



Massey at Wellington Students' Association

MAWSA 2017 AGM

AGENDA

Part A: Intro

- Welcome, Introductions and Apologies
- Minutes of the previous meeting - Approve the minutes of the Annual General Meeting held on October 2016 as a true and correct record of proceedings.

Part B: Reports

- 2016 Presidents verbal report
- 2017 President report progress in 2017
- Association Manager report on the business and proceedings of the Association during the preceding twelve months

Part C: Finance and Budget

- The 2016 audited accounts
- The financial reports so far for the year to the 2017
- The draft 2018 budget
- Appointment of Auditors (Moore Stephens Markhams) for 2017 accounts

Part D: General Business

- Final Executive to be announced for 2018



Massey at Wellington Students' Association

20/09/2017

2016 Association Managers' Report

2016 was an exciting year for MAWSA to develop.

Overview 2016

In 2016 the key operational focus for the year was delivering services to students in accordance with the Service Level Agreement for clubs, advocacy service and our Media grant.

This included:

- Student advocacy service on behalf of individual students and groups to support the resolutions of problems, to provide students with hardship assistance and advice on financial and tenancy issues, and to provide information about employment opportunities while they are studying. \$9,295. 38 hardship grants issued.
- Clubs and societies were supported through club administrative support and grants and facilities Club Grants -\$18,771 – 33 clubs grants were issued.
- Massive Magazine had an interesting year of controversy and won a variety of awards at the 2016 Aotearoa Student Press Awards. 2016 we had 12 editions throughout the year. The website published between 60-80 pieces per month. Massive created a strong presence on social media. MAWSA also produced other student products like the diary and semester wall planners.

Successes in 2016:

Advocacy proved to be successful as we collected student feedback on issues and allowing us to provide a student voice. The first half of the year was much better than the second half, due to numbers and the timing of the Vice President of MAWSA resigning. This meant that Class Advocacy was delayed in promotion and training. The new Vice President worked really to get more class advocates, but with the delay in promotion this proved to be challenging. We received some funding via our advocacy for representation and student executive, which enable us to provide representation throughout the university and student led workshops.

Student media published 12 editions in 2016. We have also got the App to support the media but this still needs a lot of promotion and has been promoted more in 2017 but still needs a big push in 2018. The magazine provided students the opportunity to be part of the layout the magazine and contributors for illustration. In 2016 we had a full time designer which provide Massive with continuity in design. Previously each issue was designed by different students. This proved to be problematic due to the constant recruitment of designers and items being delayed. By having a full time designer for the magazine allowed Massive to develop a better brand and to be completed on time. Part of the designer position was to support all MAWSA activities, promotion, design for clubs, advocacy, events and general mawsa branding. Having a designer has been crucial for MAWSA to enable MAWSA to be more established on campus.

Clubs had a great year, with over 27 clubs established and active on campus. The strength of our clubs has grown immensely, with targeted club individual support each month, club's activities and events, supported by MAWSA. This was the second year of the MAWSCA AWARDS, an event that celebrates all that clubs do, it was slightly different from the first year. Still highlighting club's achievement. Each month one club receives further support and development to get them to a level that they can be running efficiently.

2016 we received a small amount of funding for events activities. This allowed us to be more active during both orientation and reorientation. The successfully delivered a number of events from The MAWSA Ball, Fresher's Party, My Disco, Monopoly Party, Jungle Party, Recognition evening and more.

Staff:

In 2016 total Staff numbers for the year were 4 FTE (Full Time Equivalent) and 2-part time staff and executive. Half way through 2016 management changed so the second half of 2016 has been a transitional period for the new manager and setting up processes and systems for 2017. At the end of 2016 the MAWSA team participated in a reflection session that focused on the past year. Successes, improvements and how they want to move MAWSA forward into 2017.

Financial Management

The association's financial management system enables the association to account on the basis of outputs for each area of service provided including the Service Level

Agreement. Costs and revenues are matched along with their related budget in the following categories;

- Student Advocacy and Wellbeing
- Media and Communication
- Campus Clubs and Societies
- Campus Culture and Life Programmes
- Administration
- President and Exec

Overhead costs were captured and allocated to each output on an FTE basis. This ensures that the full costs of each output are disclosed.

Year End Financial Result

The yearend financial result from operations for 2016 was a deficit of \$10,925 compared to the previous year of \$8123 surplus, the reason for this was issue 2 of Massive Magazine. Massive lost a lot of advertising revenue for the rest of the year with this one issue. This proved to be a challenge for MAWSA and Massive, we have been trying to build bridges with advertisers ever since and in 2017 we have improved a lot. We have a plan in place for 2018 which will reach the targets for advertising.

MAWSA as a whole are aiming for a surplus for the end of 2017 to also make up the difference from previous year.

2017 Association Managers Progress Report

2017 has been a fantastic year so far, with the team in full swing and working towards better systems. MAWSA has employed a Creative Director that has enabled MAWSA to develop a better brand and become more engaged and established on campus. MAWSA Executive have been very proactive in all areas on campus for instance making sure that Maori voices are heard within the nursing school, this resulted in an article for Massive to highlight the issues. We have continued to achieve greater levels of service for all students. The team are participating in regular training's and skill sharing this is a program that has started at the end of 2016 and will continue to improve for 2018. We have developed a MAWSA team handbook that provides guidance and support to all staff and executive who work at MAWSA. It enables staff to work more effectively and provide a better service to students.

Student advocacy service have continued to deliver work on behalf of group and individual student support the resolution of problems, to provide students with hardship assistance and advice on financial and tenancy issues, and to provide information about employment opportunities. With working in the new space, there has been an increased link to Student careers. Student Job Search has worked with MAWSA to provide charging stations on campus. Originally the pilot project was to build an asset on campus to allow ongoing job search. Unfortunately, due to logistical issues this was unable to happen, but with the charging stations on campus, money was available for this. The SJS promotional video was completed and this is now live:

https://drive.google.com/drive/folders/0Bz7Qduui_cGkb2tsS3VFblYyenM

In 2017 Massive continues to produce a fortnightly magazine this has provided opportunities for more media coverage and student engagement, in 2017 a professional journalist was hired as Managing Editor for the magazine. The Managing Editor has since worked closely with Massey at Wellington Students' Association, Massey University Students' Association and Albany Student's Association as well as students and staff from Massey's journalism programme to produce a magazine once a fortnight during term time. It is a fantastic platform for journalism and design students to get their work recognized. Now more than ever, the magazine is regarded as an opportunity for industry training for budding young journalists and designers. With a professional journalist at the helm of the magazine, students who contribute now have the opportunity to gain valuable employability skills when working with Massive.

In 2017 Massive developed into professional and regular student media. Issues the magazine faced in the past were remedied and the magazine now displays a clear governance structure. The magazine has also established a formal connection with the journalism faculty at Massey University in Wellington. The Managing Editor now works closely with faculty at to encourage students to work with the magazine. By developing higher quality student media at Massey, Massive has been able to provide better learning opportunities for Massey students.

As in previous years Massive is checked by a diversity panel before going to print made up of student representatives from all three campuses. Massive has editorial independence from Massey University so these checks ensure content is not offensive. The journalism faculty also checks the magazine to ensure no errors or legal issues. We have used a lawyer twice this year to check stories written by student contributors. These checks resolved legal concerns that would otherwise have enabled Massive to publish stronger, more interesting and important stories for our readers, while minimizing legal risk to Massive and potentially Massey. This is part of the robust process Massive Magazine now has in place to ensure no legal issues arise, however this does come at a cost to the magazine. We would like to make sure these costs are factored into our budget for next year.

In 2017 we were able to build on the success of 2016 and create a student media that reflects Massey's strong journalism brand. Massey's journalism programme has

already begun to benefit from a more suitable outlet for journalism students with a qualified journalist involved providing industry-standard editorial oversight.

By hiring a qualified journalist Massive now runs as a separate entity to MAWSA, removing any past burdens from the MAWSA manager. Advertising for both the association and the magazine is now overseen by the MAWSA Manager and Massive's Managing Editor. We are on track to reach our advertising target for the year and advertising has been a focus during semester breaks.

Events have developed a calendar of events that has developed further from the previous year. They have focused a lot more on health and safety and this has been a key priority for all activities on campus. Orientation was a huge success with activities running throughout the orientation period. This was also the opportunity to re-launch MAWSA as a brand. New activities on campus include the De-Stress Fest which provided opportunities to get involved in activities that promoted wellbeing. This year we are reviewing the food trucks on campus and looking at alternative food sources. The MAWSA student Ball was hosted at Shed 6 over 600 attended this event, the venue was better and health and safety was tighter. MAWSA strives to have excellent health and safety measures to make sure that all students can feel safe.

Clubs has continued to thrive with a lot of work on club's community development. Clubs workshops continue to run separately from the original twice a year approach, workshops are more targeted and seem to reach more students. Clubs are working towards better health and safety policies when out doing activities within their clubs.

Some clubs like MORC at working closely with Massey Staff and providing support for Massey Recreation. They have also done three ski trips this year which has been a great opportunity for students to get out of the city and explore New Zealand.

Community Links:

Mount Vic Chipperry working with MAWSA to support Advocacy, providing \$100 vouchers per month for Class Advocacy, and once a month catering the Executive meetings.

The Student Advocate is now completing the Budget training and will be able to run the satellite service for 2018 from Massey campus.

Staff:

The staff has grown to 4 FTE and 4 Part Time. We decided to split the manager role and keep accounts separate, in 2017 the Accounts is now outsourced. The accounts component is now separate which actually provides better accountability. We also have a designer that works for Massive, this is contract for issues 1-6 and then another designer comes in to work on issue 7 -12. Both Campus Co-Lab Host and Creative Director are part funded by Massey and MAWSA.

Administration:

In 2017 we have developed and improved various administration systems. The Staff team have regular supervision that provides support and enables individuals to develop their roles and work more effectively. The team hold a team meeting once a fortnight that provides the team an opportunity to share their events and activities. This also enables the team to work on health and safety and raise issues that are relevant to work and activities. We host trainings throughout the year and opportunities for skill sharing. Each semester we go through a Reflection/goal setting for the following Semester. Staff and executive have participated in team building activities and will continue to do so in 2018.

We have just completed the 2016 Audit and we are looking at a \$......Surplus for 2017 and we have created a forecast for 2018. Compared to a lot of associations MAWSA receives a smaller amount of funds, but we are a creative campus and we at MAWSA are proud of the creative engagement we have with students on campus and links we have within the community.

Looking ahead 2018

2018 is shaping up to be a great year for MAWSA. We have improved services in 2017 with better systems in place, more staff activities, collaboration and Campus Co-Lab. We aim to continue to achieve a greater level of service for students in 2018. A new executive has been nominated and the fantastic support the current executive has provided has given us a pathway to improve processes. As a whole team we have learnt a lot about team communication and how to work collaboratively to achieve MAWSA outcomes. One of the big focuses at the start of 2018 is Executive Training and will be more comprehensive and improved from 2017. The 2017 team will be reviewing the MAWSA handbook and will have this in place with updated procedures and ways of working ready for the incoming executive in 2018.

Our contract for service and grants are in negotiation now and draft budgets are in place. We now have a solid number of clubs, this does increase and decrease depending on the time of year. More new initiatives are being developed and will continue to thrive throughout 2018. We aim to build on the strength of Advocacy in 2018, through the class advocates and representation. We wish to thank the president, Vice-Presidents and Executive for their efforts in supporting the association's operations throughout the year and especially the dedicated MAWSA staff. The time and effort people have put into make the campus life more exciting and engaging. And provide a great student experience for all Massey Students.

Profit & Loss

Massey Wellington Students Association 1 January 2017 to 30 September 2017

	30 Sep 17	30 Sep 16
Income		
Advertising Income	27,759	22,142
Contract for Services	194,283	189,013
Grants Recieved	161,622	161,542
Interest Received	51	129
Miscellaneous Income	85,365	79,860
Total Income	469,080	452,686
Less Cost of Sales		
Commission on Sales	-	4,640
Total Cost of Sales	-	4,640
Gross Profit	469,080	448,046
Less Operating Expenses		
Administration	62,657	81,184
Grants	19,934	22,545
Membership and Association	5,128	5,528
Printing and Stationery	60,873	82,176
Staff Costs	239,549	227,544
Total Operating Expenses	388,141	418,977
Net Profit	80,939	29,069

Balance Sheet

Massey Wellington Students Association As at 31 October 2017

	31 Oct 2017	31 Oct 2016
Assets		
Current Assets		
Accounts Receivable	48,672	42,660
Bank Accounts	47,624	30,941
Cash on Hand	172	172
Total Current Assets	96,468	73,773
Fixed Assets		
Fixed Assets	14,637	11,738
Total Fixed Assets	14,637	11,738
Total Assets	111,104	85,511
Liabilities		
Current Liabilities		
Accounts Payable	14,883	23,881
Funds Collected for Third Parties	(535)	(558)
GST	2,602	(68)
Suspense	(50)	20
Total Current Liabilities	16,900	23,275
Total Liabilities	16,900	23,275
Net Assets	94,204	62,236
Equity		
Current Year Earnings	74,056	31,163
Retained Earnings	20,148	31,073
Total Equity	94,204	62,236

Movements in Equity

Massey Wellington Students Association For the Year ended 30 September 2017

	30 Sep 17	30 Sep 16
Equity at start of period	20,148	31,073
Surplus and Revaluations		
Net Surplus After Tax	80,939	29,069
Total Surplus and Revaluations	80,939	29,069
Equity at end of period	101,087	60,142

MAWSA

2016 IMPACT

mausa

ADVOCACY

8



International Students seen

39



Academic Issues

46 Other issues

49



Hardship Financial & Food Assistance given

29



Hardship assistance incl. grants

191



Class Advocates

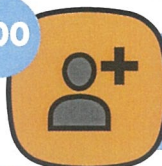
CLUBS

26



Clubs affiliated at MAWSA

900



Memberships in Clubs

33



Club grants

150



Attendees at Semester One Clubs Day

350



Attendees at Semester Two Clubs Day

132



Club Events

6



Clubs Workshops

52



Attendees at Clubs Workshops

36 Club development assistance

2



Sponsored events for Clubs

'Clubs has made me feel very included and part of a community. There is always someone to talk to and I don't feel excluded'

CLUBS PRESIDENT

'I have learned valuable skills for future employment and the necessary attitude needed for the workplace'

EXECUTIVE MEMBER

EVENTS

165



Attendees at Freshers Party

350



Attendees at Semester One Giveaway Day

70 attendees at MAWSA's sponsored May event

1087



Attendees at MAWSA's Student Ball

17



Attendees at Self Defence Workshop

73 attendees at MAWSA's sponsored September event

50



Attendees at the MAWSA Awards

40



Attendees at MAWSA's party at Establishment

80



Attendees at Recognition Evening

123



Attendees at MAWSA's Market Day

50



Attendees at Chill Zone – Mental Health Week

350 attendees at 400 lvi CoCA Students celebration

120



Attendees at Bone Voyage

19



Foodtrucks on campus

13



MAWSA BBQs

4



Event grants

'Thanks MAWSA for being my constant support while I study at university and for always having events that help me meet people and provide me with things I need'

STUDENT

MASSIVE MAGAZINE

97



Illustrators contributed to the magazine

211



Writers contributed to the magazine

36,000 magazines printed across all three Massey campuses

STUDENT JOB SEARCH

638



Massey Welly Students placed in jobs

'MAWSA has helped me increase my confidence at university as well develop as a person. Being part of the Student Associations has allowed me to engage more around the university and connect with more than just my classmates. the team at MAWSA are a great bunch of people who are always happy to help you out when you need it the most!'

CLUB PRESIDENT

Massey at Wellington Students Association Incorporated
Performance Report
31 December 2016

Massey at Wellington Students Association Incorporated
Performance Report Contents
For the year ended 31 December 2016

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Massey at Wellington Students Association Incorporated
Entity Information
For the year ended 31 December 2016

Legal name of entity

Massey at Wellington Student Association Incorporated

Type of entity and legal basis

Incorporated as a Charitable Trust under the Charitable Trusts Act 1957
Registered as a Charity cc42211 under the Charities Act 2005

Entity's purpose or mission statement

To promote and advance the education interests of members on the Association. To promote, and be concerned in the provisions of, facilities and amenities which will foster the education of members of the Association. To promote and contribute to the cultivation an engaging, vibrant, dynamic and inclusive culture on campus. To promote, and be concerned in the provisions of, high integrity representation for students.

Entity structure & governance

Executive Sturcture: There are 11 Executive positions within MAWSA. President, Vice President Welfare, Vice president Education, College of Health Exec, Maori Exec, Pasifika Exec, College of Creative Arts, College of Business, School of Nursing and International exec

Operational Sturcture: It employs an Association Manager, Clubs Development Coordinator, Student Advocate, Events Coordinator, Creative Director, Managing Editor of Massive, Massive Magazine has three sessional reporters. Please see attached MAWSA organisational structure and Massive Structure.

Main sources of cash & resources

The trust receives cash or resources from:

Grants from Massey Univeristy

A Service Level Agreement for the provision of clubs, advocacy, events and media services from Massey University.

Advertising sales to assist in covering the cost of various print media.

Sales of on campus acess and promotion is used to enhance activities for students at Massey Wellington University.

Main methods used by the entity to raise funds

We offer advertising spaces for local businesses to promote to students within Massive Magazine the Student Communication, The student wall planner and student diary. We offer opportunities for local businesses to promote at our student giveaway day.

The entity's reliance on volunteers and donated goods or services

Our governing body is made up of executive volunteers, and our activities are run by staff and executive. We recieve donated food from Kiabosh which is distributed to students on campus.

Massey at Wellington Student Association

For the year ended 31st december 2016

Additional information

Legal name of Entity	Massey at Wellington Student Association Incorporated
Other name of Entity	MAWSA
Type of Entity and Legal Basis	Incorporated
Registration Number	cc42211

Contact information

Registered Office	Massey at Wellington Student Association
Postal Address	MAWSA C/-Massey University Wellington PO Box 756 Wellington 6140
Website	www.mawsa.org.nz
Facebook	
Phone	49793763
Fax	

Massey at Wellington Students Association Incorporated
Statement of Service Performance
For the year ended 31 December 2016

Description of the entity's outcomes

To enhance the student experience on campus. Maintaining a strong student voice, promotion of high quality, barrier-free education for all students. Providing advocacy support to students facing academic issues and working alongside the university to coordinate and deliver community and cultural activities for students on campus.

Description and quantification of the entity's outputs	2016
International Students Seen	8
Academic issues	39
Other issues	46
Hardship Grants \$ issued	\$ 9,295
hardship grants # issued	38
Class Advocates	191
Clubs Affiliated at MAWSA	26
Clubs Day Trimester 1 (Due to bad weather)	150
Clubs Day Trimester 2	350
Known Clubs events	132
Club Grant \$ issued	\$ 18,771
Clubs Grants # issued	33
Club Workshop Attendance	52
Club Workshop	6
Clubs Development Assistance (Supporting clubs or groups of students)	36
MAWSA sponsored events for Clubs	2
Mawsa sponsored event May Attendance	70
MAWSA Sponsored event September Attendance	73
MAWSCA Awards	50
Freshers party	165
Self Defence Workshop	17
Giveaway Day Tri 1	350
Party at Establishment	40
Student ball	1,087
Recognition evening	80
Event Grant \$ issued	\$ 1,075
Event Grants # issued	4
400 Level Coca Students Celebration	350
Food Trucks number of food trucks on campus	19
MAWSA BBQs on campus	13
MAWSA Market Day	123
Chill Zone - Mental Health Week	50
Bone Voyage	120
Massive Magazine	
Illustrators contributed to the magazine	97
Writer contributors to the magazine	211
Magazines printed in 2016	36,000
Student Job Search	
Job Placement	638

Additional output measures/additional information

Feedback: 'Clubs has made me feel very included and part of a community. There is always someone to talk to and I don't feel excluded' Clubs President 'I have learnt valuable skills for future employment and the necessary attitude needed for the workplace' Executive Member ' Thanks MAWSA for being my constant support while i study at Univeristy and always having events that help me meet peple and provide me with thinsg i need' . Student 'MAWSA has helped me increase my confidence at univeristy as well develop as a person. Being part of the Student Associations has allowed me to engage more around the university and connect with more than just my classmates. the team at MAWSA are a great bunch of people who are always happy to help you out when you need it the most!' Student (Club President)

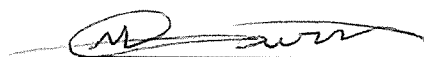
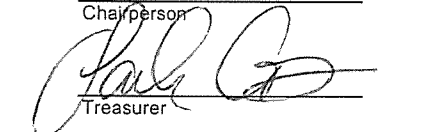
Massey at Wellington Students Association Incorporated
Statement of Financial Performance
For the year ended 31 December 2016

	Note	2016	2015
Revenue			
Donations, fundraising and other similar revenue	1	176,272	139,114
Fees, subscriptions and other revenue from members		-	
Revenue from providing goods or services	1	346,262	302,217
Interest, dividends and other investment revenue		145	176
Total Revenue		522,680	441,506
Expenses			
Expenses related to public fundraising		-	
Volunteer and employee related costs	2	314,523	240,011
Costs related to providing goods or services	2	178,374	158,759
Grants and donations made	2	28,651	24,158
Other expenses	2	12,057	10,455
Total Expenses		533,605	433,384
Surplus/(Deficit) for the year		(10,925)	8,123

Massey at Wellington Students Association Incorporated
Statement of Financial Position
As at 31 December 2016

	Note	2016	2015
Assets			
Current Assets			
Bank accounts and cash	3	52,445	53,997
Debtors and prepayments	3	13,098	2,025
Total Current Assets		65,543	56,021
Non-Current Assets			
Property, plant and equipment	5	9,719	5,165
Total Non-Current Assets		9,719	5,165
Total Assets		75,262	61,187
Liabilities			
Current Liabilities			
Bank overdraft		-	-
Creditors and accrued expenses	4	17,494	22,402
Employee costs payable	4	7,621	7,712
Revenue received in advance		30,000	
Other current liabilities			
Total Current Liabilities		55,114	30,114
Non-Current Liabilities			
Loans		-	-
Other non-current liabilities		-	-
Total Non-Current Liabilities		-	-
Total Liabilities		55,114	30,114
Total Assets less Total Liabilities (Net Assets)		20,148	31,073
Accumulated Funds			
Capital Contributed by owners or members			
Accumulated surpluses or (deficits)		(10,925)	8,123
Reserves		31,073	22,951
Total Accumulated Funds		20,148	31,073

For and on behalf of the trustees:


Chairperson

Treasurer

29.09.2017
Date authorised for issue

Massey at Wellington Students Association Incorporated
Statement of Cash Flows
For the year ended 31 December 2016

	Note	2016	2015
Cash flows from operating activities			
Cash was received from:			
Donations, fundraising and other similar receipts		206,272	139,114
Fees, subscriptions and other receipts from members*		-	-
Receipts from providing goods or services*		336,633	303,899
Interest, dividends and other investment revenue		145	176
Net GST		722	131
Cash was applied to:			
Payments to suppliers and employees*		507,124	391,552
Donations or grants paid*		28,651	24,158
Net cash flows from operating activities		7,997	27,610
Cash flows from investing & financing activities			
Cash was received from:			
Receipts from the sale of property, plant and equipment		998	
Receipts from the sale of investments			
Funds held on behalf of third parties		(47)	(61)
Capital contributed from owners or members		-	
Cash was applied to:			
Payments to acquire property, plant and equipment		10,500	1,078
Payments to purchase investments		-	
Repayments of loans borrowed from other parties			
Capital repaid to owners or members			
Net cash flows from investing & financing activities		(9,549)	(1,139)
Net increase/(decrease) in cash		(1,552)	26,471
Opening bank accounts and cash		53,998	27,527
Closing bank accounts and cash		52,446	53,998
This is represented by:			
Bank accounts & Cash	3	52,445	53,997

Massey at Wellington Students Association Incorporated
Statement of Accounting Policies
For the year ended 31 December 2016

Basis of preparation

Massey at Wellington Student Association has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Non-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. All transactions in the Performance Report are reported using the accrual basis of accounting. the Performance Report is prepared under the assumption that the entity will continue to operate.

GST

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Specific Accounting Policies

Income Tax

Massey at Wellington Student Association is a registered charitable entity under the Charities Act 2005, and accordingly is exempt from income tax under sections CW41 and CW42 of the Income Tax Act 2007.

Bank accounts & Cash

Bank accounts & 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.

Revenue from sale of goods

Revenue from sale of services

Revenue is recognised when the right to invoice has been established. If the purchaser pays before they receive their service, the society records a liability. Grant income is recognised as income when it becomes receivable unless the organisation has an obligation to defer or repay the grant if the requirements of the grant are not fulfilled. A liability is recognised to the extent that such conditions are unfulfilled at the end of the reporting period. Where there is no obligation to repay the grant is treated as income at the time of receipt.

Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used throughout the period (Last year - Nil)

Massey at Wellington Students Association Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

Note 1: Analysis of Revenue		2016	2015
Revenue Item	Analysis		
Donations, fundraising and other similar revenue	Media Grant	147,500	116,910
	Clubs Grant	19,116	16,507
	Advocacy Grant	9,657	5,697
	Total	176,272	139,114
Revenue from providing goods and services	Advertising	43,817	47,559
	Contract for Services	252,017	212,017
	Ticket Sales	36,715	32,856
	Miscellaneous Income	13,713	9,785
	Total	346,262	302,217
Note 2: Analysis of Expenses		2016	2015
Expense Item	Analysis		
Costs related to providing goods or services	Printing	89,115	76,884
	Hosting (mainly ball related)	29,732	37,221
	Professional fees (mainly ball related)	22,503	4,718
	Other Costs	37,023	39,937
	Total	178,374	158,759
Volunteer and employee related costs	Salary & Wages	308,133	237,685
	Kiwisaver employer contributions	4,695	1,423
	ACC Levies	691	903
	Recruitment	1,004	-
	Total	314,523	240,011
Grants and Donations Made	Clubs	18,281	16,507
	Advocacy	9,295	5,672
	Events	1,075	1,979
	Total	28,651	24,158
Other Expenses	Audit costs	7,109	5,805
	Depreciation	4,948	2,580
	Bad Debts	-	2,070
	Total	12,057	10,455

Massey at Wellington Students Association Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

Note 3: Analysis of Assets

		2016	2015
Asset Item	Analysis		
Bank accounts and cash			
	Petty Cash	172	65
	Bank account call (linked to eftpos card)	285	471
	Bank account cheque	51,804	53,449
	Bank account savings	4	11
	Bank account events	181	-
	Total	52,445	53,997
Debtors and prepayments			
	Accounts receivable	13,098	2,025
	Prepaid expenses	-	-
	Total	13,098	2,025

Note 4: Analysis of Liabilities

		2016	2015
Liabilities Item	Analysis		
Creditors and accrued expenses			
	Accounts payable	10,430	9,638
	GST Payable	271	4,974
	Funds collected for 3rd party	(108)	(61)
	Subscriptions received in advance		
	Accrued audit fee	6,900	5,850
	Accrued other expenses		2,000
	Total	17,493	22,401
Employee costs payable			
	Annual leave accrual	7,621	2,594
	Salary & Wage accrual	-	5,118
	PAYE and other taxes	-	-
	Total	7,621	7,712

Massey at Wellington Students Association Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

Note 5: Property Plant & Equipment
This Year

Asset Class	Opening carrying amount	Purchases	Sales/ (Disposals)	Current year depreciation	Closing carrying amount
Land	-	-	-	-	-
Buildings	-	-	-	-	-
Motor Vehicles	653	-	-	196	457
Furniture and fixtures	2,655	1,840	137	584	3,774
Office equipment	458	889	-	212	1,135
Computers and Software	1,776	5,843	765	3,356	3,498
Leisure Equipment (event)	96	1,929	96	601	1,328
Total	5,638	10,500	998	4,948	10,192

Last Year					
Asset Class	Opening carrying amount	Purchases	Sales/ (Disposals)	Current year depreciation	Closing carrying amount
Motor Vehicles	933	-	-	280	653
Furniture and fixtures	3,002	125	-	472	2,655
Office equipment	529	121	-	192	458
Computers	2,147	1,153	-	1,523	1,776
Leisure Equipment (event)	57	152	-	113	96
Total	6,667	1,551	-	2,580	5,638

Significant donated assets recorded - source and date of valuation

Nil

Significant donated assets - not recorded

Nil

Massey at Wellington Students Association Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

Note 6: Changes in Accumulated Funds
This Year

Description	Capital Contributed by Owners or Members	Accumulated Surpluses or (Deficits)	Reserves	Total
Opening Balance	-		31,073	31,073
Capital contributed by owners or members	-			-
Capital returned to owners or members	-			-
Surplus/(Deficit)	-	(10,925)		(10,925)
Distributions paid to owners or members	-			-
Transfer to Reserves	-			-
Transfer from Reserves	-			-
Closing Balance	-	(10,925)	31,073	20,148

Last Year

Description	Capital Contributed by Owners or Members	Accumulate d Surpluses or (Deficits)	Reserves	Total
Opening Balance			22,951	22,951
Capital contributed by owners or members				-
Capital returned to owners or members				-
Surplus/(Deficit)		8,123		8,123
Distributions paid to owners or members				-
Transfer to Reserves				-
Transfer from Reserves				-
Closing Balance	-	8,123	22,951	31,073

Nature and purpose of each reserve
Reserves

The reserves are held to assist with
cashflow for running MAWSA's operations
Total

2016	2015
20,148	31,073
20,148	31,073

Massey at Wellington Students Association Incorporated
Notes to the Performance Report
For the year ended 31 December 2016

Note 7: Commitments

At balance date there were no known capital commitments as at 31 December 2016 (Last year: nil)

Note 8: Contingent Liabilities

At balance date there were no known contingent liabilities (Last year: nil)

Note 9: Related Party transactions

There are no amounts due from or to related parties at balance date (Last year: nil)

Note 10: Events after balance date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report. (Last year: nil)

Note 11: Other disclosures

Goods and services provided to the trust in kind

Kaibosh provides MAWSA with food to distribute to students throughout the week. There is no obligation on Mawsa to compensate Kaibosh for this food.

Assets used as security for liabilities

No assets have been used as security for liabilities at reporting date (2015: Nil)

Independent auditor's report

To the Members of Massey at Wellington Students Association Incorporated

Opinion

We have audited the accompanying performance report of Massey at Wellington Students Association Incorporated on pages 6 to 16, 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 December 2016, the statement of financial position as at 31 December 2016, and the statement of accounting policies and notes to the performance report.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable
 - b) the accompanying performance report presents fairly, in all material respects:
 - the entity information for the year then ended
 - the service performance for the year then ended, and
 - the financial position of Massey at Wellington Students Association Incorporated as at 31 December 2016, and its financial performance, and cash flows for the year then ended
- in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

Basis for Opinion

We conducted our audit 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 Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the performance report' section of our report.

We are independent of Massey at Wellington Students Association Incorporated 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.

Other than our capacity as auditor we have no relationship with, or interests in, Massey at Wellington Students Association Incorporated.

Executive's responsibilities for the performance report

The Executive are responsible 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 on behalf of Massey at Wellington Students Association Incorporated 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 by the New Zealand Accounting Standards Board, and
- c) for such internal control as the Executive determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Executive are responsible on behalf of Massey at Wellington Students Association Incorporated's for assessing Massey at Wellington Students Association Incorporated'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 Executive either intend to liquidate Massey at Wellington Students Association Incorporated or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the performance report

Our objectives are to obtain reasonable assurance about whether the performance report is 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) and ISAE (NZ) 3000 (Revised) 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 decisions of users taken on the basis of the performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Massey at Wellington Students Association Incorporated's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Executive and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Massey at Wellington Students Association Incorporated's ability to continue as a going concern. If we conclude that a material

uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Massey at Wellington Students Association Incorporated to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Executive regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

This report is made solely to the members of Massey at Wellington Students Association Incorporated. Our audit has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' 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 members, for our audit work, for this report, or for the opinions we have formed.



Moore Stephens Wellington Audit | Qualified Auditors, Wellington, New Zealand
29 September 2017

MASSEY AT WELLINGTON STUDENTS ASSOCIATION Total Outputs Budget For The Year To 31 December 2018					
	Total Budget - All Outputs	Output 1 - Student Advocacy and Wellbeing	Output 3 - Media and Communication	Output 4 - Clubs and Societies	
Income					
Advertising Income	\$ 52,750		\$ 48,000		
Contract for Services	\$ 264,863	\$ 116,019		\$ 92,323	
Grants Received	\$ 147,500		\$ 129,000		
Interest Received	\$ 240				
Miscellaneous Income	\$ 53,120		\$ 8,500		
Total Income	\$ 518,473	\$ 116,019	\$ 185,500	\$ 92,323	
Less Cost of Sales					
Commission on Sales	\$ -		\$ -		
Total Cost of Sales	\$ -	\$ -	\$ -	\$ -	
Net Income	\$ 518,473	\$ 116,019	\$ 185,500	\$ 92,323	
Less Operating Expenses					
Consultants, Professional Services Fees and Other Service Fees	\$ 15,100	\$ 2,000		\$ 3,500	
Courses and Conferences	\$ 4,500	\$ 1,800		\$ 2,700	
Depreciation	\$ 3,000			\$ -	
General Expenses	\$ 19,300	\$ 5,200	\$ 1,850	\$ 550	
Grants	\$ 4,000			\$ -	
Hardship Expenses	\$ 1,950	\$ 1,950			
Hire and Rental	\$ 6,804			\$ 1,600	
Membership and Association	\$ 2,732	\$ 2,400			
Printing and Stationery	\$ 73,660	\$ 1,750	\$ 57,260	\$ 2,100	
Repairs, Maintenance and Running Costs	\$ 12,000				
Staff Costs	\$ 355,386	\$ 63,337	\$ 84,736	\$ 40,725	
Staff Travel	\$ 7,200	\$ 870	\$ 4,950	\$ 600	
Telecoms	\$ 4,440	\$ 120	\$ 1,800		
Total Operating Expenses	\$ 510,072	\$ 79,427	\$ 150,596	\$ 51,775	
Net Surplus/ (Deficit)	\$ 8,401	\$ 36,592	\$ 34,904	\$ 40,547	
<i>Overhead cost % allocated per Output</i>		<i>0.30</i>	<i>0.30</i>	<i>0.30</i>	
Overhead allocation	-\$ 117,049	34,807	34,807	34,807	
Net Surplus/ (Deficit) after overhead allocation	\$ 8,401	\$ 1,785	\$ 97	\$ 5,740	

Monthly Surplus/deficit with overhead included	Total	Jan	Feb	March
Advocacy	\$ 2,001	-\$ 10,755	\$ 2,489	\$ 147
Media	\$ 97	-\$ 7,897	\$ 6,523	-\$ 2,299
Clubs	\$ 5,956	-\$ 6,295	\$ 1,199	\$ 2,586
Campus Culture	-\$ 745	\$ 1,176	-\$ 586	\$ 2,882
Total	\$ 7,308	-\$ 23,771	\$ 9,625	\$ 3,315

Monthly Staff Costs	Total	Jan	Feb	March
Advocacy	\$ 63,337	\$ 3,854	\$ 5,158	\$ 5,158
Media	\$ 84,736	\$ 4,595	\$ 6,678	\$ 11,059
Clubs	\$ 40,725	\$ 3,543	\$ 3,543	\$ 1,244
Campus Culture	\$ 23,319	\$ 1,440	\$ 1,602	\$ 1,764
Admin	\$ 89,709	\$ 5,589	\$ 5,589	\$ 8,294
Total	\$ 301,826	\$ 19,021	\$ 22,570	\$ 27,520

Monthly Expenditure by output	Total	Jan	Feb	March
Advocacy	\$ 79,427	\$ 8,204	\$ 7,628	\$ 6,158
Media	\$ 150,596	\$ 5,345	\$ 12,258	\$ 21,269
Clubs	\$ 51,775	\$ 3,743	\$ 6,943	\$ 1,744
Campus Culture	\$ 37,199	\$ 1,730	\$ 3,492	\$ 2,954
Admin	\$ 126,265	\$ 8,586	\$ 8,586	\$ 11,291
Total	\$ 445,262	\$ 27,608	\$ 38,907	\$ 43,417

Monthly Income by output	Total	Jan	Feb	March
Advocacy	\$ 116,019	\$ -	\$ 9,668	\$ 9,668
Media	\$ 185,500	\$ 18,333	\$ 22,333	\$ 22,333
Clubs	\$ 92,323	\$ -	\$ 7,694	\$ 7,694
Campus Culture	\$ 49,080	\$ 3,765	\$ 3,765	\$ 6,965
Admin	\$ 10,960	\$ 80	\$ 10,080	\$ 80
Total	\$ 453,881	\$ 22,178	\$ 53,540	\$ 46,740

Output 5 - Campus Culture and Life Programmes	Output 9 - Administration	Output 3.2 - Design
\$ 45,180		\$ 4,750
\$ 3,900	\$ 240	\$ 11,342
\$ 49,080	\$ 10,720	\$ 18,500
	\$ 10,960	\$ 30,000
		\$ 64,591
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 49,080	\$ 10,960	\$ 64,591
\$ 2,400	\$ 7,200	
\$ 5,200	\$ 3,000	
\$ 4,000	\$ 3,000	\$ 3,500
\$ -	\$ 5,204	
\$ 1,800	\$ 332	
\$ 23,319	\$ 3,000	\$ 7,750
	\$ 12,000	
	\$ 89,709	\$ 53,560
\$ 480	\$ 780	
\$ 37,199	\$ 2,040	
\$ 11,881	\$ 126,265	\$ 64,810
	\$ -	
	\$ 115,305	\$ 219
	\$ 0.10	\$ 0.00
\$ 12,626		\$ -
\$ 745	\$ 115,305	\$ 219

April	May	June	July
-\$ 3,144	\$ 789	\$ 482	-\$ 1,118
\$ 3,986	-\$ 1,957	\$ 12,380	-\$ 13,979
\$ 1,172	\$ 2,948	\$ 164	-\$ 2,436
-\$ 1,364	-\$ 98	-\$ 133	-\$ 1,333
\$ 650	\$ 1,682	\$ 12,893	-\$ 18,866

April	May	June	July
\$ 7,737	\$ 5,158	\$ 5,158	\$ 5,158
\$ 8,761	\$ 6,678	\$ 4,595	\$ 8,761
\$ 1,866	\$ 1,244	\$ 3,922	\$ 3,922
\$ 2,646	\$ 1,764	\$ 1,764	\$ 1,764
\$ 10,603	\$ 7,088	\$ 7,443	\$ 7,443
\$ 31,613	\$ 21,933	\$ 22,882	\$ 27,048

April	May	June	July
\$ 8,657	\$ 5,878	\$ 6,078	\$ 7,678
\$ 14,191	\$ 17,288	\$ 5,345	\$ 18,871
\$ 2,366	\$ 1,744	\$ 4,422	\$ 7,022
\$ 3,836	\$ 2,954	\$ 2,954	\$ 4,154
\$ 13,932	\$ 10,085	\$ 10,440	\$ 10,440
\$ 42,982	\$ 37,950	\$ 29,239	\$ 48,165

April	May	June	July
\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668
\$ 18,333	\$ 20,833	\$ 8,000	\$ 18,333
\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694
\$ 3,865	\$ 3,865	\$ 3,865	\$ 3,865
\$ 80	\$ 80	\$ 80	\$ 80
\$ 39,640	\$ 42,140	\$ 29,307	\$ 39,640

Aug	Sep	Oct	Nov	Dec
\$ 702	-\$ 3,204	\$ 602	\$ 2,228	\$ 12,783
\$ 819	-\$ 754	\$ 4,717	\$ 6,300	-\$ 7,525
\$ 164	-\$ 3,405	\$ 164	\$ 881	\$ 8,817
-\$ 133	-\$ 1,384	-\$ 133	\$ 649	-\$ 290
\$ 1,552	-\$ 8,747	\$ 5,350	\$ 10,057	\$ 13,785

Aug	Sep	Oct	Nov	Dec
\$ 5,158	\$ 7,737	\$ 5,158	\$ 4,330	\$ 3,574
\$ 8,976	\$ 8,761	\$ 6,678	\$ 4,595	\$ 4,595
\$ 3,922	\$ 5,883	\$ 3,922	\$ 3,922	\$ 3,790
\$ 1,764	\$ 2,646	\$ 1,764	\$ 1,521	\$ 2,880
\$ 7,443	\$ 11,134	\$ 7,443	\$ 6,052	\$ 5,589
\$ 27,263	\$ 36,162	\$ 24,965	\$ 20,421	\$ 20,428

Aug	Sep	Oct	Nov	Dec
\$ 5,858	\$ 8,657	\$ 5,958	\$ 4,750	\$ 3,924
\$ 14,406	\$ 18,871	\$ 12,508	\$ 5,345	\$ 4,895
\$ 4,422	\$ 6,883	\$ 4,422	\$ 4,122	\$ 3,940
\$ 2,954	\$ 3,836	\$ 2,954	\$ 2,211	\$ 3,170
\$ 10,440	\$ 14,131	\$ 10,440	\$ 9,049	\$ 8,846
\$ 38,080	\$ 52,379	\$ 36,282	\$ 25,478	\$ 24,775

Aug	Sep	Oct	Nov	Dec
\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 19,336
\$ 22,333	\$ 20,333	\$ 14,336	\$ -	\$ -
\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 15,387
\$ 3,865	\$ 3,865	\$ 3,865	\$ 3,765	\$ 3,765
\$ 80	\$ 80	\$ 80	\$ 80	\$ 80
\$ 43,640	\$ 41,640	\$ 35,643	\$ 21,207	\$ 38,568

Advocacy Output
Masey Wellington Students Association
For the 2018 Year

	YTD												Estimated Figures
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	
Income													
Contract for Services	\$ 116,019	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	19,336
Interest Received	\$ -												
Miscellaneous Income	\$ -												
Total Income	\$ 116,019	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	\$ 9,668	19,336
Less Operating Expenses													
Consultants, Professional Services Fees and Other Service Fees	\$ 2,000	\$ 1,000	\$ 450	\$ 150	\$ 150		\$ 1,000	\$ 150	\$ 150	\$ 150	\$ 100	\$ 100	100
Courses and Conferences	\$ 1,800	\$ 150	\$ 100	\$ 100	\$ 100		\$ 450	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	100
General Expenses	\$ 5,200	\$ 4,100	\$ 100	\$ 100	\$ 100		\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	100
Grants	\$ -												
Hardship Expenses	\$ 1,950	\$ 100	\$ 200	\$ 300	\$ 200	\$ 200	\$ 200	\$ 200	\$ 300	\$ 200	\$ 200	\$ 50	-
Membership and Association	\$ 2,400	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	200
Printing and Stationery	\$ 1,750	\$ 800	\$ 50	\$ 50	\$ 50	\$ 50	\$ 450	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	50
Staff Costs	\$ 63,337	\$ 3,854	\$ 5,158	\$ 7,737	\$ 5,158	\$ 5,158	\$ 5,158	\$ 5,158	\$ 7,737	\$ 5,158	\$ 4,330	\$ 3,574	
Staff Travel	\$ 870	\$ 100	\$ -	\$ 100	\$ -	\$ 370	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	
Telecoms	\$ 120	\$ 20	\$ -	\$ 20	\$ 20	\$ -	\$ 20	\$ -	\$ 20	\$ -	\$ 20	\$ 20	
Total Operating Expenses	\$ 79,427	\$ 8,204	\$ 7,628	\$ 6,158	\$ 5,878	\$ 6,078	\$ 7,678	\$ 5,858	\$ 8,657	\$ 5,958	\$ 4,750	\$ 3,924	
FTE's	1	1	1	1	1	1	1	1	1	1	1	1	
Net Surplus (Deficit)	\$ 36,592	\$ 8,204	\$ 2,040	\$ 3,510	\$ 3,790	\$ 3,590	\$ 1,990	\$ 3,810	\$ 1,011	\$ 3,710	\$ 4,918	\$ 15,413	
Overhead cost % allocated per Output	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	
Overhead allocation	\$ 34,807	\$ 2,552	\$ 448	\$ 3,363	\$ 3,002	\$ 3,108	\$ 3,108	\$ 3,108	\$ 4,215	\$ 3,108	\$ 2,691	\$ 2,690	
Net Surplus (Deficit) after overhead allocation	\$ 1,785	\$ 10,755	\$ 2,489	\$ 147	\$ 789	\$ 482	\$ 1,118	\$ 702	\$ 3,204	\$ 602	\$ 2,228	\$ 12,783	

Notes

Fortnightly payroll in April and September occurs 3 times.
Grant of up to \$10k to be paid to students in hardship via grant process (not shown above)
Employment services 5.5K pass through to SJS (not shown above)

Advocate provided budget for following events: (covered by Courses and conferences)
3 * Advocates training per semester
3 * Advocates meetings per semester
Consultants, Professional Services Fees and Other Service Fees - Professional development
Printing - office printing, printing of advocacy service, advocates brochures and training workbooks
Travel - Advocates meetings throughout the year and parking
Telecoms - Advocate call top ups

Student to Student Communication Output
 Massey Wellington Students Association
 For the 2018 Year

\$4,680.00

	YTD	Estimated Figures											
		Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Income													
Advertising Income	\$ 48,000		\$ 4,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ -	\$ 8,000	\$ 4,000	\$ 8,000	\$ 4,000	\$ -	\$ -
Grant from MBS	\$ 8,500		\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 6,500	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ -
Grants Received	\$ 129,000		\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,333.00	\$ 14,336.00	\$ -
Total Income	\$ 185,500		\$ 18,333	\$ 22,333	\$ 22,333	\$ 18,333	\$ 20,833	\$ 8,000	\$ 18,333	\$ 22,333	\$ 20,333	\$ 14,336	\$ -
Less Cost of Sales													
Commission on Sales (20%)	\$ -	\$0										\$0	
Total Cost of Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Net Income	\$ 185,500	\$ -	\$ 18,333	\$ 22,333	\$ 22,333	\$ 18,333	\$ 20,833	\$ 8,000	\$ 18,333	\$ 22,333	\$ 20,333	\$ 14,336	\$ -
Less Operating Expenses													
General Expenses	\$ 1,950	\$ 100	\$ 250	\$ 200	\$ 100	\$ 600	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Printing and Stationery	\$ 57,260	\$ 100	\$ 4,780	\$ 9,460	\$ 4,780	\$ 9,460	\$ 100	\$ 9,460	\$ 4,780	\$ 9,460	\$ 4,780	\$ 100	\$ 4,595
Staff Costs	\$ 84,726	\$ 4,595	\$ 6,678	\$ 11,059	\$ 8,761	\$ 6,678	\$ 4,595	\$ 8,761	\$ 6,678	\$ 8,761	\$ 6,678	\$ 800	\$ 150
Shift Travel	\$ 4,350	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 150
Telecoms	\$ 1,800	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Total Operating Expenses	\$ 150,596	\$ 5,345	\$ 12,238	\$ 21,269	\$ 14,191	\$ 17,288	\$ 5,345	\$ 18,871	\$ 14,406	\$ 18,871	\$ 12,508	\$ 5,345	\$ 4,095
Net Surplus (deficit)	\$ 34,904	\$ 5,345	\$ 6,075	\$ 1,064	\$ 8,142	\$ 1,045	\$ 15,488	\$ 10,671	\$ 3,927	\$ 3,462	\$ 7,825	\$ 8,991	\$ 4,095
Overhead cost 35% allocated	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30
Overhead allocation	\$ 34,807	\$ 2,552	\$ 448	\$ 3,363	\$ 4,156	\$ 3,002	\$ 3,108	\$ 3,108	\$ 3,108	\$ 4,215	\$ 3,108	\$ 2,691	\$ 2,630
Net Surplus (deficit) after overhead allocation	\$ 97	\$ 7,097	\$ 6,523	\$ 2,299	\$ 3,986	\$ 1,957	\$ 12,380	\$ 13,979	\$ 819	\$ 754	\$ 4,717	\$ 6,300	\$ 7,525
Variable printing cost - based on increased print run	\$20,520		\$1,710	\$3,420	\$1,710	\$3,420	\$0	\$3,420	\$1,710	\$3,420	\$1,710	\$0	\$0

Notes

Design and Web support for MAMSA communications
Massey Wellington Students Association
For the 2018 Year

	YTD	Estimated Figures											
		Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Incomes													
Contract for Service (reallocated)	\$ 11,342	945,125	945,125	945,125	945,125	945,125	945,125	945,125	945,125	945,125	945,125	945,125	945,125
Advertising	\$ 4,750	\$ 3,250	\$ 3,250										
Grants Received (includes 3.5K for Mac)	\$ 18,500	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542	\$ 1,542
Miscellaneous Income (30K for co-lab host)	\$ 30,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Total Income	\$ 64,591	\$ 4,987	\$ 8,237	\$ 4,987	\$ 4,987	\$ 4,987	\$ 4,987	\$ 6,487	\$ 4,987	\$ 4,987	\$ 4,987	\$ 4,987	\$ 4,987
Less Cost of Sales													
Commission on Sales (20%)	\$ -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cost of Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income	\$ 64,591	\$ 4,987	\$ 8,237	\$ 4,987	\$ 4,987	\$ 4,987	\$ 4,987	\$ 6,487	\$ 4,987	\$ 4,987	\$ 4,987	\$ 4,987	\$ 4,987
Less Operating Expenses													
General Expenses	\$ 3,500	\$ 3,500	\$ 5,850	\$ 100	\$ 100	\$ 100	\$ 900	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Printing and Stationery	\$ 7,750	\$ 100	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120	\$ 4,120
Staff Costs	\$ 53,560	\$ 7,720	\$ 9,970	\$ 6,280	\$ 4,220	\$ 4,220	\$ 5,020	\$ 6,280	\$ 4,220	\$ 4,220	\$ 4,220	\$ 4,220	\$ 4,220
Total Operating Expenses	\$ 64,810	\$ 12,333	\$ 20,940	\$ 10,400	\$ 8,340	\$ 8,340	\$ 9,040	\$ 10,400	\$ 8,340	\$ 8,340	\$ 8,340	\$ 8,340	\$ 8,340
Net Surplus (Deficit)	\$ -219	\$ -2,733	\$ -12,703	\$ -5,413	\$ -3,353	\$ -3,353	\$ -4,053	\$ -5,413	\$ -3,353	\$ -3,353	\$ -3,353	\$ -3,353	\$ -3,353

Notes

1

Massive Advertising person to sell diary and wallplanner adverts. Standard commission rate applies.

Clubs Output
Massey Wellington Students Association
For the 2018 Year

	YTD											
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Income												
Contract for Services	\$ 92,323											
Total Income	\$ 92,323	\$ -	\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 7,694	\$ 15,387
Less Operating Expenses												
Consultants, Professional Services Fees and Other Service Fees	\$ 3,500	\$ 1,500	\$ 300	\$ 300	\$ 300	\$ 300	\$ 1,500	\$ 300	\$ 500	\$ 300		
Courses and Conferences	\$ 2,700	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300		
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
General Expenses	\$ 550	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Hire and Rental	\$ 1,600	\$ 800	\$ 700	\$ 100	\$ 100	\$ 100	\$ 400	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Printing and Stationery	\$ 2,100	\$ 700	\$ 100	\$ 100	\$ 100	\$ 100	\$ 400	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Shift Costs	\$ 40,725	\$ 3,543,201	\$ 1,244,416	\$ 1,866,241	\$ 1,244,416	\$ 3,922,116	\$ 3,922,116	\$ 3,922,116	\$ 5,883,241	\$ 3,922,116	\$ 3,922,116	\$ 3,790,240
Staff Travel	\$ 500	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Total Operating Expenses	\$ 51,775	\$ 3,743	\$ 6,943	\$ 1,744	\$ 2,386	\$ 4,422	\$ 7,022	\$ 4,422	\$ 6,883	\$ 4,422	\$ 4,122	\$ 3,940
FTEs												
Net Surplus (Deficit)	\$ 40,547	\$ 3,743	\$ 750	\$ 5,949	\$ 5,327	\$ 5,949	\$ 3,271	\$ 671	\$ 3,271	\$ 810	\$ 3,571	\$ 11,447
Overhead cost % allocated per Output	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30	0.30
Overhead allocation	\$ 34,807	\$ 2,552	\$ 448	\$ 3,363	\$ 4,195	\$ 3,002	\$ 3,108	\$ 3,108	\$ 4,215	\$ 3,108	\$ 2,691	\$ 2,630
Net Surplus (Deficit) after overhead allocation	\$ 5,740	\$ 6,295	\$ 1,199	\$ 2,586	\$ 1,172	\$ 2,948	\$ 164	\$ 2,435	\$ 3,405	\$ 164	\$ 881	\$ 8,817

Fortnightly payroll in April and September occurs 3 times.
Grant of \$20k to be paid to clubs via the clubs grant process(not shown above)
CDO provided budget for following events: (covered by Hireago, Courses and conferences and Consultants, Professional fees and other services)
2 - Club Days
2 - Clubs Events (e.g Year factor/qtz)
2 - CDO Meetings with clubs
4 - Clubs advisory committee meetings
Printing - office printing, clubs posters and printing of clubs brochures and workbooks

1

Sports, Recreation and Cultural activities Output
Massey Wellington Students Association
For the 2018 Year

	YTD											
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Income												
Misc Income	\$ 3,900	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765
Contract for Services	\$ 45,180	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765
Total Income	\$ 49,080	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765	\$ 3,765
Less Operating Expenses												
Consultants, Professional Services Fees and Other Service Fees	\$ 2,400	\$ 1,200	\$ 3,200	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
General Expenses	\$ 5,200	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Grants	\$ 4,000	\$ 100	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 100
Hire and Rental	\$ 1,800	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Printing and Stationery	\$ 1,440	\$ 1,602	\$ 1,764	\$ 2,646	\$ 1,764	\$ 1,764	\$ 1,764	\$ 1,764	\$ 2,646	\$ 1,764	\$ 1,521	\$ 2,880
Staff Costs	\$ 23,319	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40
Telecoms	\$ 480	\$ 1,730	\$ 3,492	\$ 2,954	\$ 3,836	\$ 2,954	\$ 4,154	\$ 2,954	\$ 3,836	\$ 2,954	\$ 2,211	\$ 3,170
Total Operating Expenses	\$ 37,199	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5	\$ 1,5
FTE's	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
Overhead cost % allocated per Output	\$ 12,626	\$ 859	\$ 859	\$ 1,129	\$ 1,393	\$ 1,009	\$ 1,044	\$ 1,044	\$ 1,413	\$ 1,044	\$ 905	\$ 885
Overhead allocation	\$ 1,745	\$ 1,176	\$ 595	\$ 2,882	\$ 1,364	\$ 98	\$ 133	\$ 1,333	\$ 1,333	\$ 1,333	\$ 649	\$ 200
Net Surplus/ (Deficit)	\$ 11,881	\$ 2,189	\$ 565	\$ 883	\$ 2,756	\$ 2,265	\$ 2,265	\$ 2,432	\$ 2,432	\$ 2,432	\$ 3,116	\$ 2,885

General Expenses to purchase supplies for bdy's and support student events

Printing - brochures and posters

Grants - to issue to students throughout semester to support student events
to run cultural activities for the benefit of students, e.g Massey Ball.

Consultants - orientation/

Admin Output
Massey Wellington Students Association
For the 2018 Year

	Estimated Figures												
	YTD	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec
Income													
Host reimbursement	\$ 10,000	\$ 0	\$ 10,000										\$ 0
Interest Received	\$ 240	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Miscellaneous income	\$ 720	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60	\$ 60
Total Income	\$ 10,240	\$ 80	\$ 10,080	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80	\$ 80
Less Operating Expenses													
Consultants, Professional Services Fees and Other Service Fees	\$ 7,200	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
Courses and Conferences	\$ -												
Depreciation	\$ 3,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
General Expenses	\$ 3,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Hire and Rental	\$ 5,204	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 412	\$ 672
Membership and Association	\$ 332												
Printing and Stationery	\$ 3,000	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Repairs, Maintenance and Running Costs	\$ 12,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Staff Costs	\$ 89,709	\$ 5,589	\$ 5,589	\$ 8,294	\$ 10,603	\$ 7,088	\$ 7,443	\$ 7,443	\$ 7,443	\$ 11,134	\$ 7,443	\$ 6,052	\$ 5,589
Staff Travel	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65
Telecoms	\$ 2,040	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170	\$ 170
Total Operating Expenses	\$ 126,265	\$ 8,586	\$ 8,586	\$ 11,291	\$ 13,932	\$ 10,085	\$ 10,440	\$ 10,440	\$ 10,440	\$ 14,131	\$ 10,440	\$ 9,049	\$ 8,846
FTE's		7.5	7.5	7.5	7.5	7.5	7.5	7	7	7	7	7	7
Net Surplus/ (Deficit)	\$ -116,025	\$ -8,506	\$ 1,494	\$ -11,211	\$ -13,852	\$ -10,005	\$ -10,360	\$ -10,360	\$ -10,360	\$ -14,051	\$ -10,360	\$ -8,969	\$ -8,765

Break Even Transactions excluded from Budget

Advocacy Grants - \$10,050 cap. Grants issued will be recovered from University
Clubs Grants - \$20,000 cap. Grants issued will be recovered from University
Diary and Wallplanner, advertising costs to cover printing, design and editorial costs.
Student Job Search cost \$5,500 - funding slightly over cost, to be spend on employment support

2018 funding

There will likely be a CPI movement in the 2018 figures

	SLA 2016	SLA 2017	SLA 2018
Advocacy	\$107,392	\$121,877	\$127,877
Advocacy - financial	\$4,125	\$4,142	\$4,142
Advocacy Grants	\$10,050	\$10,050	\$10,650
Clubs	\$90,000	\$82,323	\$82,323
Clubs Grants	\$20,000	\$20,080	\$20,080
SJS	\$5,500	\$5,522	\$5,522
Governance and Representation			
Campus Culture	\$45,000	\$45,000	\$45,180
	\$282,067	\$288,994	\$295,774

Note 10K reallocation from advocacy to clubs.

