# Performance Report

The New Zealand Flooring Training Organisation (Consolidated Report)
For the year ended 31 December 2025

Prepared by TFS Chartered Accountants Limited

# Contents

# Entity Information

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

### Legal Name of Entity

The New Zealand Flooring Training Organisation Incorporated

### Entity Type and Legal Basis

Incorporated Society (877528)
Registered Charity

### Registration Number

CC35367

### Entity's Purpose or Mission

The Society's objectives are to, within New Zealand:

- Liaise with training organisations both in New Zealand and overseas to develop training, specific to the Flooring Industry's needs;
- Support and promote the development of industry (Australia/New Zealand) standards for the recognition and improvement of skills within the Flooring Industry;
- To deliver off the job apprenticeship training;
- Undertake non-apprenticeship training needs analysis for, and on behalf of, members from time to time;
- Provide support, information and advice or any other assistance to Members on matters relating to education and training development;
- Gain NZQA validation for training courses conducted on behalf of Members;
- Establish appropriate accreditation systems for the Flooring Industry as required;
- Arrange and promote education seminars and, by any other such means deemed advisable by the Board, propagate new methods and improve practice and procedure within the industry;
- Otherwise encourage, improve and maintain standards in the field of flooring;
- Encourage, improve and maintain research within the Flooring Industry;
- Act as an advocate on behalf of the Flooring Industry to represent Members' views to Central Government, Local Government and Government Agencies; and
- Otherwise facilitate the advancement of the Flooring Industry in New Zealand.

### Entity Structure

New Zealand Flooring Training Organisation Incorporated (NZFTO) owns 100% shares in Allied Trades Institute Limited (ATIL). NZFTO operates the administrative arm including the collection of membership fees from its members. ATIL provides and delivers training courses to apprentices and other learners in the flooring industry.

## Entities Governance Arrangements

The Entity is governed by a Board.

## Any entities controlled by the entity for financial reporting purposes

Allied Trade Institute Limited

## Entity's Reliance on Volunteers and Donated Goods or Services

n/a

## Contact Details

| | |
|---|---|
| Physical Address | 12/99 Sawyers Arms Road, Northcote, Christchurch, New Zealand, 8052 |
| Postal Address | PO Box 20319, Bishopdale, Christchurch, New Zealand, 8543 |
| Email/Website | http://www.floornz.org.nz |
| Phone | 03 352 1409 |

## Board Members

| | | |
|---|---|---|
| Felipe Dos Santos | Board Member | 23/04/2024 |
| Lloyd Prescott | Board Member | 23/04/2024 |
| Jarrod Dawson Langstone | Board Member | 26/04/2023 |
| Jeffrey Francis Henry | CEO and Board Member | 26/04/2023 |
| Curt Peter Freeman | Board Member | 20/05/2022 |
| Jonny Max Rawson | Board Member | 20/05/2022 |
| Colin Matthew Jones | Board Member | 01/05/2021 |
| Anthony Desmond Te Au | Board Member | 26/01/2021 |
| Robert Michael Adrianus Josephus Brouwer | Chair and Board Member | 21/09/2020 |
| Mark Faulkner | Board Member | 01/01/2003 |
| Chris Burns | Board Member | 25/07/2025 |
| Katie James | Board Member | 25/05/2025 |

Anthony Desmond Te Au was a board member up until 30/6/2025

Curt Peter Freeman was a board member up until 22/5/2025

# Approval of Financial Report

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

The Board are pleased to present the approved financial report including the historical financial statements of The New Zealand Flooring Training Organisation (Consolidated) for year ended 31 December 2025.

APPROVED this....11.... day of ...MAY...2026

Robert Brouwer

Chairman of the Board

Date ...11/5/2026...

Board Member Jonathan Lawson

Date ...11/5/2026...

# Statement of Service Performance

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

### Description of Entity's Medium to Long term Objectives

The outcomes sought by the Board are defined by the New Zealand Flooring Training Organisation Inc's Constitution and can be summarised as:
- To deliver off the job apprenticeship training
- Provide support, information and advice to members in relation to education and training development;
- Establish appropriate accreditation systems for the Flooring Industry.

### Income from Apprenticeship Training

The following training income was earned:

1. Apprenticeship Income (BCITO)

2. Developing Training Material (BCITO)

3. FPD Income (BCITO)*

4. TEC for pre-apprenticeship income

Income earned from the above was $549,144 (2024: $708,160)

*This income does not include FPD travelling and printing income

### Provider Costs (Excl GST)

Course
- FloorNZ provided Training Courses - $15,600 plus GST (2024: $15,000) per course week
- Floor Planning & Design - $3,120 plus GST (2024: $3,500) per day plus reasonable travel / accommodation
- Supplementary Costs for 2025 only - $79,584 plus GST (to be paid in 12 equal payments of $6,632 plus GST, each payment made monthly and invoiced separately) (2024: $76,523)

### Training Provider Courses Delivered

During the year 32 {21 Apprentice training and 11 FPD) courses were delivered (2024 : 37 - {25 Apprentice training and 12 FPD})

# Statement of Financial Performance

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

**'How was it funded?' and 'What did it cost?'**

| | NOTES | 2025 | 2024 |
|---|---|---|---|
| **Revenue** | | | |
| General grants | 1 | 33,658 | - |
| Government service delivery grants/contracts | 1 | 563,526 | 716,504 |
| Membership fees and subscriptions | 1 | 147,099 | 134,416 |
| Interest, dividends and other investment revenue | 1 | 9,711 | 8,149 |
| Other revenue | 1 | 1,076 | 826 |
| **Total Revenue** | | **755,070** | **859,896** |
| **Expenses** | | | |
| Employee remuneration and other related expenses | 2 | 407,811 | 459,692 |
| Other expenses related to service delivery | 2 | 206,363 | 246,279 |
| Other expenses | 2 | 41,455 | 26,144 |
| **Total Expenses** | | **655,629** | **732,114** |
| **Surplus/(Deficit) for the Year** | | **99,442** | **127,781** |

This statement has been audited. Please refer to the attached audit report.

# Statement of Financial Position

## The New Zealand Flooring Training Organisation (Consolidated Report)
## As at 31 December 2025

| | NOTES | 31 DEC 2025 | 31 DEC 2024 |
|---|---|---|---|
| **Assets** | | | |
| **Current Assets** | | | |
| Debtors and prepayments | 3 | 9,275 | 16,079 |
| Bank accounts and cash | 3 | 464,496 | 399,347 |
| Investments (current) | | 77,449 | - |
| **Total Current Assets** | | **551,219** | **415,426** |
| **Non-Current Assets** | | | |
| Intangible Assets | 3 | 2,300 | 2,300 |
| Property, Plant and Equipment | 5 | 4,280 | 4,042 |
| Other non-current assets | | - | - |
| **Total Non-Current Assets** | | **6,580** | **6,342** |
| **Total Assets** | | **557,799** | **421,768** |
| **Liabilities** | | | |
| **Current Liabilities** | | | |
| Employee costs payable | 4 | 31,769 | 22,571 |
| Creditors and accrued expenses | 4 | 45,249 | 39,311 |
| Deferred Revenue | 4 | 41,742 | 20,288 |
| **Total Current Liabilities** | | **118,760** | **82,170** |
| **Total Liabilities** | | **118,760** | **82,170** |
| **Total Assets less Total Liabilities (Net Assets)** | | **439,039** | **339,597** |
| **Accumulated Funds** | | | |
| Accumulated Funds | 6 | 439,039 | 339,597 |
| **Total Accumulated Funds** | | **439,039** | **339,597** |

This Consolidated Performance Report has been audited. Please refer to the attached audit report.

# Statement of Cash Flows

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

| | 2025 | 2024 |
|---|---|---|
| **Cash Flows from Operating Activities** | | |
| **Operating receipts (money deposited into the bank account)** | | |
| General grants | 33,658 | - |
| Government service delivery grants/contracts | 549,307 | 780,706 |
| Membership fees and subscriptions | 188,841 | 134,416 |
| Interest or dividends received | 9,711 | 8,149 |
| Other cash received | 1,076 | 826 |
| **Total Operating receipts (money deposited into the bank account)** | **782,594** | **924,098** |
| **Operating payments (money withdrawn from the bank account)** | | |
| Employee remuneration and other related payments | (398,612) | (458,007) |
| Other payments related to service delivery | (195,027) | (236,578) |
| GST paid | (4,665) | 7,342 |
| Other payments | (40,413) | (26,937) |
| **Total Operating payments (money withdrawn from the bank account)** | **(638,716)** | **(714,180)** |
| **Total Cash Flows from Operating Activities** | **143,878** | **209,918** |
| **Cash Flows from Other Activities** | | |
| Receipts from other activities | - | - |
| **Payments from other activities** | | |
| Payments to acquire property, plant and equipment | (1,280) | 1,293 |
| **Payments to purchase investments** | | |
| Change in Term Deposits | (77,449) | - |
| Payments for other activities | - | - |
| **Total Payments from other activities** | **(78,729)** | **1,293** |
| **Total Cash Flows from Other Activities** | **(78,729)** | **1,293** |
| **Net Increase/(Decrease) in Cash** | **65,149** | **211,211** |
| **Bank Accounts and Cash** | | |
| Opening cash | 399,347 | 188,136 |
| Net change in cash for period | 65,149 | 211,211 |
| Closing cash | 464,496 | 399,347 |

This statement has been audited. Please refer to the attached audit report.

# Statement of Accounting Policies

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

### Basis of Preparation

The entity is permitted by law to apply the Tier 3 (NFP) Standard issued by the External Reporting Board (XRB) and has elected to do so. A PBE may apply the standard if it does not have public accountability and has total annual expenses less than or equal to $5,000,000. 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 in the foreseeable future.

### Reporting Entity

The Group financial statements consolidate those of the Parent Entity, being the New Zealand Flooring

Training Organisation Incorporated ("NZFTO") and its subsiduary - Allied Trades Institute Limited ("ATIL")

### Entity Type and Legal Basis

NZFTO is a Registered Incorporated Society

NZFTO is a Registered Charity

ATIL is a Standard Company

### Basis of Consolidation

NZFTO has 100% shareholding in ATIL.

### Tier 2 PBE Accounting Standards Applied

The Group is applying IPSAS 35 Consolidated Financial Statements for the purposes of consolidation.

### Goods and Services Tax (GST)

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.

### Income Tax

The New Zealand Flooring Training Organisation (Consolidated) is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

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

Other Accounting Policies

**Revenues**

**Membership Subscriptions**
Membership subscriptions are accounted on the length of the membership. Memberships are issued in line with the financial year.

**Apprenticeship Income**
Revenue is recognised when the event takes place.

**Course Income**
Revenue is recognised when the event takes place.

**FDP Income**
Revenue is recognised when the event takes place.

**Sponsorship Income**
Revenue is recognised on receipt of income.

**Sales Income**
Revenue is recognised when the event takes place.

**Interest Income**
Interest income is recognised when its earned during the period

**Property, Plant and Equipment (PPE)**
PPE are stated at historical cost less any accumulated deprecation and impairment losses. Depreciation is calculated using the Dimishing Value method over the useful life of the assets. Depreciation is charged at rates calculated to allocate the cost or valuation of the assets over its remaining useful life:

| | |
|---|---|
| Office Equipment | 16% to 67% |
| Plant and Equipment | 25% |

**Credit Card Facility**
There is a credit card facility of $20,000. As at the balance date $ 6,065 (2024: $ 3,934) of this facility had been used.

## Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

## The New Zealand Flooring Training Organisation (Consolidated Report)
## For the year ended 31 December 2025

| | 2025 | 2024 |
|---|---|---|

### 1. Analysis of Revenue

| | 2025 | 2024 |
|---|---|---|
| **General grants** | | |
| Master Floor Programme(MFP) | 13,658 | - |
| Regional Meetings Income | 20,000 | - |
| **Total General grants** | **33,658** | **-** |
| | | |
| **Government service delivery grants/contracts** | | |
| BCITO Consultation | - | 19,200 |
| BCITO Resource Development | - | 76,523 |
| FPD Income | 63,960 | 72,750 |
| FPD Printing Income | 872 | 1,492 |
| FPD Travelling Income | 6,157 | 6,332 |
| Introduction to Flooring and Flooring Fundamentals | 7,353 | 15,335 |
| OSH Income | - | 520 |
| BCITO Service Agreement | 485,184 | 480,000 |
| TEC Income | - | 44,353 |
| **Total Government service delivery grants/contracts** | **563,526** | **716,504** |
| | | |
| **Membership fees and subscriptions** | | |
| Membership Fees | 147,099 | 134,416 |
| **Total Membership fees and subscriptions** | **147,099** | **134,416** |
| | | |
| **Interest, dividends and other investment revenue** | | |
| Interest Received | 9,711 | 8,149 |
| **Total Interest, dividends and other investment revenue** | **9,711** | **8,149** |
| | | |
| **Other revenue** | | |
| Sponsorship Income | 505 | 500 |
| Miscellaneous Income | 471 | 326 |
| Flooring Awards Income | 100 | - |
| **Total Other revenue** | **1,076** | **826** |

### 2. Analysis of Expenses

| | 2025 | 2024 |
|---|---|---|
| **Employee remuneration and other related expenses** | | |
| Accident Compensation Levy | 1,249 | 1,112 |
| Kiwisaver Employer Contributions | 7,116 | 7,261 |
| Leave expenses | 8,236 | (360) |
| Wages & Salaries | 388,175 | 451,678 |
| **Contractor payments** | | |

| | 2025 | 2024 |
|---|---|---|
| Subcontractors | 3,035 | - |
| **Total Contractor payments** | **3,035** | **-** |
| **Total Employee remuneration and other related expenses** | **407,811** | **459,692** |
| **Other expenses related to service delivery** | | |
| Freight & Courier | 22 | - |
| Sponsorship expenses E3 | 49 | - |
| staff expenses | 26 | - |
| Stripe Fees | 65 | - |
| Membership Promotion | 1,217 | - |
| Minor Assets | 962 | - |
| Regional Meetings | 12,962 | - |
| FloorNZ Event Expenses | 4,957 | - |
| Master Floor Programme Expenses | 5,262 | - |
| Cleaning, Staffroom Supplies | 3,016 | 4,102 |
| Computer Expenses | 6,267 | 5,942 |
| Course Flooring Fundamentals Expenses | 2,123 | 3,786 |
| Entertainment Expenses | 3,344 | 3,111 |
| FNZ expenses in ATI | (47) | 47 |
| FPD Expenses | 8,338 | 8,200 |
| General Expenses | - | 1,181 |
| Insurance | 9,159 | 14,340 |
| Licences & Registrations | 185 | 37 |
| Light Power & Heating | 3,930 | 4,053 |
| Marketing & Advertising | 60 | 4,596 |
| Meeting Expenses - Board | 13,790 | 10,935 |
| NZQA Fees | 2,763 | 8,189 |
| Office Expense | - | 57 |
| Plant & Equipment Hire | 2,268 | 2,268 |
| Postage - OSH | - | 32 |
| Printing | 102 | 1,462 |
| Professional Service | 14,108 | 73,440 |
| Rates | 4,120 | 3,947 |
| Recruitment Costs | - | 265 |
| Rent | 53,889 | 53,550 |
| Repairs & Maintenance | 79 | 1,525 |
| Resource Materials | - | 61 |
| Security | 2,478 | 715 |
| Sponsorship expenses | 10,784 | 4,420 |
| Staff Training | 313 | 590 |
| Staff travel | 4,785 | 1,768 |
| Stationery, Printing & Postage - general | 9,640 | 6,065 |
| Storage Unit | 3,730 | 4,070 |
| Subscriptions | 11,107 | 13,005 |
| Telephone, Tolls & Fax | 2,576 | 2,545 |

| | 2025 | 2024 |
|---|---|---|
| Travelling Non Apprentice | - | 197 |
| Waste Management | 4,210 | 4,898 |
| Workshop Expense | 3,722 | 2,882 |
| **Total Other expenses related to service delivery** | **206,363** | **246,279** |

| **Other expenses** | | |
|---|---|---|
| Accountancy Fees | 7,076 | 9,108 |
| Audit Fees | 12,653 | 13,084 |
| Bank Fees | 412 | 510 |
| Depreciation | 1,042 | 1,369 |
| Interest - Other | - | 4 |
| Payroll fees | 1,104 | 1,180 |
| Legal Expenses | 19,167 | 887 |
| **Total Other expenses** | **41,455** | **26,144** |

| | 2025 | 2024 |
|---|---|---|

## 3. Analysis of Assets

| **Debtors and prepayments** | | |
|---|---|---|
| Accounts Receivable (Xero) | 4,531 | 10,601 |
| Prepaid Expenses | 4,744 | 5,478 |
| **Total Debtors and prepayments** | **9,275** | **16,079** |

| **Bank Accounts and Cash** | | |
|---|---|---|
| Allied Trades Institute Ltd t/a The NZ Flooring Training Organisation Incorporated | - | 63,402 |
| ATI Savings | (9) | 131,555 |
| FNZ Operating account | 52,163 | 17,117 |
| FNZ Savings account | 412,341 | 187,273 |
| **Total Bank Accounts and Cash** | **464,496** | **399,347** |

| **Other current assets** | | |
|---|---|---|
| Term Deposit | 77,449 | - |
| **Total Other current assets** | **77,449** | **-** |

| **Other non-current assets** | | |
|---|---|---|
| Intangible Assets | 2,300 | 2,300 |
| Intercompany Loan | - | - |
| **Total Other non-current assets** | **2,300** | **2,300** |

| | 2025 | 2024 |
|---|---|---|

## 4. Analysis of Liabilities

| **Employee costs payable** | | |
|---|---|---|
| Annual leave accrued | 29,931 | 21,695 |
| Wages Accrued | 1,838 | 875 |
| **Total Employee costs payable** | **31,769** | **22,571** |

**Creditors and accrued expenses**

| | 2025 | 2024 |
|---|---|---|
| **Accounts Payable** | | |
| Accounts Payable (Xero) | 18,847 | 10,077 |
| Audit Fees Payable | 12,400 | 12,700 |
| GST | 7,937 | 12,601 |
| CC Jeff 9943 | 5,122 | 3,550 |
| CC Jacob 3163 | 943 | 384 |
| **Total Creditors and accrued expenses** | **45,249** | **39,311** |
| **Deferred revenue** | | |
| Revenue Received in Advance | 41,742 | - |
| Due to TEC | - | 20,288 |
| **Total Deferred revenue** | **41,742** | **20,288** |

## 5. Property, Plant and Equipment (This Year)

| Asset Class | Opening Carrying Amount* | Purchase | Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount* |
|---|---|---|---|---|---|
| Office equipment* | 3,294 | 1,280 | - | 855 | 3,719 |
| Furniture and fixtures* | 748 | - | - | 187 | 561 |
| **Total** | 4,042 | 1,280 | - | 1,042 | 4,280 |

**Significant Donated Assets Recorded**

None

**Significant Donated Assets - Not Recorded**

None

## 5. Property, Plant and Equipment (Last Year)

| Asset Class | Opening Carrying Amount* | Purchase | Disposals | Current Year Depreciation and Impairment | Closing Carrying Amount* |
|---|---|---|---|---|---|
| Office equipment* | 3,544 | 870 | - | 1,120 | 3,295 |
| Furniture and fixtures* | 998 | - | - | 250 | 748 |
| **Total** | 4,542 | 870 | - | 1,370 | 4,042 |

| | 2025 | 2024 |
|---|---|---|
| **6. Accumulated Funds** | | |
| **Accumulated surpluses or (deficits)** | | |
| Opening Balance | 339,597 | 211,816 |

| | 2025 | 2024 |
|---|---|---|
| Retained earnings/Accumulated funds | - | - |
| **Current year earnings** | | |
| Current Year Earnings | 99,442 | 127,781 |
| **Total Current year earnings** | **99,442** | **127,781** |
| **Total Accumulated surpluses or (deficits)** | **439,039** | **339,597** |
| **Total Accumulated Funds** | **439,039** | **339,597** |

## 7. Commitments

Operating lease

Operating lease payments, where the lessor effectively retains substantially all the risk and benefits of ownership of the leased items are recognised as an expence in the profit and loss on a straight line basis over the lease term.

Operating lease incentives are recognised as a liability when received and subsequently reduced by allocating lease payments between rental expense and reduction of liability.

There is an ongoing lease commitment for the lease of the premises at Unit 12, 99 Sawyers Arms Road, Christchurch for $54,500 per annum, with a right to renew at April 2028. (Last year: $53,550)

Operating Lease Commitments

| | 2025 | 2024 |
|---|---|---|
| **Current** | $54,500 | $13,880 |
| **Non-Current** | $68,125 | - |
| **Total** | $122,625 | $13,880 |

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 December 2025. (Last year - nil).

## 9. Imputation Credits

At balance date, the imputation credits were Nil. (Last Year: Nil)

## 10. Related Party Transactions

| | | This Year | Last Year | This Year | Last Year |
|---|---|---|---|---|---|
| **Description of Related Party Relationship** | **Description of the Transaction (whether in cash or amount in kind)** | **Value of Transactions** | **Value of Transactions** | **Amount Outstanding** | **Amount Outstanding** |
| Board Members and Key Management Personnel receiving remuneration | Remuneration - Cash | $149,800 | $144,217 | Nil | Nil |

The Chief Executive Officer is considered to be a key management personnel however is not a Board Member. Where Board Members receive remuneration for attending meetings, these are also included in the above.

## 11. 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 (Last year - nil).

## 12. Going Concern

The Group is able to meet it's future obligations as they fall due and for this reason the Board consider the going concern basis of accounting to be appropriate.