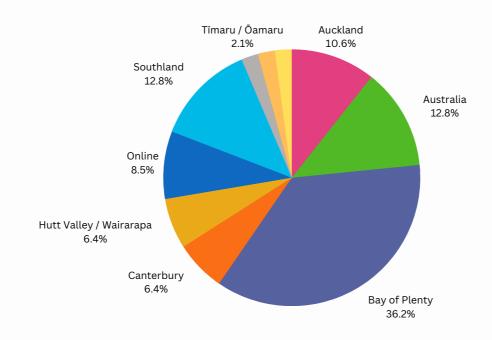


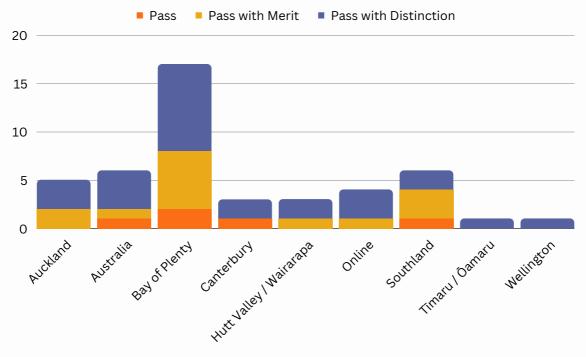


## **Professional Speaking**

49 Entries

Aimed at candidates who would like to develop confidence in professional and social speaking in the workplace. We also offer a variation aimed at migrant communities.

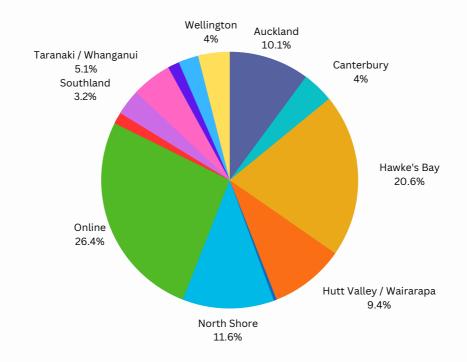


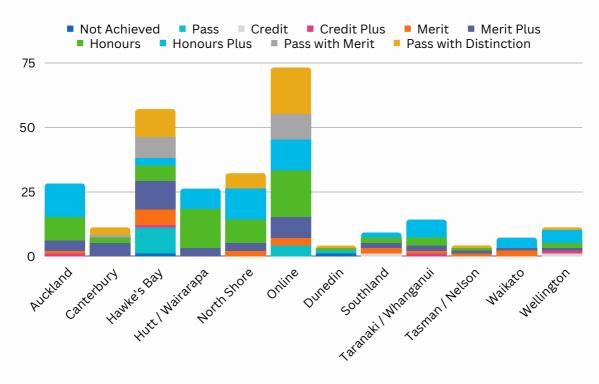


## Public Speaking & Communication



Designed for students who wish to develop their confidence and ability across a variety of public speaking situations.

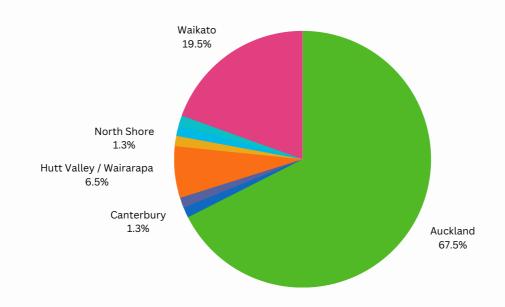


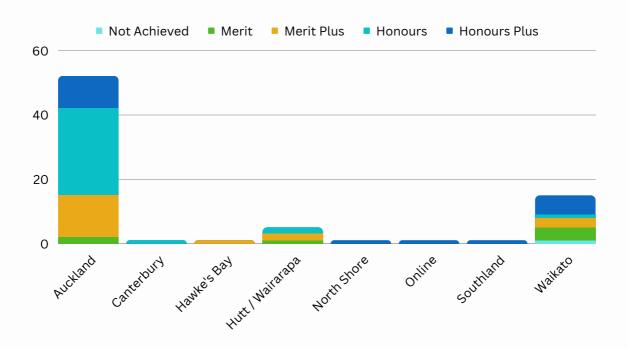


## Communication in Leadership

79 Entries

Found in the back of the Public Speaking and Communication this syllabus is ideal for students aspiring to enter positions of leadership within their school or community.





## Speech & Drama

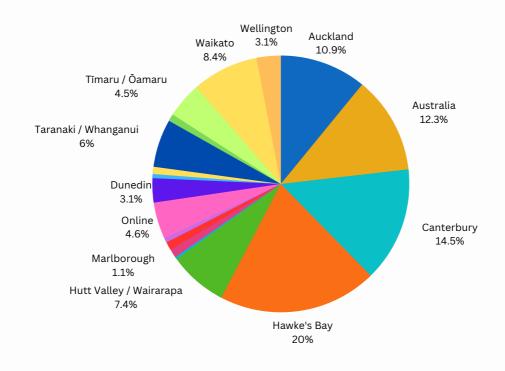
■ Not Achieved ■ Pass

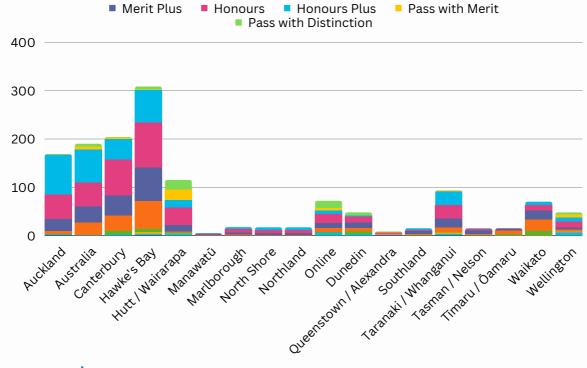
This syllabus is aimed at students who are interested in building skills in all aspects of speech and drama.

1603 Entries

■ Credit Plus ■ Merit

2022 saw a sharp decline in entries as teacher's moved towards the new Flexi syllabus.



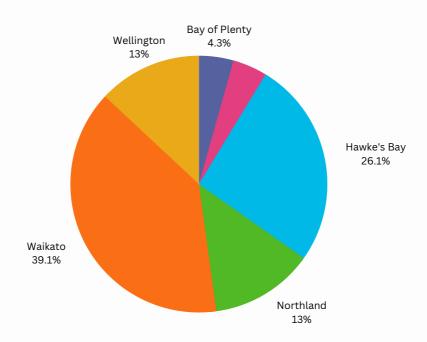


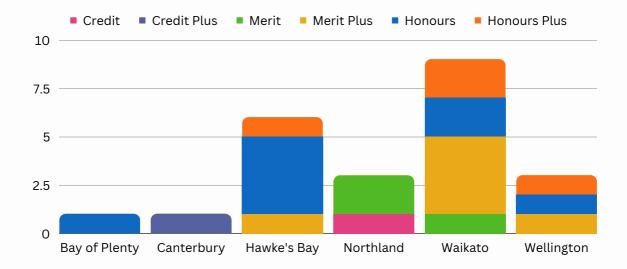
■ Pass Plus ■ Credit

### Theatre in Action

Updated in 2022. This syllabus is ideal for groups of students who like to learn and perform together.

29 Entries



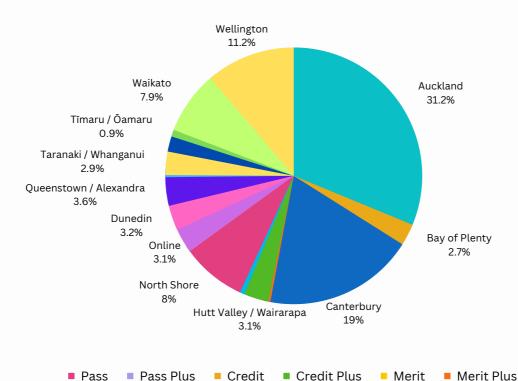


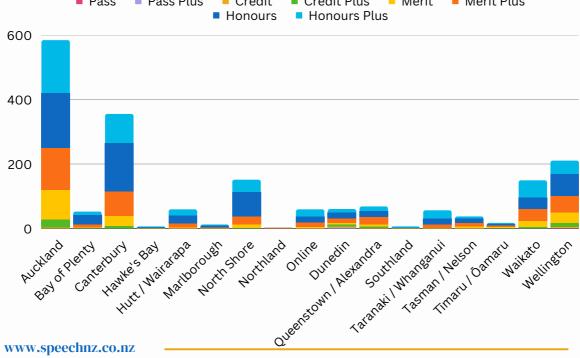
## Flexi Speaking and Performance

1903 Entries

Our Flexi syllabus was developed out of a need to adapt in a COVID environment and provide students the flexibility to choose from aspects of the Speech & Drama and the Public Speaking & Performance syllabi.

This syllabus had the strongest growth in 2022 examinations and is a clear favourite of students and teachers.





## Future Teacher Coaching Programme

After a successful pilot programme in 2021 we had high hopes. The program engaged 6 participants including one group of 12 teachers, but we were unable to reach the forecast of \$40,000 revenue.

A month-long social media campaign generated a reach of 16,320 people and 907 clicks. 46 people registered interest with 4 commencing coaching and an additional 5 strong leads to follow.

17 participants

4 coaches

52 hours

#### **Coaching Modules**

- Building a business plan
- Financial
- Teaching and Learning Systems
- Marketing basics
- Marketing (website)
- Individual syllabus modules
- Higher education (for those wishing to teach diploma grades etc)
- IT systems





# Educators in Performance and Communication

Speech Communication Association New Zealand ceased operations mid 2022. In response, Speech New Zealand established Educators in Performance and Communication New Zealand, a professional body set up to support, develop and register educators in performance and communication throughout Aotearoa.

#### The Pillars of EPC

Ahurutanga

Respect / integrity / supporting one another

Kaitiakitanga

Fostering passion / enriching, growing, breathing, listening, showing compassion / empowering / positive collaboration

Whanaungatanga

Building community. The power of connection

Kotahitanga

Reciprocity / inclusivity / sharing / professional



### **Financial Statements**

#### **Auditor's Report**

We have reviewed the accompanying financial information in the performance report of the New Zealand Speech Board on pages 1 to 17, which comprises the the entity information, entity information, the statement of service performance, the statement of financial position as at 31 December 2022, and the statement of financial performance, statement of cash flows for the year then ended, and the statement of accounting policies and other explanatory information.

#### The Responsibility of the Trustees 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 as necessary to enabl the preparation and fair presentation of the performance report that is free from material misstatement, whether due to fraud or error.

#### **Assurance Practitioner's Responsibility**

Our responsibility under the Charities Act 2005 is to express a conclusion on the accompanying financial information within the performance report based on our review. We conducted our review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity.

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Those standards require us to conclude whether anything has come to our attention that causes us to believe that the financial information, taken as a whole, is not prepared in all material aspects in accordance with the Public Benefit Entity Simple Format Reporting — Accrual (Not-For-Profit) Reporting Framework. Those standards also require that we comply with relevant ethical requirements.

A review of the financial information in accordance with ISRE (NZ) 2400(Revised) is a limited assurance engagement. It consists primarily of making inquiries of management and others within the entity involved in financial and accounting matters, applying analytical procedures, and evaluating the sufficiency and appropriateness of evidence obtained. A review also requires performance of additional procedures when the assurance practitioner becomes aware of matters that cause the assurance practitioner to believe the financial information as a whole may be materially misstated.

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). Accordingly, we do not express an audit opinion on the financial information.

We believe that the evidence we have obtained in our review is sufficient and appropriate to provide a basis for our conclusion.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, the New Zealand Speech Board.

#### Restriction on use of our report

This report is made solely to the Trustees. Our limited assurance work has been undertaken so that we might state to the Trustees those matters which we are required to state to them in an independent assurance practitioner's review 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 Trustees, for our limited assurance work, for this report, or for the conclusion we have formed.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial information on pages 3 to 17 does not present fairly, in all material respects the financial position of the New Zealand Speech Board as at 31 December 2022 and of its financial performance and cash flows for the year then ended, in accordance with the Public Benefit Entity Simple Format Reporting — Accrual (Not-For- Profit) Reporting Framework (PBE SFR-A (NFP)).

## Statement of Financial Performance

For the year ended 31st December 2022

Notes	2022	2021
Revenue		
Donations, fundraising and other similar revenue	9,921	15,111
Fees, subscriptions and other revenue from members	194	-
Revenue from providing good or services	561,114	498,779
Interest, dividends and other investment revenue	5,618	1,352
Other revenue	5,618	38,015
Total Revenue	576,847	553,257
Expenses		
Expenses related to public fundraising	-	-
Volunteer and employee related costs	281,889	272,479
Costs related to providing goods or services	253,795	217,176
Grants and donations made	3,854	4,466
Other expenses	17,860	22,018
Total Expenses	557,398	516,139
Suprlus/(Deficit) for the Year	19,449	37,118

## **Statement of Financial Position**

As at 31st December 2022

Notes	2022	2021
Assets		
Current Assets		
Bank accounts and cash	235,573	218,064
Debtors and prepayments	408	4,264
Inventory	12,638	12,746
Other current assets	5,072	-
Total Current Assets	253,691	235,074
Non-Current Assets		
Property, plant and equipment	-	336
Investments	210,000	210,000
Other non-current assets	-	-
Total Non-Current Assets	210,000	210,336
Total Assets	463,691	445,410

Notes	2022	2021
Liabilities		
Current Liabilities		
Bank overdraft	-	-
Creditors and accrued expenses	19,235	15,100
Employee costs payable	30,805	34,246
Unused donations and grants with conditions	7,310	6,310
Other current liabilities	-	2,862
Total Current Liabilities	57,350	58,518
Non-Current Liabilities		
Loans	-	-
Other non-current liabilities	-	-
Total Non-Current Liabilities	-	-
Total Liabilities	57,350	58,518
Total Assets Less Total Liabilities (Net Assets)	406,341	386,892
Accumulated Funds		
Capital contributed by owners or members	-	-
Accumulated surpluses or (deficits)	406,341	386,892
Reserves	-	-
Total Accumulated Funds	406,341	386,892

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### **Statement of Cash Flows**

For the year end 31st December 2022

Notes	2022	2021
Cash Flows from Operating Activities		
Cash was received from:		
Donations, fundraising and other similar receipts	9,921	53,126
Fees, subscriptions and other receipts from members	-	-
Receipts from providing goods or services	555,150	497,015
Interest, dividends and other investment receipts	5,618	1,352
Cash was applied to:		
Payments to supplier and employees	553,180	526,225
Donations or grants paid	-	-
Net Cash Flows from Operating Activities	17,509	25,268

Notes	2022	2021
Cash Flows from Investing and Financing Activites		
Cash was received from		
Receipts from the sale of property, plant and equipment	-	-
Receipts from the sale of investments	210,000	-
Proceeds from loans borrowed from other parties	-	-
Capital contributed from owners or members	-	-
Cash was applied to		
Payments to acquire property, plant and equipment	-	-
Payments to purchase investments	210,000	210,000
Repayments of loans borrowed from other parties	-	-
Capital repiad to owners or members	-	-
Net Cash Flows from Investing and Financing Activies	-	(210,000)
Net Increase / (Decrease) in Cash	17,509	(184,732)
Opening Cash	218,064	402,796
Closing Cash	235,573	218,064
This Is Represented By		
Bank Accounts and Cash	235,573	218,064

## Notes to the Financial Statments

For the year end 31st December 2022

	2022	2021
1. Analysis of Revenue		
Fundraising revenue	-	-
Total Fundraising Revenue	-	-
Donations and other similar revenue		
Donations from various parties	9,921	15,111
Total donations and other similar revenue	9,921	15,111
Fees, subscriptions and other revenue from members		
EPC membership sub (only started Oct22)	194	-
Total fees, subscriptions and other revenue from members	194	-
Revenue from providing goods or services		
Examinations	561,114	498,779
Total revenue from providing goods or services	561,114	498,779
Interest, dividends and other investment revenue		
Interest from Term Deposits and Savings Account	5,618	38,015
Total interests, dividends and other investment revenue	5,618	38,015

	2022	2021
Other Revenue		
Government Grant	-	38,015
Total other revenue	-	38,015
Total Revenue	576,847	553,257
	2022	2021
2. Analysis of Expenses		
Expenses related to public fundraising	-	-
Total expenses related to public fundraising	-	-
Volunteer and employee related costs		
Computer network	7,854	7,710
Courier charges and postage	3,2.68	1,568
General expenses	4,676	4,129
Insurance	583	623
Photocopying	1,562	1,489
Office equipment	-	382
Lease	28,776	24,656
Stationery	3,375	3,398
Subscription	2,462	1,570
Telephone / tolls	2,114	1,959

	2022	2021
National office personnel	227,220	224,995
Total volunteer and employee related costs	281,890	272,474
Costs related to providing goods or services		
Accommodation	44,869	18,995
Badges	11,966	14,177
Examiners' Fees	87,415	63,295
Local secretaries commission	-	52,337
Supervisors	42,007	18,503
Other examination expenses	3,694	4,639
Seminar / examiner training	435	-
Travel	41,220	32,711
Venue hire	17,082	6,889
Examination related printing	5,106	5,631
Total costs related to providing goods or services	253,794	217,177
Grants and donations made		
Awards, prizes and donations	3,854	4,466
Total grants and donations made	3,854	4,466
Other expenses		
Audit fee	5,668	9,372

	2022	2021
Board members' accommodation	1,535	2,408
Chairman's honorarium	1,899	1,776
Other board expenses	117	-
Board travel	2,698	1,619
Meeting expenses	64	391
Marketing	5,541	4,662
Depreciation	336	1,790
Total other expenses	17,858	22,018
Total Expenses	557,398	516,139
	2022	2021
3. Analysis of Assets and Liabilities	2022	2021
3. Analysis of Assets and Liabilities  Bank accounts and cash	2022	2021
	<b>2022</b> 8,011	19,522
Bank accounts and cash		
Bank accounts and cash  BNZ current account	8,011	19,522
Bank accounts and cash  BNZ current account  Other BNZ accounts	8,011 227,562	19,522
Bank accounts and cash  BNZ current account  Other BNZ accounts	8,011 227,562	19,522
Bank accounts and cash  BNZ current account  Other BNZ accounts  Total bank accounts and cash	8,011 227,562	19,522
Bank accounts and cash  BNZ current account  Other BNZ accounts  Total bank accounts and cash  Debtors and prepayments	8,011 227,562 <b>235,573</b>	19,522 198,542 218,064

	2022	2021
Inventory		
Badges inventory	12,638	12,746
Total inventory	12,638	12,746
Other current assets		
GST refund	5,072	-
Total other current assets	5,072	-
Investments		
Term deposits	210,000	210,000
Total investments	210,000	210,000
Other non-current assets		
Total other non-current assets	-	-
Creditors and accrued expenses		
Payable and accrual	3,282	11,410
Kiwisaver payable	1,174	1,765
NZ Speech Board VISA	6,712	1,182
EPC fund	6,994	-
Student oan payable	1,073	743
Total Creditors and accrued expenses	19,235	15,100

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	2022	2021
Employee costs payable		
Holiday pay accrual	10,526	13,428
PAYE payable	16,848	16,070
Wages payable	3,431	4,748
Total employee costs payable	30,805	34,246
Unused donations and grants with conditions		
English-Speaking Union Schoalrship Grant	500	500
Hardship fund	890	890
Nikau Foundation Associate Scholarship Fund	4,740	3,740
Oral Communication Assistance Fund	1,180	1,180
Total unused donations and grants with conditions	7,310	6,310
Other current liabilities		
Total other current liabilities	-	-
Loans		
Total loans	-	<u>-</u>
Other non-current liabilities		
Total other non-current liabilities	-	-

	2022	2021
4. Property, Plant and Equipment		
Computers (including software)		
Computers opening carrying amount	336	336
Current year depreciation and impairment	(336)	-
Total computers (including software)	-	336
Total Property, Plant and Equipment	-	336
	2022	2021
5. Accumulated Funds		
Accumulated funds		
Opening balance	386,892	349,774
Accumulated surplus / (deficts)	19,449	37,118
Total accumulated funds	406,341	386,892
Breakdown of reserves		
Reserves	150,000	150,000
Accumulated funds	256,341	236,892
Total reserves	406,341	386,892

	2022	2021
6. Commitments and Contingencies		
Commitments to lease or rent assets		
Premise and carpark	25,200	17,500
Total commitments to lease or rent assets	25,200	17,500
Contingent liabilities and guarantees		

There are no contingent liabilities or guarantees as at balance date (Last Year - nil)

#### 7. Other

Significant grants and donations with conditions which have not been recorded as a liability

There were no Significant Grants or Donations with Conditions which have not been Recorded as a Liability at blanace date (Last Year: NIL)

#### Goods or services provided to the entity in kind

The Trust relies heavily on the generosity of the community within New Zealand both financially and the amount of donated time from volunteers. In the absence of volunteers, the services may not be provided. The amount of volunteer time donated to the Trust cannot be valued as there are no equivalent paid positions with the organisation.

#### Assets used as security for liabilities

There have been no assets used as security for liabilities (Last Year-Nil)

#### 8. Assets Held on Behalf of Others

No assets have been used as security for liabilities at the reporting date. (Last Year \$Nil)

#### 9. Related Party Transactions

		Value of Transaction		
Description of Related Party Relationship	Description of the Tranaction (whether in cash or amount in kind)	2022	2021	
Trustees were paid examiner fees during the year	Payment was through payroll	23,778	14,416	

#### 10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report

#### 11. Ability to Continue Operating

Having considered forecasts for the forthcoming year, the Trustees believes the Trust will continue to operate for the foreseeable future.

#### 12. Correction of Errors

There were no errors corrected.

## Ngā Mihi



Thank you to all our teachers, subscribers, friends, volunteers, students, parents and members that helps us every day.

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Helping our Nation to communicate

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