



FY22-23 Performance Report

Duncan Foundation

For the year ended 31 March 2023

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 2023

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 2023.

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: 27 July 2023

Entity Information

Duncan Foundation

For the year ended 31 March 2023

Legal Name of Entity

Duncan Foundation

Entity Type and Legal Basis

Charitable Trust

Registration Number: 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 3 Trustees.

Operations: 3 part-time contracted staff (CEO, Patient & Admin Coordinator and Funding). Volunteers also support our team.

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

Programme Delivery: 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 funding partners The Sir Thomas and Lady Duncan Trust and the Lindsay Foundation 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. Our focus is currently on supporting 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: Administrator 022 073 8173 | **Email:** 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 2023

The Trustees are pleased to present the approved financial report including the historical financial statements of Duncan Foundation for the year ended 31 March 2023.


APPROVED



Name: Joe Duncan

Chair Duncan Foundation

Date 25 August 2023



Name:

Position: Trustee

Date 30 August 2023

Statement of Service Performance

Duncan Foundation

For the year ended 31 March 2023

Description of Entity's Outcomes

The Duncan Foundation is dedicated to improving the physical and mental well-being of New Zealanders living with various neurological conditions. Currently, we support individuals with the 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 needs arise, we will continue expanding the range of conditions we support.

People with progressive neurological conditions face a wide range of disabilities, including chronic and acute impairments in muscle function, fatigue, and pain. Their quality of life tends to be lower compared to the general population. Unless they experience an acute event, such as a fall, there is no defined treatment pathway offered to them. However, interventions can potentially slow the rate of decline, sustain quality of life, and reduce the risk of acute events. We strive to eliminate regional, cultural, and socio-economic barriers to ensure equitable access to our services.

Increasing awareness of condition-specific management and providing timely access to appropriate services without financial barriers are key drivers of our work.

The Duncan Foundation's network of clinicians provides comprehensive clinical assessments, treatment, and appropriate referrals to individuals living with neurological conditions. Through collaborative efforts, we develop self-management tools that improve quality of life and symptom management. Additionally, we support our network of clinicians by facilitating resource sharing, peer reviews, journal reviews, and continuous professional development.

Our goals extend beyond clinical services. We strive to advance knowledge of these conditions within the broader health and community sector. This involves delivering educational presentations, participating in research, and collaborating with patient groups to understand current needs, available services, and develop treatment protocols and outcomes. Notable activities during the period ended 31 March 2023 include:

- Presentations to community groups
 - NZ Dystonia Patient Network
 - FARA NZ - Friedreich's ataxia information forum
 - Muscular Dystrophy New Zealand
 - Parkinson's New Zealand regional clinical educators
- Presentations to health professionals within Te Whatu Ora
- Waitakere and North Shore Hospital clinicians regarding RDP
- Te Whatu Ora inpatient, acute and rehabilitation physiotherapists
- Regular condition-specific journal clubs, peer support and education sessions for Duncan Foundation's network of affiliated clinicians
- Participated in
- Centre for Brain Research Parkinson's Steering Group with a goal to build better health outcomes for all Parkinson's patient in NZ irrespective of ethnicity
- Regular PINK1 group education sessions which provide an opportunity to connect with PINK1 individuals and understand their perspectives and challenges
- Neurogenetics Research Clinic ataxia satellite clinic in Taranaki
- Held
 - 3 x six-week condition-specific Fatigue Management courses (2 x ataxia, 1 x polio)
 - a collaborative Physiotherapy and Orthotist clinic for Polio patients in the Waikato
 - Peer Support Groups: In collaboration with Polio New Zealand, we held 98 online Polio morning & afternoon tea sessions with 1245 attendances over the year.

Since our establishment, the Duncan Foundation has consistently increased the number of patient referrals from neurologists, allied health professionals, general practitioners, and community support groups. As of 31 March 2023, we were working with 23 Duncan Foundation-affiliated clinicians in nine regions throughout New Zealand.

In collaboration with the Centre for Brain Research, our involvement in the Neurogenetics Research Clinic focused on providing neuro physio and occupational therapists experienced in working with neurogenetic conditions. We are proud of the progress we have made in serving the neurological community and will continue striving to make a positive impact on the lives of individuals living with progressive neurological conditions.

Below are some of our key statistics for the year ended 31 March 2023:

Description and Quantification (to the extent practicable) of the Entity's Outputs

	2023	2022
New Patient Registrations	180	181
Neurogenetics Research Clinic Assessments	70	35
Dystonia Initial Assessment	5	3
Dystonia Follow up	19	18
Dystonia Intensive Treatment Programme (16 treatment programme)	1	3
Friedreich's Ataxia Initial Assessment	4	7
Friedreich's Ataxia follow up	35	41
Other condition assessment	29	2
Polio Initial Assessment	44	56
Polio Follow up	99	72
Polio Exercise Classes (National Online) Attendances	677	735
Recently Diagnosed Parkinson's Initial Assessment	94	67
Recently Diagnosed Parkinson's Follow up	181	83
Recently Diagnosed Parkinson's LSVT BIG (Intensive 16 treatment programme)	14	9
Parkinson's Exercise Classes (Auckland & Christchurch) - Attendances	414	1454
Spinocerebellar Ataxia Initial Assessment	12	8
Spinocerebellar Ataxia Follow up	31	63

Statement of Financial Performance

Duncan Foundation

For the year ended 31 March 2023

	NOTES	2023	2022
Revenue			
Donations, fundraising and other similar revenue	1	495,552	367,401
Revenue from providing goods or services	1	870	13,297
Interest, dividends and other investment revenue	1	3,982	228
Total Revenue		500,403	380,926
Expenses			
Expenses related to public fundraising	2	521	480
Volunteer, employee and contractor related costs	2	146,565	147,554
Costs related to providing goods or service	2	152,289	172,276
Other expenses	2	37,071	39,749
Total Expenses		336,446	360,058
Surplus/(Deficit) for the Year		163,957	20,869

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 2023

	NOTES	31 MAR 2023	31 MAR 2022
Assets			
Current Assets			
Bank accounts and cash	3	301,904	162,151
Total Current Assets		301,904	162,151
Non-Current Assets			
Property, Plant and Equipment	5	1,394	-
Other non-current assets	3	283	283
Total Non-Current Assets		1,677	283
Total Assets		303,581	162,434
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	28,047	16,892
Unused donations and grants with conditions	4	46,206	80,172
Total Current Liabilities		74,254	97,064
Total Liabilities		74,254	97,064
Total Assets less Total Liabilities (Net Assets)		229,327	65,370
Accumulated Funds			
Accumulated surpluses or (deficits)	6	229,327	65,370
Total Accumulated Funds		229,327	65,370

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 2023

'How the entity has received and used cash'

	2023	2022
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	461,586	397,573
Receipts from providing goods or services	600	4,800
Interest, dividends and other investment receipts	3,982	228
Cash receipts from other operating activities	400	10,492
GST	42,266	45,701
Payments to suppliers and employees	(367,559)	(406,142)
Total Cash Flows from Operating Activities	141,274	52,652
Cash Flows from Investing and Financing Activities		
Payments to acquire property, plant and equipment	(1,521)	-
Cash flows from other investing and financing activities	-	-
Total Cash Flows from Investing and Financing Activities	(1,520)	-
Net Increase/(Decrease) in Cash	139,753	52,652
Bank Accounts and Cash		
Opening cash	162,151	109,498
Duncan Foundation 00	35,772	(7,576)
Duncan Foundation 01	103,982	60,228
Closing cash	301,904	162,151
Net change in cash for period	139,753	52,652

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 2023

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 2023

	2023	2022
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations	1,586	1,823
Sir Thomas & Lady Duncan Trust	300,000	314,500
Fraser Endowment Fund	100,000	-
Lindsay Foundation grant	41,128	38,128
Grant Funding (Other)	46,303	12,950
Grants Under \$10,000	6,535	-
Total Donations, fundraising and other similar revenue	495,552	367,401
Revenue from providing goods or services		
LSVT BIG Revenue	522	4,174
Other Programme Revenue	348	9,123
Total Revenue from providing goods or services	870	13,297
Interest, dividends and other investment revenue		
Interest Income	3,982	228
Total Interest, dividends and other investment revenue	3,982	228
Total Analysis of Revenue	500,403	380,926
	2023	2022

2. Analysis of Expenses

Expenses related to public fundraising		
Fundraising expenses	521	480
Total Expenses related to public fundraising	521	480
Volunteer, employee and contractor related costs		
Contract CEO	85,800	70,027
Contract Clinical Director	31,120	54,900
Contract Admin Support Role	27,274	18,235
Contract Funding & Development	2,371	-
Gordon's role	-	225
Recruitment	-	4,167
Total Volunteer, employee and contractor related costs	146,565	147,554
Costs related to providing goods or services		
Dystonia services	5,765	6,303
Ataxia services	32,311	37,874
Parkinson's services	63,955	59,485
Polio services	33,100	41,877
Other Neurological Conditions	6,923	435
Other Clinician Expenses	4,126	18,405
Other programme expenses	1,500	1,375

	2023	2022
Presentation	150	2,505
Travel expenses	4,459	4,016
Total Costs related to providing goods or services	152,289	172,276
Other expenses		
Accounting and Xero expenses	1,470	2,248
Bank fees	173	125
Board expenses and meetings	12,720	13,530
CEO Travel & Other Expenses	-	235
Clinical IT Platforms	2,520	7,762
Consultants	-	6,806
Depreciation	127	-
Insurance	3,205	2,892
Loss on disposal of asset	-	464
Office expenses		
IT Computer & Software Expenses	2,399	-
Postage and Stationery	16	-
Printing	122	-
Utilities/General expenses	1,165	3,676
Total Office expenses	3,702	3,676
Subscriptions	848	542
Website		
Website	1,126	1,468
Total Website	1,126	1,468
Legal expenses	11,180	-
Total Other expenses	37,071	39,749
Total Analysis of Expenses	336,446	360,058
	2023	2022

3. Analysis of Assets

Bank accounts and cash		
Duncan Foundation 00	77,563	41,792
Duncan Foundation 01	224,341	120,359
Total Bank accounts and cash	301,904	162,151
Other non-current assets		
Resident Withholding Tax	283	283
Total Other non-current assets	283	283

	2023	2022
4. Analysis of Liabilities		
Creditors and accrued expenses		
Accounts Payable	38,559	26,133
GST	(10,512)	(9,242)
Total Creditors and accrued expenses	28,047	16,892
Unused donations and grants with conditions		
Conditional Grant & Donation Funding held until used	5,462	48,300
Lindsay Foundation grant held until used	20,744	11,872
Neuromuscular Research NZ -MDA Grant held until used	20,000	20,000
Total Unused donations and grants with conditions	46,206	80,172
Other current liabilities		
Rounding	-	-
Total Other current liabilities	-	-
	2023	2022

5. Property, Plant and Equipment

Furniture and Fittings		
Furniture and fittings owned	1,521	-
Accumulated depreciation - furniture and fittings owned	(127)	-
Total Furniture and Fittings	1,394	-
Total Property, Plant and Equipment	1,394	-
	2023	2022

6. Accumulated Funds

Accumulated Funds		
Opening Balance	65,370	44,501
Accumulated surpluses or (deficits)	163,957	20,869
Total Accumulated Funds	229,327	65,370
Total Accumulated Funds	229,327	65,370

7. Grants received

	Total Grant Received FY22-23	Conditional Held for Following Year
Sir Thomas & Lady Duncan Trust	\$300,000	\$ -
Bollard Charitable Trust		\$1,997
Fraser Endowment Fund	\$100,000	\$ -
Lindsay Foundation	\$50,000	\$20,744
Neuromuscular Research New Zealand		\$20,000
Public Trust: Louisa and Patrick Emmet Murphy Foundation	\$5,000	\$ -
Public Trust: Thomas George Macarthy Trust	\$5,000	\$3,465
Total	\$460,000	\$46,206

8. Commitments

There are no commitments as at 31 March 2023 (Last year - nil)

9. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2023 (Last year - nil).

10. Related Parties

Description of Related Party Relationship	Description of the Transaction (whether in cash or amount in kind)	2023	2022
Leticia Mincham, employed on contract as CEO	Paid on contract for hours worked	\$85,800	\$70,590
Sally Paterson, Board member	Board honorarium	\$ 6,000	\$ 6,000
Tim Edmonds, Board member	Board honorarium	\$ 6,000	\$ 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	\$148,176	\$153,438
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	\$300,000	\$314,500

11. Events After the Balance Date

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. (Last year: nil)

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.