



STOWERS AUDIT CHARTERED ACCOUNTANTS

Engagement letter

13 September 2019

The Chartered Institute of Logistics and Transport in New Zealand Incorporated
PO Box 48094,
Blockhouse Bay,
Auckland 0644,
New Zealand

Audit of The Chartered Institute of Logistics and Transport in New Zealand Incorporated for the year ended 30 June 2019

We are delighted that our appointment as auditors has been confirmed and look forward to working with you and your team in a constructive relationship. We document the terms of our engagement here so that the extent of our duties remains clearly understood.

You have requested that we accept appointment as auditors. This will include the audit of the general purpose financial statements for the year ended 30 June 2019. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter. Our audit will be made according to the Incorporated Societies Act 1908 and with the International Standards on Auditing (New Zealand) (ISAs (NZ)) with the objective of expressing an opinion on the truth and fairness of the financial statements as presented by the committee.

Audit Process

We will conduct our audit according to the International Standards on Auditing (New Zealand) (ISAs (NZ)). The standards require us to plan and perform our audit so that we can obtain all the information and explanations that provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. We will also evaluate the overall adequacy of the presentation of information in the financial statements.

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. An audit also includes assessing the significant estimates and judgements made by the trustee in the preparation of the financial statements and whether the accounting policies are appropriate to organisation's circumstances, consistently applied, and adequately disclosed.

Due to the test nature and other inherent limitations of an audit, together with the inherent limitations of any accounting and internal control system, there is an unavoidable risk that some material misstatements may remain undiscovered.

Examination of Internal Controls

In addition to our report on the financial statements, we expect to provide you with a separate letter concerning any material weaknesses in accounting and internal control systems which come to our notice.

We remind you that the responsibility for the preparation of the financial statements that give a true and fair view of the matters to which they relate in accordance with the applicable financial reporting framework, including adequate disclosure, is that of the committee of The Chartered Institute of Logistics and Transport in New Zealand Incorporated. This includes the maintenance of adequate accounting records and internal controls, the selection and application of accounting policies, and the

safeguarding of the assets of The Chartered Institute of Logistics and Transport in New Zealand Incorporated.

Information Required

As part of our audit process, we will request from you written confirmation concerning representations made to us in connection with the audit and a written statement confirming your considered view on whether or not the adoption of the going concern assumption is appropriate. We will also be requesting access to your records and making enquiries of committee and staff during the audit process and may also request information directly from third parties (bank, solicitor etc).

We look forward to full cooperation with your staff and we trust that they will make available to us the records, documentation, and other information requested in connection with our audit.

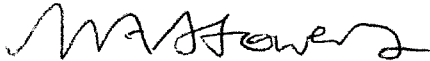
Fees

The 2019 Audit Fee of The Chartered Institute of Logistics and Transport in New Zealand Incorporated is set at \$2,800.00 (excluding GST and disbursements).

Response

Please sign and return this letter to indicate that it is in accordance with your understanding of the arrangements for our audit of the financial statements of The Chartered Institute of Logistics and Transport in New Zealand Incorporated

Yours faithfully

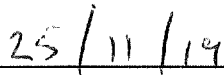


Michael Stowers CA, Principal
STOWERS AUDIT CHARTERED ACCOUNTANTS


We agree that this letter properly describes the arrangements for the audit of our financial statements.




Executive Committee Member



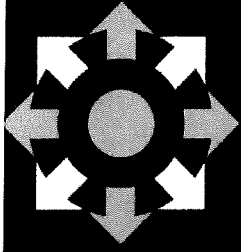
Date



Executive Committee Member



Date



The Chartered
Institute of Logistics
and Transport

30 September 2019

Mr. Michael Stowers CA
Stowers Audit Chartered Accountants
PO Box 125227
St. Heliers
Auckland 1740

Dear Mr. Stowers,

LETTER OF REPRESENTATION FOR YEAR ENDED 30 JUNE 2019

This representation letter is provided in connection with your audit of the financial statements of The Chartered Institute of Logistics & Transport in NZ Inc as at 30 June 2019, for the purpose of expressing an opinion on whether the financial statements fairly reflect the financial position, cash flows, and results of operations.

We have fulfilled our responsibilities for the preparation and presentation of the financial statements as set out in the terms of our audit engagement letter dated 13 September 2019, which include:

- ensuring that the financial statements are in compliance with generally accepted accounting practice in New Zealand;
- the selection and consistent application of appropriate accounting policies in compliance with the applicable reporting standards;
- preparing financial statements that give a true and fair view of the financial position and performance of the organisation; and
- the security and controls over information on your organisation's website, including electronic presentation of the financial statements.

The organisation and its governing body accept that it is responsible for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting. The governing body acknowledges its responsibility for the design and implementation of internal controls to safeguard assets, and to prevent and detect error, fraud and non-compliance with laws and regulations.

We have made available to you all accounting records, including supporting documentation, and there have been no material transactions which have not been recorded in the accounting records.

We confirm, to the best of our knowledge and belief, the following representations:

- 1 We believe significant assumptions made by us in making accounting estimates are reasonable.
- 2 There have been no irregularities involving management or employees that could have a material effect on the financial statements.
- 3 We are not aware of any allegations of fraud, or suspected fraud, affecting our financial statements.

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- 4 We have made available to all minutes of meetings of the governing body.
- 5 The association has complied with all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance. There have been no communications concerning non-compliance with the requirements of regulatory authorities regarding financial matters.
- 6 The following have been properly recorded and, when appropriate, adequately disclosed in the financial statements:
 - (i) balances and transactions with related parties.
 - (ii) losses arising from sale and purchase commitments.
 - (iii) agreements to buy back assets previously sold.
 - (iv) assets pledged as collateral.
- 7 We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
- 8 We have recorded or disclosed all liabilities, both actual and contingent and have disclosed the guarantees that we have given to all third parties.
- 9 There have been no events subsequent to the balance sheet date which require adjustment of, or disclosure in, the financial statements and related notes.
- 10 The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to this letter. We have not made these adjustments as we believe that the cost of correction would exceed the benefits to the readers of the financial statements.
- 11 The governing body has a reasonable expectation that we will have adequate resources to continue operations for at least the next 12 months. For this reason, we continue to adopt the going concern assumption in preparing our financial statements.

Yours faithfully

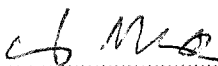
The Chartered Institute of Logistics & Transport in NZ Incorporated



.....
President



.....
Date



.....
Treasurer

Financial Statements

The Chartered Institute of Logistics and Transport in New Zealand Inc.

For the year ended 30 June 2019

Prepared by Bay Accounting & Taxation Limited

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Compilation Report

The Chartered Institute of Logistics and Transport in New Zealand Inc. For the year ended 30 June 2019

Compilation Report to the Office Bearers of The Chartered Institute of Logistics and Transport in New Zealand Inc. .

Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of The Chartered Institute of Logistics and Transport in New Zealand Inc. for the year ended 30 June 2019.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The Office Bearers are solely responsible for the information contained in the financial statements and have determined that the Special Purpose Reporting Framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed. However, an audit has been conducted by Michael Stowers, and we refer readers of the Financial Statements to Michael Stowers' audit opinion.

Independence

We have no involvement with The Chartered Institute of Logistics and Transport in New Zealand Inc. other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on these financial statements.

Bay Accounting & Taxation Ltd

Bay Accounting & Taxation Limited
Chartered Accountants
8 Donovan Street
Blockhouse Bay
Auckland

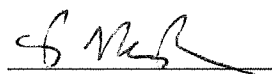
Dated: 16 October 2019

Approval of Financial Report

The Chartered Institute of Logistics and Transport in New Zealand Inc. For the year ended 30 June 2019

The Office Bearers are pleased to present the approved financial report including the historical financial statements of The Chartered Institute of Logistics and Transport in New Zealand Inc. for year ended 30 June 2019.

APPROVED



Cormac McBride

President

Date 18/10/2019



Keith Robinson

President-Elect (VP)

Date 20/10/19

Directory

The Chartered Institute of Logistics and Transport in New Zealand Inc. For the year ended 30 June 2019

Date of Incorporation

19 June 1990

Registration Number

467566

Registered Office

8 Donovan Street
Blockhouse Bay
Auckland 0600

IRD Number

013-011-370

Council Members

President: Cormac McBride
President - Elect - VP: Keith Robinson
Imm. Past President: Glen-Marie Burns
TRET Chair: Sharyn Forsyth
Imm Past Trust Chair: Murray King
Membership/Sponsorship/International: Robin Dunlop
Awards: Fiona Knight
Central Chair: Michelle McCormick
Southern Chair: Nicole Timney
BOP/Waikato Chair: Dave Stewart
Education: Jean-Paul Thull
Social Media: Ying Xie

Auditors

Michael Stowers CA
Stowers Butterworth Chartered Accountants
9A Maskell Street
PO BOX 125227
St. Heliers 1740

Bankers

ANZ Bank
Auckland

Chartered Accountant

Bay Accounting & Taxation Limited
8 Donovan Street
Blockhouse Bay
Auckland

This statement is to be read in conjunction with the Notes to the Financial Statements, and the accompanying Independent Auditor's Report.

Postal Address

PO Box 1281
Shortland Street
Auckland 1140

Website / Phone / Email

www.cilt.co.nz
+64 9 368 4870
info@cilt.co.nz

Statement of Profit or Loss

The Chartered Institute of Logistics and Transport in New Zealand Inc.
For the year ended 30 June 2019

	2019	2018
Revenue		
Donations Received	-	1,000
Forum & Awards	53,781	33,202
Magazine income	200	3,200
Mentoring Income	4,000	6,000
One off Seminar	765	-
Sponsorship	5,000	14,438
Subscriptions - Advance Sales	-	509
Subscriptions Arrears	857	1,356
Subscriptions Current	113,535	90,497
Total Revenue	178,138	150,202
Other Income		
Interest Income	67	916
Sundry Income	557	9
Total Other Income	624	925
Expenses		
ACC Levy	130	143
Advertising	559	-
Assets Under \$500	562	-
Audit / Financial Review Fees	2,925	5,850
Bank Fees	260	278
Computer Support	13,695	9,552
Consulting & Accounting	14,335	10,500
Depreciation	3,069	1,371
Eftpos Rental	162	162
Equipment Hire	600	600
Forum & Awards Dinner Expenses	42,789	34,450
Funding to Sections	-	1,100
General Expenses	435	176
Insurance	1,392	1,322
International Levies	4,007	7,019
Magazine Expenses	17,251	31,730
Management Services	14,540	-
Meeting Costs	2,191	3,075
Mentoring Expenses	-	438
Merchant Service Fee	1,545	1,534
Postage	535	708
Salaries	46,096	53,300
Travel & Hospitality - National	495	-
Printing & Stationery	1,563	1,043
Rent - Storage	175	2,860

This statement is to be read in conjunction with the Notes to the Financial Statements, and the accompanying Independent Auditor's Report.

	2019	2018
Subscriptions	620	-
Telephone Tolls & Internet	743	1,551
Zoom Communication	1,046	881
Total Expenses	171,720	169,643
Section Expenses		
Central	455	(472)
Hawkes Bay	-	(246)
Northern	916	(569)
Southern	1,405	175
Waikato / Bay of Plenty	198	352
Total Section Expenses	2,974	(760)
Net Operating Surplus/(Deficit) for the Year	4,067	(17,756)
Taxation and Adjustments		
Non Deductible Expenses		
Prior Period Tax Adjustment	(75)	-
Total Non Deductible Expenses	(75)	-
Total Taxation and Adjustments	(75)	-
Net Surplus/(Deficit) for the Year	4,142	(17,756)

This statement is to be read in conjunction with the Notes to the Financial Statements, and the accompanying Independent Auditor's Report.

Balance Sheet

The Chartered Institute of Logistics and Transport in New Zealand Inc.
As at 30 June 2019

	NOTES	30 JUN 2019	30 JUN 2018
Assets			
Current Assets			
Bank accounts and cash			
CILT Auckland National - 00		6,474	6,810
CILT Auckland National - 01		871	870
CILT Auckland National - 05		740	5,741
Section Balances	6	16,256	19,039
Total Bank accounts and cash		24,340	32,460
Subscription in Arrears			
Subscription in Arrears	3	41,254	17,910
less Provision for Write Offs	8	(23,783)	(14,328)
Total Subscription in Arrears		17,471	3,582
Withholding Tax Paid		295	275
Goods and Services Tax		-	179
Provision for Taxation		-	138
Total Current Assets		42,106	36,634
Non-Current Assets			
Property, Plant and Equipment	4	4,478	-
Total Non-Current Assets		4,478	-
Total Assets		46,584	36,635
Liabilities			
Current Liabilities			
Goods and Services Tax		634	-
Creditors and Accrued Expenses		17,370	12,195
Total Current Liabilities		18,003	12,195
Total Liabilities		18,003	12,195
Total Assets less Total Liabilities (Net Assets)		28,581	24,439
Accumulated Funds			
Accumulated Surpluses or (Deficits)		28,581	24,439
Total Accumulated Funds		28,581	24,439

This statement is to be read in conjunction with the Notes to the Financial Statements, and the accompanying Independent Auditor's Report.

Depreciation Schedule

The Chartered Institute of Logistics and Transport in New Zealand Inc.
For the year ended 30 June 2019

NAME	COST	OPENING VALUE	PURCHASES	DEPRECIATION	CLOSING VALUE
Office Equipment					
Lenovo Thinkpad	1,819	-	1,819	682	1,137
Total Office Equipment	1,819	-	1,819	682	1,137
Website					
New Website - Progress 1	2,575	-	-	-	-
New Website Design - in progress	5,000	-	-	-	-
Website - New design (Test Site)	5,000	-	-	-	-
Website - Sitemap creation	800	-	-	-	-
Website Design - Progress 2	7,200	-	-	-	-
Website Upgarde	5,728	-	5,728	2,386	3,341
Total Website	26,303	-	5,728	2,386	3,341
Total	28,122	-	7,547	3,069	4,478

Notes to the Financial Statements

The Chartered Institute of Logistics and Transport in New Zealand Inc. For the year ended 30 June 2019

Statement of Accounting Policies

1. Reporting Entity

The Chartered Institute of Logistics and Transport in New Zealand Inc. is an association incorporated under the Incorporated Societies Act 1908. The financial statements of The Chartered Institute of Logistics and Transport in New Zealand Inc. are a special purpose report which has been prepared for the purpose of the Association.

2. Measurement Base

The following general accounting policies have been adopted in the preparation of these financial statements.

The financial statements have been prepared on the basis of historical cost with the exception of certain items for which specific accounting policies are identified.

3. Specific Accounting Policies

The following specific accounting policies, which materially affect the measurement of financial performance and financial position of the company are:

Debtors and Subscription in Arrears

Debtors and subscription in arrears have been stated at their estimated realisable value.

Goods and Services Tax

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

Changed in Accounting Policies

There has been no material change in accounting policies applied during the period covered by these financial statements.

4. Fixed Assets

Fixed assets are stated at cost less aggregate depreciation. Depreciation has been calculated using maximum rates permitted by the Income Tax Act 2007. All other assets purchased are not amortised but expensed in the current year of purchase.

Lenovo Thinkpad	50% DV
Website	50% DV

5. Income Tax

Income tax payable on interest received after deduction of the \$1,000 tax exemption.

	2019	2018
6. Section Balances		
Central		
CILT Central - 11	1,906	1,690
Petty Cash - Central Section	57	57
Total Central	1,963	1,747
Fiji		
CILT Fiji	1,393	1,393
Total Fiji	1,393	1,393
Northern		
CILT Northern - 11	617	1,533
CILT Northern - 51	2,987	2,985
Total Northern	3,603	4,517
Southern		
CILT South - 00	326	824
CILT South - 01	1,598	1,596
CILT South - 02	1	1,448
Total Southern	1,925	3,868
Waikato BOP		
CILT Waikato BOP - 01	3,300	3,298
CILT Waikato BOP - 02	4,049	4,195
Petty Cash - Waikato/BOP	22	22
Total Waikato BOP	7,371	7,515
Total Section Balances	16,256	19,039

7. Related Party Transactions

The Chartered Institute of Logistics and Transport in New Zealand Inc. provides some secretarial and financial reporting assistance to the Transport Research and Education Trust at no cost.

8. Subscription in Arrears

Subscription in arrears are stated at net realisable value. A provision of 80% of the Subscription in Arrears of 30 days plus has been allowed as a write-off for doubtful subscription this year.

9. Section Movements

Northern, Central, Southern and Waikato/Bay of Plenty Sections have supplied unaudited financial statements for the current financial year. Fiji section has not provided accounts for the current year and financial movements have not been recorded in these financial statements. The financial activities for this section are not expected to be significant.

10. Contingent Liabilities

At balance date there are no known contingent liabilities. The Chartered Institute of Logistics and Transport in New Zealand Inc. has not granted any securities in respect of liabilities payable by any other party whatsoever (Last year - nil).

11. Future Capital Expenditure

There were no commitments for future capital expenditure as at balance date (Last year - nil).

Audit Report

The Chartered Institute of Logistics and Transport in New Zealand Inc.
For the year ended 30 June 2019