

# **FY23-24 Performance Report**

Duncan Foundation  
For the year ended 31 March 2024

Prepared by Common Cents Accounting Ltd

# Contents

3	Compilation Report
4	Entity Information
5	Approval of Financial Report
6	Statement of Service Performance
8	Statement of Financial Performance
9	Statement of Financial Position
10	Statement of Cash Flows
11	Statement of Accounting Policies
12	Notes to the Performance Report

# Compilation Report

## Duncan Foundation

### For the year ended 31 March 2024

Compilation Report to the Trustees of the Duncan Foundation.

#### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Duncan Foundation for the year ended 31 March 2024.

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

#### Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

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

#### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

#### Independence

We have no involvement with Duncan Foundation other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

#### Disclaimer

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

*Karen Davis*

---

Common Cents Accounting

510 Wayby Station Rd, RD2 Wellsford, Auckland 0972

Dated: 5 August 2024

# Entity Information

## Duncan Foundation

For the year ended 31 March 2024

### Legal Name of Entity

Duncan Foundation

### Entity Type and Legal Basis

Charitable Trust: CC55313

### Entity's Purpose or Mission

The Duncan Foundation aims to provide new and essential clinical services to improve the lives of New Zealanders with neurological conditions that impact physical function. We provide:

- services for a person and their whanau to access clinical resources and allied health professionals who understand the management of progressive neurological conditions regardless of regional, cultural, and socio-economic barriers.
- the opportunity for health professionals working remotely or in isolation to access clinical and collegial support when working with people living with progressive neurological conditions that impact physical function.

### Entity Structure

**Governance:** The Board of Trustees can be made up of between three and seven Trustees, there are currently 4 Trustees.

**Operations:** 3 part-time contracted staff (CEO, Patient & Admin Coordinator, Funding (vacant)). Volunteer(s) support our team.

**Clinician Support Team:** 1 contract Clinical director and 4 Clinical Lead roles (contracted through Rope Neuro Rehabilitation Ltd)

**Programme Delivery:** national provider contracts for clinical services to patients and education to health professionals/ community

### Main Sources of Entity's Cash and Resources

We are grateful to our primary funding partner The Sir Thomas and Lady Duncan Trust for their ongoing support and value our other key funders who supported us through philanthropic grant funding and donations.

### Main Methods Used by Entity to Raise Funds

We are primarily funded through grants and donations received from individuals, trust and community funders.

### Additional Information

The Duncan Foundation identifies gaps in allied health services available within the public health system, facilitates access to trained health professionals and provides continuing education to clinicians. We currently support people living with focal dystonia, the late effects of polio, recently diagnosed Parkinson's, Friedreich's ataxia, spinocerebellar ataxia, and other inherited ataxias.

### Contact Details

**Phone:** Coordinator 022 073 8173 | **Email:** [admin@duncanfoundation.org](mailto:admin@duncanfoundation.org) | **Website:** <https://duncanfoundation.org/>

**Physical Address:** c/- Board Chairperson, 72 Sarsfield Street, Herne Bay, Auckland 1011

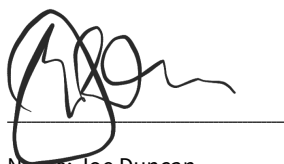
**Postal Address:** c/- Leticia Mincham, PO Box 84096, Westgate, Auckland, 0657

# Approval of Financial Report

## Duncan Foundation For the year ended 31 March 2024

The Trustees are pleased to present the approved financial report including the historical financial statements of Duncan Foundation for the year ended 31 March 2024.

APPROVED



Name: Joe Duncan

Chair Duncan Foundation

Date 30 September 2024



Name: Tim Edmonds

Position: Trustee

Date 30 September 2024

# Statement of Service Performance

## Duncan Foundation

For the year ended 31 March 2024

### Description of Entity's Outcomes

The Duncan Foundation is committed to enhancing the physical and mental well-being of New Zealanders living with neurological conditions. Our support spans those with late effects of Polio (LEoP), idiopathic focal dystonia, recently diagnosed Parkinson's (RDP), Friedreich's ataxia (FA), spinocerebellar ataxia (SCA), and other inherited ataxias. As we identify new needs and secure funding, we will broaden our scope to support more conditions.

Individuals with progressive neurological conditions often endure multiple disabilities, including chronic and acute impairments in muscle function, fatigue, and pain, leading to a lower quality of life compared to the general population. Unless they experience an acute event, such as a fall, they are not typically offered a defined treatment pathway. However, clinical interventions can potentially slow decline, sustain quality of life, and reduce the risk of acute events. We are committed to removing regional, cultural, and socio-economic barriers to make our services accessible to all.

Key drivers of our work include providing timely access to services without financial barriers and improving knowledge of condition-specific management in the New Zealand allied health workforce. The Duncan Foundation's network of affiliated clinicians delivers comprehensive assessments, treatment, and referrals for individuals living with neurological conditions. We develop self-management tools to improve quality of life and symptom management and support our clinicians through resource sharing, peer reviews, journal reviews, and continuous professional development.

Our broader goals include advancing knowledge within the health and community sectors. We achieve this by delivering educational presentations, participating in research, and collaborating with patient groups and other providers to understand needs and services and develop relevant treatment protocols. Key activities during the period ended 31 March 2024 include:

### Successful Projects

With support of the Bollard Trust, we completed the West Auckland Parkinson's project working with individuals with recently diagnosed Parkinson's providing assessments and interventions to achieve positive outcomes for the individuals involved. However, the broader aim of the project was to identify the differences in available services from diagnosis to availability of support services.

- We also worked closely with Polio New Zealand to ensure that their members would continue to receive relevant support and services.
- West Auckland Parkinson's Project: Supported by the Bollard Trust, we provided assessments and interventions for individuals with recently diagnosed Parkinson's, identifying gaps in service availability.
- Polio New Zealand: We worked closely with their board during wind-up of their charity to ensure support and services for their members continue to be available through the Duncan Foundation.

### Clinical Team Growth

- Expanded our team to 34 affiliated clinicians across 13 clinics, adding five new clinics and 15 clinicians, over the last year to ensure national service accessibility.
- Supported our clinical team with peer supervision, condition-specific meetings, and opportunities to attend condition-specific professional development.

### Complementary Activities

- Held a six-week Polio Fatigue Management course attended by 6 individuals
- Delivered presentations to the Whakatane Polio support group and Parkinson's New Zealand Online Support Group – Greater Auckland Area.
- Participated in research, such as the pilot trial on the effect of Transcranial Direct Current Stimulation on ataxia in SCA1 patients.
- Participated in the Centre for Brain Research Steering Group to improve Parkinson's health outcomes, especially for Māori and Pacific communities.
- Supported Pacifica Parkinson's meetings for PINK1 individuals.

## Duncan Foundation Outputs

### NEW PATIENT REGISTRATIONS

	2024	2023
Registrations - All Conditions - All Regions	173	180

### INDIVIDUAL INTERVENTIONS

#### Condition-Specific Intervention Package - Assessments

	2024	2023
Dystonia	20	24
Inherited Ataxia (Friedreich's ataxia & spinocerebellar ataxia)	57	82
Parkinson's	260	275
Polio	107	143
Other Conditions & Other Ataxia	16	29

#### Individual Intensive Packages - Sessions

	2024	2023
Dystonia	12	11
Parkinson's	93	224

### Neurogenetic Research Clinic (NGRC)

*Collaboration with the University of Auckland - Centre for Brain Research*

	2024	2023
NGRC Clinic Assessments	49	70

### GROUP INTERVENTIONS

	2024	2023
Parkinson's Exercise Classes - Sessions	40	53
Parkinson's Exercise Classes - Attendance	439	414
Polio Exercise Classes (Online) - Sessions	93	97
Polio Exercise Classes (Online) - Attendance	671	677
Polio Peer Support Group (Online) - Sessions	96	98
Polio Peer Support Group - (Online) Attendance	996	1245

# Statement of Financial Performance

## Duncan Foundation

For the year ended 31 March 2024

	NOTES	2024	2023
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	409,780	495,552
Revenue from providing goods or services	1	-	870
Interest, dividends and other investment revenue	1	16,766	3,982
<b>Total Revenue</b>		<b>426,547</b>	<b>500,403</b>
<b>Expenses</b>			
Expenses related to public fundraising	2	15	521
Volunteer, employee and contractor related costs	2	196,424	146,565
Costs related to providing goods or service	2	136,385	153,414
Grants and donations made	2	2,546	-
Other expenses	2	32,837	35,945
<b>Total Expenses</b>		<b>368,206</b>	<b>336,446</b>
<b>Surplus/(Deficit) for the Year</b>		<b>58,340</b>	<b>163,957</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Financial Position

Duncan Foundation

As at 31 March 2024

	NOTES	31 MAR 2024	31 MAR 2023
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	3	579,085	301,904
<b>Total Current Assets</b>		<b>579,085</b>	<b>301,904</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	5	2,068	1,394
Other non-current assets	3	283	283
<b>Total Non-Current Assets</b>		<b>2,351</b>	<b>1,677</b>
<b>Total Assets</b>		<b>581,436</b>	<b>303,581</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses	4	30,573	28,047
Unused donations and grants with conditions	4	263,196	46,206
<b>Total Current Liabilities</b>		<b>293,769</b>	<b>74,254</b>
<b>Total Liabilities</b>		<b>293,769</b>	<b>74,254</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>287,667</b>	<b>229,327</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	287,667	229,327
<b>Total Accumulated Funds</b>		<b>287,667</b>	<b>229,327</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Cash Flows

## Duncan Foundation

For the year ended 31 March 2024

'How the entity has received and used cash'

	2024	2023
<b>Cash Flows from Operating Activities</b>		
Donations, fundraising and other similar receipts	600,601	461,586
Receipts from providing goods or services	-	600
Interest, dividends and other investment receipts	16,766	3,982
Cash receipts from other operating activities	26,168	400
GST	43,766	42,266
Payments to suppliers and employees	(410,121)	(367,559)
<b>Total Cash Flows from Operating Activities</b>	<b>277,181</b>	<b>141,274</b>
<b>Cash Flows from Investing and Financing Activities</b>		
Payments to acquire property, plant and equipment	-	(1,521)
Cash flows from other investing and financing activities	-	-
<b>Total Cash Flows from Investing and Financing Activities</b>	<b>-</b>	<b>(1,520)</b>
<b>Net Increase/(Decrease) in Cash</b>	<b>277,181</b>	<b>139,753</b>
<b>Bank Accounts and Cash</b>		
Opening cash	301,904	162,151
Duncan Foundation 00	110,415	35,772
Duncan Foundation 01	166,766	103,982
Closing cash	579,085	301,904
<b>Net change in cash for period</b>	<b>277,181</b>	<b>139,753</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

## Duncan Foundation

For the year ended 31 March 2024

### Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses 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 in the foreseeable future.

### 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

Duncan Foundation 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.

### 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.

### Revenue

#### Unconditional Grants, Donations, sponsorship and fundraising

Revenue from unconditional grants, donations, sponsorship and fundraising are recognised when the funds are received.

#### Conditional Grants and Donations

Revenue from conditional grants and donations is recognised when the funds are applied to the relevant expense.

# Notes to the Performance Report

## Duncan Foundation

For the year ended 31 March 2024

	2024	2023
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
<b>Donations</b>		
Bequests	500	-
Donations	2,962	1,586
Polio NZ: Almer Slack Bequest	2,018	-
Polio NZ: National	18,886	-
<b>Total Donations</b>	<b>24,367</b>	<b>1,586</b>
<b>Grants</b>		
Fraser Endowment Fund	-	100,000
Grant Funding (Other)	1,997	46,303
Grants Under \$10,000	3,465	6,535
Lindsay Foundation grant	20,744	41,128
Neuromuscular Research NZ - MDA (prev MDA-SCA)	6,661	-
Sir Thomas & Lady Duncan Trust	350,000	300,000
STLDT Polio Equipment Fund	2,546	-
<b>Total Grants</b>	<b>385,413</b>	<b>493,966</b>
<b>Total Donations, fundraising and other similar revenue</b>	<b>409,780</b>	<b>495,552</b>
<b>Revenue from providing goods or services</b>		
Parkinson's: LSVT BIG Revenue	-	522
Other Programme Revenue	-	348
<b>Total Revenue from providing goods or services</b>	<b>-</b>	<b>870</b>
<b>Interest, dividends and other investment revenue</b>		
Interest Income	16,766	3,982
<b>Total Interest, dividends and other investment revenue</b>	<b>16,766</b>	<b>3,982</b>
<b>Total Analysis of Revenue</b>	<b>426,547</b>	<b>500,403</b>
	2024	2023

## 2. Analysis of Expenses

<b>Expenses related to public fundraising</b>		
Fundraising expenses	15	521
<b>Total Expenses related to public fundraising</b>	<b>15</b>	<b>521</b>
<b>Volunteer, employee and contractor related costs</b>		
Contract: CEO	119,066	85,800
Contract: Clinical Director	31,298	31,120
Contract: Patient & Admin Support Role	45,834	27,274
Contract: Funding & Development	-	2,371

	2024	2023
Ops Team Travel & Other Expenses	226	-
<b>Total Volunteer, employee and contractor related costs</b>	<b>196,424</b>	<b>146,565</b>
<b>Costs related to providing goods or services</b>		
Dystonia services	4,891	5,765
Ataxia services	23,425	32,311
Parkinson's services	59,039	63,955
Polio services	29,202	33,100
Other Neurological Conditions	5,256	6,923
<b>Education and Awareness</b>		
Presentation	333	150
Website	3,134	1,126
<b>Total Education and Awareness</b>	<b>3,466</b>	<b>1,276</b>
<b>Other programme expenses</b>		
Clinician: Meetings - Clinical Team	-	597
Clinician: Peer Accreditation	396	150
Clinician: Peer supervision	263	3,116
Clinician: Training Course & Conf Fees	1,835	-
Clinician: Travel kms	1,814	1,474
Clinician: Travel time	2,398	2,830
Orthotics	-	1,450
Professional Development	-	263
Travel & Accommodation Regional	800	156
Venue Expenses	3,249	-
Did Not Attend	350	50
<b>Total Other programme expenses</b>	<b>11,105</b>	<b>10,085</b>
<b>Total Costs related to providing goods or services</b>	<b>136,385</b>	<b>153,414</b>
<b>Grants and donations made</b>		
Equipment Fund Grants Made	2,546	-
<b>Total Grants and donations made</b>	<b>2,546</b>	<b>-</b>
<b>Other expenses</b>		
Accounting and Xero expenses	1,693	1,470
Bank fees	33	173
Board expenses and meetings	13,420	12,720
Clinician: IT Platforms	2,880	2,520
Consultants	500	-
Depreciation	785	127
Insurance	3,345	3,205
Legal expenses	3,075	11,180
Office expenses	5,256	3,702
Subscriptions	1,849	848
<b>Total Other expenses</b>	<b>32,837</b>	<b>35,945</b>
<b>Total Analysis of Expenses</b>	<b>368,206</b>	<b>336,446</b>

	2024	2023
<b>3. Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
Duncan Foundation 00	187,978	77,563
Duncan Foundation 01	391,107	224,341
<b>Total Bank accounts and cash</b>	<b>579,085</b>	<b>301,904</b>

**Other non-current assets**

Resident Withholding Tax	283	283
<b>Total Other non-current assets</b>	<b>283</b>	<b>283</b>

	2024	2023
--	------	------

**4. Analysis of Liabilities****Creditors and accrued expenses**

Accounts Payable	37,470	38,559
Accruals	4,925	-
GST	(11,823)	(10,512)
<b>Total Creditors and accrued expenses</b>	<b>30,573</b>	<b>28,047</b>

**Unused donations and grants with conditions**

Conditional Grant & Donation Funding held until used	-	5,462
Fraser Endowment Fund Grant Held until used	100,000	-
Lindsay Foundation grant held until used	-	20,744
Neuromuscular Research NZ -MDA Grant held until used	13,339	20,000
Polio NZ: Almer Slack Bequest Funds Held	36,592	-
Polio NZ: National Funds Held	89,642	-
STLDT Polio Equipment Funds Held	23,622	-
<b>Total Unused donations and grants with conditions</b>	<b>263,196</b>	<b>46,206</b>

**Other current liabilities**

Rounding	-	-
<b>Total Other current liabilities</b>	<b>-</b>	<b>-</b>

	2024	2023
--	------	------

**5. Property, Plant and Equipment****Furniture and Fittings**

Furniture and fittings owned	2,980	1,521
Accumulated depreciation - furniture and fittings owned	(911)	(127)
<b>Total Furniture and Fittings</b>	<b>2,068</b>	<b>1,394</b>

<b>Total Property, Plant and Equipment</b>	<b>2,068</b>	<b>1,394</b>
--	--------------	--------------

2024

2023

## 6. Accumulated Funds

### Accumulated Funds

Opening Balance	229,327	65,370
Accumulated surpluses or (deficits)	58,340	163,957
<b>Total Accumulated Funds</b>	<b>287,667</b>	<b>229,327</b>
<b>Total Accumulated Funds</b>	<b>287,667</b>	<b>229,327</b>

## Contingency Funds

It is the policy of Duncan Foundation to maintain a contingency fund equivalent to three months of annual budget. This fund will be kept in reserve to ensure that the organisation can continue to meet its financial obligations, including the payment of creditors, staff, and contractors, in the event of unexpected challenges or funding shortfalls.

## 7. Grants received

	<b>Total Grant Received</b>	<b>Conditional Held for Following Year</b>
Sir Thomas & Lady Duncan Trust	\$350,000	\$ -
Sir Thomas and Lady Duncan Trust: Polio Equipment Fund	\$26,168	\$23,622
Fraser Endowment Fund	\$100,000	\$ 100,000
Lindsay Foundation	\$20,744 (balance of 2023 grant)	\$-
Neuromuscular Research New Zealand	\$20,000 (2023)	\$13,339
TG McCarthy Trust	\$3,465	\$-
Polio NZ: Almer Slack Bequest	\$38,611	\$36,592
Polio NZ: National	\$108,528	\$89,642
<b>Total</b>	<b>\$667,516</b>	<b>\$263,195</b>

## 8. Commitments

There are no commitments as at 31 March 2024 (Last year - nil)

## 9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2024 (Last year - nil).

## 10. Related Parties

Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	2024	2023
Letticia Mincham, employed on contract as CEO	Paid on contract for hours worked	\$119,066	\$85,800
Sally Paterson, Board member	Board honorarium	\$6,715	\$ 6,000
Tim Edmonds, Board member	Board honorarium	\$6,715	\$ 6,000
Julie Rope, Clinical Director (contract) & Rope Neuro Rehabilitation Ltd (RNR) Clinical Lead / Clinical Services Contract	Julie Rope paid on contract for hours worked as Clinical Director. RNR receives payments for clinical leads and clinical services at an agreed contract rate	\$120,991	\$148,176
Joe Duncan, Board Chair and Trustee for the Sir Thomas & Lady Duncan Trust,	Monthly donation from the Sir Thomas & Lady Duncan Trust to the Duncan Foundation	\$350,000	\$300,000

## 11. Events After the Balance Date

This year: Nil

(Last year: Polio New Zealand Incorporated members at their 2022 AGM made the decision to wind up and donate any remaining funds to the Duncan Foundation to be used to support people living with polio and the late effects of Polio in New Zealand. Funds amounting to \$147,209 will be received in the 2023-2024 financial year.)

## 12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.