

The Clinical Physiologists Registration Board

Performance Report

For the year ended:
31 March 2024

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The Clinical Physiologists Registration Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2024

Legal Name of Entity:	Clinical Physiologists Registration Board Incorporated
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Other Name of Entity (if any):	N/A
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Type of Entity and Legal Basis (if any):	Incorporated Society
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Registration Number:	1876592
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Entity's Purpose or Mission: The purposes of the Society are to: (a) To oversee theoretical and practical registration guidelines for Clinical Physiologists / Technicians (b) To prescribe the qualifications required for scopes of practice within the professions and for that purpose accredit and monitor education institutions and degrees, courses of studies or programmes (c) Authorising the registration of health practitioners and to maintain registers (d) Consider applications for annual practicing certificates (e) Review and promote the competence of health practitioners (f) Setting standards of clinical competences, cultural competence and ethical conduct (g) Setting programmes to ensure the ongoing competence of health practitioners (h) To exercise and perform any other functions, powers and duties that are conferred or imposed on it by or under the HPCA Act 2003 or any other enactment Pecuniary gain is not a purpose of the Society.
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Entity Structure: The Society shall have a managing committee ("the Committee"), comprising the following persons: (a) The Chairperson; (b) The Secretary; (c) The Treasurer; and (d) Other Members with a maximum of two representatives from each Clinical Physiology specialty field The membership of the society must include (a) a majority of members who are health professionals and (b) two laypersons, if the society has at any time 8 or fewer members (c) three laypersons if the society has at any time 9 or more members.
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The Clinical Physiologists Registration Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2024

Main Sources of the Entity's Cash and Resources:

Annual Practising Certificate renewal fees. Registration fees. Interest on investments. Practical Competency assessment fees.

Main Methods Used by the Entity to Raise Funds:

N/a

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

Twelve board members volunteer their time to attend board meetings, review registration applications and provide interim guidance for more urgent matters between board meetings.

The Clinical Physiologists Registration Board

Entity Information

"Who are we?", "Why do we exist?"

For the year ended:
31 March 2024

Additional Information

N/A

Contact details

Physical Address:
85 Etherton Drive, Weymouth, Auckland 1023

Postal Address:
85 Etherton Drive, Weymouth, Auckland 1023

Phone/Fax:
211676313

Email/Website:
admin@cprb.org.nz
www.cprb.org.nz

The Clinical Physiologists Registration Board
Statement of Service Performance
 "What did we do?"
 For the year ended
 31 March 2024

Description of the Entity's Outcomes:

Maintain a public register of qualified physiologists and technicians. Issue annual practicing certificates. Investigate complaints or notifications pertaining to competence, fitness to practice or professional conduct, and recommend and institute consequences or sanctions. Perform practical competency assessments on overseas trained practitioners in echocardiography. Meet regularly to discuss, revise, set and maintain professional standards and practices. Through these activities we seek to enhance public safety when accessing the professional services of a clinical physiologist or technician, by ensuring clinical physiologists and technicians are appropriately trained, qualified, certified and are engaging in appropriate continuing professional development.

Description and Quantification (to the extent practicable) of the Entity's Outputs:	Actual	Budget	Actual
	This Year	This Year	Last Year
New registration applications accepted	54		67
Annual practicing certificates issued	444		362
Auditing of professional portfolios	129		64
Investigation of complaints or notifications	0		0
Board meetings	4		4
Performed practical competency assessments in echocardiography	0		0

Additional Output Measures:

N/A

Additional Information:

Outcomes are driven by need, therefore are not budgeted.

The Clinical Physiologists Registration Board

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

31 March 2024

	Notes	Actual This Year \$	Budget This Year \$	Actual Last Year \$
Operating Receipts				
Registration Fees		\$ 12,600		\$ 10,200
Annual Practicing Certificate Fees		\$ 45,750		\$ 41,300
Interest, dividends and other investment income receipts		\$ 16,135		\$ 9,384
Total Operating Receipts		\$ 74,485		\$ 60,884
Operating Payments				
Volunteer and employee related payments		\$ 18,700		\$ 19,880
Salaries and Wages		\$ 24,945		\$ 24,251
PIE Tax		\$ 3,925		\$ 2,340
Auditors fee		\$ 2,875		\$ 2,487
Insurance		\$ 1,639		\$ 1,506
Website		\$ 4,627		\$ 7,721
Travel		\$ 3,437		\$ 835
Bank charges		\$ 60		\$ 1,673
Meeting expenses		\$ 6,062		\$ 235
Paypal & Stripe fee		\$ 1,719		\$ 12
Refund		\$ 739		
Total Operating Payments		\$ 68,728		\$ 60,939
Operating Surplus or (Deficit)		\$ 5,758		-\$ 56
Capital Payments				
Purchase of resources		\$ -		\$ 3,530
Increase/(Decrease) in Bank Accounts and Cash		\$ 5,758		-\$ 3,586
Bank accounts and cash at the beginning of the financial year		\$ 384,049		\$ 387,635
Bank Accounts and Cash at the End of the Financial Year		\$ 389,806		\$ 384,049
Represented by:				
Kiwibank Cheque Account		\$ 65,164		\$ 77,908
Kiwibank NoticeSaver		\$ 270,178		\$ 260,085
Kiwibank Call Account		\$ 48,173		\$ 46,056
Paypal account(processed on may 2024)		\$ 6,291		\$ -
Total Bank Accounts and Cash at the End of the Financial Year		\$ 389,806	\$ -	\$ 384,049

This performance report has been approved by the
[Trustees/Committee/Officers/Board], for and on behalf of CPRB:

Date 30/07/2024

Signature 

Name Lisa Wilson

Position Chairperson

Date 30/07/2024

Signature 

Name Nina Andy

Position Registrar

The Clinical Physiologists Registration Board
Statement of Resources and Commitments
 "what the entity owns?" and "what the entity owes?"
 As at
 31 March 2024

SCHEDULE OF RESOURCES	This Year	Last Year
	\$	\$
Bank Accounts and Cash (from Statement of Receipts and Payments)	389,806	384,049
Money Owed to the Entity		
Description	Amount	Amount
AGM Meeting venue cost - payment in advance	6,062	-
Other Resources		
Description and Source of Value (cost or current value required if practicable to obtain)	Cost or	Cost or
	Current Value	Current Value
Office equipment at cost	-	1,392

The Clinical Physiologists Registration Board

Notes to the Performance Report

For the year ended
31 March 2024

Note 1: Accounting Policies "How did we do our accounting"

Basis of Preparation

The Clinical Physiologists Registration Board is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

The Clinical Physiologists Registration Board is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

The Clinical Physiologists Registration Board

Notes to the Performance Report

For the year ended
31 March 2024

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members	Registration Fees	12,600	9,900
	Annual Practicing Certificate Fees	45,750	41,300
	PCA fees	-	-
	Total	\$ 58,350	\$ 51,200

Receipt Item	Analysis	This Year \$	This Year \$
Interest, dividends and other investment income receipts	Interest	\$ 16,135	\$ 9,384
	Total	\$ 16,135	\$ 9,384

Receipt Item	Analysis	This Year \$	This Year \$
Capital receipts	IT upgrades	-	3,530
	Total		3,530

The Clinical Physiologists Registration Board

Notes to the Performance Report

For the year ended
31 March 2024

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related payments	Salaries and Wages	24,945	24,251
	Board Honoraria	18,700	19,880
	Total	43,645	44,131

Payment Item	Analysis	This Year	Last Year
		\$	\$
Other operating payments	PIE Tax	3,925	2,340
	Auditors fee	2,875	2,487
	Insurance	1,639	1,507
	Website	4,627	7,721
	Travel	3,437	835
	Bank charges	60	1,673
	Meeting expenses	6,062	235
	Other operating expenses	2,458	-
\$ 3.85	Total	25,083	16,798

The Clinical Physiologists Registration Board

Notes to the Performance Report

**For the year ended
31 March 2024**

Notes 4-7

Note 5: Related Party Transactions

There were no transactions involving related parties during the financial year. (Last Year - Nil)

Note 6: Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance report. (Last Year – Nil).

Clinical Physiologists Registration Board Incorporated

Independent assurance practitioner's review report to the intended user

Report on the Performance Report

We have reviewed the accompanying performance report of Clinical Physiologists Registration Board Incorporated, which comprises the entity information, the statement of service performance, the statement of receipts and payments for the year ended 31 March 2024, the statement of resources and commitments as at 31 March 2024, and the statement of accounting policies and other explanatory information.

Committee's Responsibility for the Performance Report

The Committee 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 of a performance report on behalf of the entity that gives a true and fair view, which comprises:
 - the entity information
 - the statement of service performance
 - the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance reportin accordance with Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit) issued by the New Zealand Accounting Standards Board.
- c. for such internal control as the Committee determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying performance report. We conducted our review of the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised).

Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance

with the applicable financial reporting framework. Those standards also require us to comply with relevant ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400 and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

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

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Clinical Physiologists Registration Board Incorporated.

Conclusion

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

- a. the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable.
- b. the performance report does not give a true and fair view of:
 - the resources and commitments of Clinical Physiologists Registration Board Incorporated as at 31 March 2024, and of its receipts and payments for the year then ended; and
 - the entity information and its service performance for the year then ended

in accordance with the Public Benefit Entity Simple Format Reporting – Cash (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

William Buck.

William Buck Audit (NZ) Limited

Auckland
1 August 2024