

Transport Planning Society



Transport Planning Society New Zealand Branch - Treasurer's Report

Reporting Period: February 2025 – February 2026

Meeting: Annual General Meeting, 6 March 2026

1. Purpose of Report

This report outlines the financial position and transactions of the society for the 12 months since 1st February 2025. The report also documents the steps undertaken to establish appropriate governance for the resources of our branch.

2. Overview

My focus for the year has been to establish the tools and financial governance for the group. Key activities were:

- establishing a budget for the year
- establishing a bank account for the branch with BNZ NZ
- agreeing funding and funding conditions with TPS UK
- identifying potential future funding sources

The focus for the coming year will be to

- confirm a new budget
- receive agreed funding for the preceding period from TPS UK
- secure funding for the coming 12 months
- document financial approval requirements (currently all expenditure must be approved by two approved signatories)

3. Budget

In May 2025, the committee developed an activity plan supported by an indicative budget for the year. At that time, the availability of funding had not been confirmed. Activities were therefore prioritised to ensure that expenditure could be managed within the funds available. A prioritised list of activities, along with their estimated costs, is presented in the table below.

Action	When	Est. Cost
1. Promoting the uptake of the professional qualification	Ongoing	
2. Professional development coaching	Ongoing	
3. Celebrating people and the promoting profession (New TPP People Profiles project profile Webinars)		
4. Transport Planning Day - annual awards / prizes	Aug - Nov	\$100^
5. University Visits / Promotion	March	\$600*
6. Sharing learnings / job adverts / successes Webinars / In-person events	Ad-hoc	
7. Attendance / Promoting the Society at conferences (Transportation Group)		\$1000#
8. Submissions on new policy	Ad-hoc	
9. Transport planning national quiz		
Est. Total		\$1700

^mailing costs

*assumes TPS branded banners cost \$100 and (\$100 X 2 per main city x 3 main cities)

#cost to send a delegate

4. TPS UK Funding

TPS UK have confirmed funding of 500GBP (~NZ\$1160) for the New Zealand branch. The committee agreed that the funding, when received, will be used for the following:

1. \$600 for six pull-up banners for events at universities and conferences when promoting the Society and careers in Transport Planning. We have budgeted for two to be located in Auckland, Christchurch and Wellington.
2. \$100 for sundries associated with local promotion of Transport Planning Day (e.g. transport planning day prizes)
3. \$460 to partially cover the \$1380 Registration Fee for our Chairperson to attend and present at, the Engineering New Zealand Transportation Group Conference to promote the Society and encourage conference delegates to strive for professional accreditation as Chartered Transport Planners.

TPS UK are exploring the possibility of pull-up banners being procured in the UK and delivered to NZ.

As a condition of funding TPZ New Zealand will report annually on:

- Number of members of the TPS in each region / annual number of new members
- Number of attendees (events only), measured by sign-in sheets (in person events) or tickets sold (online events)

5. Opening Balance

Opening bank balance at the start of the period: \$0.

6. Income Received

Due to complications associated with international transfers from the TPS UK account, the funding has yet to be received.

7. Expenditure

This year the group spent \$400 for four, \$100, prezzie card vouchers which were awarded to TPS Day winners Joseph Young, Flynn Roser, Zoe Chen and Debajeet Baruah.

The additional expenditure over and above the initial budget was agreed by the committee in anticipation that TPS UK would provide promotional banners at no cost to the branch.

The prezzie cards were purchased via an interest free personal loan from one of the committee members.

8. Bank Account and Closing Balance

Bank: Transport Planning Society New Zealand

Account name: Transport Planning Society New Zealand

Closing balance as at period end: \$0

With repayment for the personal loan for TPS Day prizes currently pending, the deficit for the period is \$400.

9. Tax and Regulatory Matters

The Transport Planning Society New Zealand is an unincorporated society in New Zealand and is therefore potentially liable for tax on income above applicable thresholds. Given the early stage of the branch's development and the limited level of financial activity during the reporting period, this is not currently considered a significant liability for the branch.

10. Treasurer's Declaration

I certify that this report is a true and accurate summary of the financial position of the branch for the period stated.



Signed:

Name: Roger Burra

Position: Treasurer

Date: 27/2/26