

Annual Report

1 April 2009 to 31 March 2010



Optometrists and
Dispensing Opticians Board

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John McLennan

Foreword from the Chair

This report covers the period 1 April 2009 to 31 March 2010, which has been a period of development for the Board after the previous year saw changes in both premises and secretarial support. This year several operational improvements have been made and we continue to refine and develop our policies.

The year has seen several Board personnel changes as Board members retire and new members are appointed. In November 2009 we farewelled former Chair and long term Board member Vivian Edgar, and lay member George Lazaridis who had been with the Board since before the Health Practitioners Competence Assurance Act was introduced. Both these members made a huge contribution to the Board's work. At the same time we welcomed new optometrist member Kylie Dreaver, new lay member Kiri Rikihana, and new dispensing optician member Lorraine Helson, who filled a position that had been vacant since Joanne Ryan resigned in February 2009. On the Board staff, Deputy Registrar Elizabeth Maddren retired in February 2010 and was replaced by Brooke Matthews.

In fulfilling its role under section 118 of the Act the Board has to ensure all practitioners are competent in the scope of practice for which they are registered. In this regard, the Board's main stakeholder is the public of New Zealand. For this reason I hope the majority of practitioners the Board regulates will understand why the Board is so conscientious over registration standards and ongoing competence assurance requirements.

There have been a number of consultations throughout the year and we have encouraged all interested parties to read these and make submissions. We are grateful to those who have taken the time to comment and have considered all feedback received.

This year you will note that some reports within our financial statements have changed somewhat, and this is a result of a decision to more clearly express how funds have been spent. The Ministry of Health is also keen for registration authorities to have standardised annual reports, so there may be some noticeable differences in layout next year.

I would like to take this opportunity to acknowledge the continued diligence and efficiency of our Registrar Rachael Thorn. I would also like to thank the members of the Board who have served at any time during the year, and thank you all for your patience, perseverance and tolerance.

John McLennan
Chairperson

Board Membership as at 31 March 2010

Chair

John McLennan (optometrist)

Deputy Chair

Richard Lobb (optometrist)

Optometrist members

Andrew Black	Hywel Bowen	Kylie Dreaver
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Dispensing optician members

Richard (John) Billings	Michael Firmston	Lorraine Helson
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Lay members

Caryl Blomkvist	Kiri Rikihana	Ruth Spelman
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Board meetings

The Board held meetings in Wellington on 19 June 2009, 9 October 2009 and 29 January 2010. In addition it held a teleconference on 25 November 2009 and corresponded by email as required.

Board committees

The Board has delegated various functions to its committees. Board committees are:

- Administration Committee (responsible for finance, budget and business planning and management of the Registrar).
- Competence Review Committee (responsible for management of competence concerns, reviews and programmes, assessment of self audits, recertification programmes).
- CPD Accreditation Committee – Dispensing Opticians (responsible for determining applications for accreditation of CPD events for optical dispensing).
- CPD Accreditation Committee – Optometrists (responsible for determining applications for accreditation of CPD events for optometry).
- Health Committee (responsible for consideration and management of referrals made under section 45 of the Act due to physical or mental impairment).
- Legislation Committee (responsible for reviewing and making submissions on any legislative changes that may impact on the Board or its stakeholders).
- Registration Committee (responsible for considering applications for registration outside of delegations to the Registrar).

The Board thanks the co-opted members of the CPD Accreditation Committees for their work during the year.



Registration

During the year, the Board reviewed its existing delegations to the Registrar, and decided to delegate the majority of decisions on applications for registration to the Registrar. Cases where applicants may not meet the requirements of section 16 of the Act continue to be referred to the Board's Registration Committee for consideration. The increased delegation has reduced both cost and turnaround time for registration applications.

In January 2010, the Board adopted a new policy and process for consideration of non-prescribed optical dispensing qualifications under section 15(2) of the Act. The policy includes a self-assessment to assist applicants in deciding, before applying, whether their qualification may meet requirements.

Dispensing opticians – registration statistics

As at 31 March 2010, the total number of registered dispensing opticians was 232. Of these, 191 held practising certificates, compared with 171 on 31 March 2009.

Registrations

Qualification	Applications approved 2009-2010	Applications approved 2008-2009
OTEN/TAFE NSW Certificate IV in Optical Dispensing	14	24
FBDO	8	4
Trans Tasman Mutual Recognition Act	2	1
Other (section 15(2)) assessment	1	1
TOTAL	25	30

One application for an assessment of a qualification under section 15(2) of the Act was declined.

Optometrists – registration statistics

As at 31 March 2010, the total number of registered optometrists was 850. Of these, 685 held current practising certificates, distributed across the four scopes of practice as follows:

Scope of practice	31 March 2010	31 March 2009
Optometrist	408	448
Optometrist (TPA endorsement)	270	220
Educator optometrist	1	2
Educator optometrist (TPA endorsement)	6	5
TOTAL	685	675

Registrations (including change in scope of practice)

Qualification	Applications approved 2009-2010	Applications approved 2008-2009
BOptom, Auckland University	35	39
Pass in the OCANZ examination	2	5
Trans Tasman Mutual Recognition Act	4	8
Other (educator scopes)	2	2
Change in scope of practice from optometrist to optometrist (TPA endorsement)	21	19
TOTAL	64	73

No applications were declined.

Over 39% of practising optometrists are now registered within the scope of practice of optometrist (TPA endorsement). The Board has a responsibility to monitor the prescribing habits of its registered authorised prescribers and this is done by analysing quarterly data collected by HealthPAC.

It appears from the data that optometrists are prescribing responsibly with no excessive use of antibiotics or steroids. Although not all who are authorised to do so appear to be actively prescribing therapeutic medicines, the number of prescriptions being written is increasing. When the Board started receiving prescribing reports in June 2008, there were approximately 270 prescriptions dispensed per quarter. In the quarter to 31 March 2010, there were approximately 730.

Qualifications and Accreditation

During the year, the Board completed reviews of both prescribed qualifications for registration in the dispensing optician scope of practice. The Board was satisfied that both qualifications still delivered training that would suitably equip applicants to practise as dispensing opticians in New Zealand, and reaccredited each qualification for five years, provided that no substantial change was made to the qualification within that timeframe.

In December 2009, the Board, in collaboration with the Optometry Council of Australia and New Zealand (OCANZ), decided to commission research into whether Canadian and North American optometry qualifications may be equivalent to the Bachelor of Optometry from the University of Auckland, and if so, whether this may lead to new registration pathways for such practitioners. The research was in progress at the close of the financial year.

In January 2010, the Board received a report from OCANZ, which is funded by the Board and its Australian counterpart to accredit optometry training institutions and examine candidates



wishing to register as optometrists. OCANZ has reaccredited the Bachelor of Optometry provided by Auckland University for 8 years. The Board thanks Richard Lobb for representing the Board on the reaccreditation panel.

At the close of the year, the Board was in the early stages of considering an application for a new qualification to be prescribed for the dispensing optician scope of practice, and was consulting on whether to prescribe a new qualification for registration within the optometrist (TPA endorsement) scope of practice.

Competence

Continuing Professional Development

The Board requires all practising practitioners to obtain a certain number of CPD credits each year. Where the practitioner is in deficit, the Board requires that practitioner to complete a self audit of his/her practice, to assure that Board of his/her competence.

During the year, the Board consulted on and adopted a CPD recertification programme for dispensing opticians, to commence on 1 April 2010. The recertification programme will alter the CPD cycle from one to two years, but retains the requirement for completion of a self audit at the end of the two years if the dispensing optician is in CPD deficit. The Board intends to implement a similar recertification framework for optometrists.

The Board is grateful for the work of the New Zealand Association of Optometrists (NZAO) and the Association of Dispensing Opticians of New Zealand (ADONZ) in recording CPD activities for the Board.

Random self audits

Each year the Board randomly selects up to 20 percent of all practising practitioners to complete a self audit of their practice. The self audit requires practitioners to answer questions about their working environment and hours, and compliance with the Board's Standards of Clinical Competence, Standards of Cultural Competence and Standards of Ethical Conduct. It also requires practitioners to provide anonymised examples of cases they have managed to demonstrate their competence to practise.

The majority of practitioners are able to satisfy the Board of their competence, if not upon initial submission of a self audit, then on further enquiry about specific issues. In the cases where concerns are not addressed, the Board will usually:

- ask the practitioner to address any low level areas of concern and complete a further self audit at a later date, or
- undertake education in any low level areas of concern and report to the Board on any changes made to practice as a result of this education, or
- require the practitioner to undergo a competence review under section 36 of the Act.

Competence reviews

The Board's sole source of referrals to competence reviews this year has been through its random self audit process.

	Optometrists	Dispensing Opticians
Competence reviews ordered	2	1
Competence reviews completed (ordered in previous year)	1	0
Competence reviews no longer required*	2	1
Competence programmes ordered	1	0
Competence programmes successfully completed (commenced in previous year)	1	0

* where the practitioner has provided information to satisfy the Board of his/her competence, or where the practitioner is no longer practising.

DPA recertification programme

Throughout the year the Board continued to encourage optometrists who had not yet completed the requirements of the DPA recertification programme to do so before it finished on 31 March 2010. Most optometrists met requirements by the end of the financial year. Those who had not were to be contacted by the Board after the recertification programme finished on 31 March 2010. Outcomes will be reported in next year's Annual Report.

Other competence activities

In December 2009 the Board consulted on a review of its Standards of Clinical Competence for Optometrists. This work was still in progress at the close of the year.

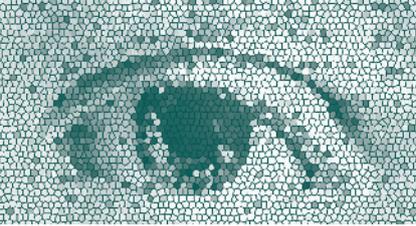
During the year the Board also consulted on and adopted a range of competence related policies including:

- Policy on Dispensing Opticians Rejoining the Workforce
- Policy on Optometrists Rejoining the Workforce
- Supervision Guidelines
- Policy on Risk of Harm.

Complaints and Discipline

The Board received two complaints from consumers during the year, one about an optometrist, and one about several providers at one optometry practice. Both complaints were forwarded to the Health and Disability Commissioner as required by the Act.

There were no referrals to Professional Conduct Committees during the year.



Fitness to Practise

There were no referrals to the Board with regard to practitioners with physical or mental impairment during the year. However, the Board decided to establish a Health Committee to consider such referrals, removing this task from its Competence Review Committee.

Fees and Finance

Following correspondence with the Regulations Review Committee, the Board revised and consulted during the year on proposed amendments to its fee structure, to be implemented on 1 April 2010. On the advice of the Regulations Review Committee, the Board also physically separated its disciplinary fund from its general fund. This is represented in the Board's financial statements.

The Board's finances are managed with administrative assistance from the Health Regulatory Authorities Secretariat (HRAS), and the Board thanks HRAS for its assistance through the year, which has resulted in a more streamlined coding and reporting function.

The Board is delighted that implementation of new governance and operational systems has significantly cut costs in a number of areas. Overall expenditure is down 17 percent (\$100,002) on last financial year. In particular, authority member fees, committee fees and travel expenditure are 38 percent less (\$59,726) than last financial year. Savings on utilities and other operational costs are 11 percent (\$20,869) less than the 2007-2008 financial year, which was the last full year under the previous structure (NB 2008-2009 figures were not comparable because they included extraordinary transitional costs associated with the change in structure).

Meetings and Liaison

The Chair and Registrar attended a meeting of the Optometry Advisory Committee at Auckland University on 26 March 2010. The OAC is made up of the NZAO as the optometry professional association, the Department of Optometry and Vision Sciences (DOVS) as the training institution for optometry, and the Board as the regulator of optometry. It serves as a discussion forum for any issues of current concern and to highlight any future issues that could impact on the profession, including standards, training and workforce.

In meeting its obligations under section 118 of the Act to liaise with other health regulatory authorities, the Board Chair and Registrar attended meetings of the strategic arm of the Health Regulatory Authorities of New Zealand (HRANZ) in Wellington on 6 August 2009 and 9 March 2010. The Registrar also attended regular meetings of the operational arm of HRANZ throughout the year.

The Chair attended the annual OCANZ meeting in Melbourne on 25 October 2009, and the Chair and Registrar attended the final meeting of the Council of Optometry Registration Authorities (CORA) meeting in Melbourne on 26 October 2009. CORA will be disestablished under national legislation being implemented in Australia in July 2010, and the Board has already established a direct working relationship with the new Optometry Board of Australia.

PKF Martin Jarvie
Chartered Accountants



AUDIT REPORT
TO THE READERS OF
OPTOMETRISTS AND DISPENSING OPTICIANS BOARD'S
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010

The Auditor-General is the auditor of the Optometrists and Dispensing Opticians Board (Board). The Auditor-General has appointed me, Robert Elms, using the staff and resources of PKF Martin Jarvie, to carry out the audit of the financial statements of the Board, on her behalf, for the year ended 31 March 2010.

Unqualified Opinion

In our opinion, the financial statements of the Board on pages 11 to 15:

- comply with generally accepted accounting practice in New Zealand; and
- fairly reflect:
 - the Board's financial position as at 31 March 2010 and
 - the results of its operations for the year ended on that date.

The audit was completed on 30 August 2010, and this is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Members of the Board and the Auditor, and explain our independence.

Basis of Opinion

We carried out the audit in accordance with the Auditor-General's Auditing Standards, which incorporate the New Zealand Auditing Standards.

We planned and performed the audit to obtain all the information and explanations we considered necessary in order to obtain reasonable assurance that the financial statements did not have material misstatements, whether caused by fraud or error.

Material misstatements are differences or omissions of amounts and disclosures that would affect a reader's overall understanding of the financial statements. If we had found material misstatements that were not corrected, we would have referred to them in our opinion.

The audit involved performing procedures to test the information presented in the financial statements. We assessed the results of those procedures in forming our opinion.

Audit procedures generally include:

- determining whether significant financial and management controls are working and can be relied on to produce complete and accurate data;
- verifying samples of transactions and account balances;
- performing analyses to identify anomalies in the reported data;

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Accountants &
Business Advisers

- reviewing significant estimates and judgements made by the Board;
- confirming year-end balances;
- determining whether accounting policies are appropriate and consistently applied; and
- determining whether all financial statement disclosures are adequate.

We did not examine every transaction, nor do we guarantee complete accuracy of the financial statements.

We evaluated the overall adequacy of the presentation of information in the financial statements. We obtained all the information and explanations we required to support our opinion above.

Responsibilities of the Members of the Board and the Auditor

The Members of the Board are responsible for preparing the financial statements in accordance with generally accepted accounting practice in New Zealand. The financial statements must fairly reflect the financial position of the Board as at 31 March 2010 and the results of its operations for the year ended on that date. The Members of the Board's responsibilities arise from the Health Practitioners Competence Assurance Act 2003.

We are responsible for expressing an independent opinion on the financial statements and reporting that opinion to you. This responsibility arises from section 15 of the Public Audit Act 2001 and section 134(1) of the Health Practitioners Competence Assurance Act 2003.

Independence

When carrying out the audit we followed the independence requirements of the Auditor-General, which incorporate the independence requirements of the Institute of Chartered Accountants of New Zealand.

Other than the audit, we have no relationship with or interests in the Board.

Robert Elms

PKF Martin Jarvie

On behalf of the Auditor-General
Wellington, New Zealand

Matters Relating to the Electronic Presentation of the Audited Financial Statements

This audit report relates to the financial statements of the Optometrists and Dispensing Opticians Board (Board) for the year ended 31 March 2010 included on the Board's website. The Board is responsible for the maintenance and integrity of the Board's website. We have not been engaged to report on the integrity of the Board's website. We accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.

The audit report refers only to the financial statements named above. It does not provide an opinion on any other information which may have been hyperlinked to or from the financial statements. If readers of this report are concerned with the inherent risks arising from electronic data communication they should refer to the published hard copy of the audited financial statements as well as the related audit report dated 30 August 2010 to confirm the information included in the audited financial statements presented on this website.

Legislation in New Zealand governing the preparation and dissemination of financial information may differ from legislation in other jurisdictions.

**OPTOMETRISTS AND
DISPENSING OPTICIANS
BOARD**

**STATEMENT
OF FINANCIAL
PERFORMANCE**

**for the year ended
31 March 2010**

	Note	2010 \$	2009 \$
REVENUE			
Interest Income		16,271	36,698
Other Income		5,616	21,978
Practising Certificates		504,952	466,497
Registration		26,124	27,520
Total Income		552,963	552,693
Less Expenses			
Accident Compensation Levy		780	–
Advertising		–	872
Audit Fees		3,915	7,215
Authority Member Fees		28,587	41,507
Bank Charges		8,096	12,869
Capitation Fees		33,534	25,489
Catering		1,234	1,719
Cleaning		797	–
Committee Fees		45,264	64,519
Computer Software & Support		3,821	6,456
Conference & Seminars		–	2,246
Contract Fees		90,322	92,820
DPA Course Costs		28,400	21,400
Hire of Plant & Equipment		2,217	228
Insurance		3,891	3,350
Legal Expenses		27,001	26,376
Miscellaneous Expenses		586	861
Office Expenses		767	–
Postage		5,484	7,806
Printing & Stationery		9,021	8,521
Professional Fees		5,590	7,363
Publications		616	2,695
Rents		16,383	–
Repairs & Maintenance		230	–
Recruitment Costs		2,478	12,938
Secretariat Operating Costs		28,072	23,139
Service Charges		7,626	80,743
Staff Costs		108,626	87,270
Subscriptions		480	–
Telephone		3,725	2,514
Training & Workshops		–	629
Travelling Expenses		24,109	51,660
Utilities		384	–
Website Expenses		1,210	43
Total Expenses		493,246	593,248
Net Surplus Before Depreciation		59,717	(40,555)
Less Depreciation Adjustments			
Depreciation		4,081	3,924
NET SURPLUS/(DEFICIT)		55,636	(44,749)

These statements are to be read in conjunction with the notes to the Financial Statements.



**OPTOMETRISTS AND
DISPENSING OPTICIANS
BOARD**

**STATEMENT
OF MOVEMENTS
IN EQUITY**

**for the year ended
31 March 2010**

	2010 \$	2009 \$
EQUITY AT START OF PERIOD	221,335	265,814
Net Surplus/(Deficit) for the year	55,636	(44,479)
Total recognised revenues & expenses	55,636	(44,479)
EQUITY AT END OF PERIOD	276,971	221,335

These statements are to be read in conjunction with the notes to the Financial Statements.

OPTOMETRISTS AND
DISPENSING OPTICIANS
BOARD

STATEMENT
OF FINANCIAL
POSITION

as at
31 March 2010

	Note	2010 \$	2009 \$
Current Assets			
Westpac Cheque Account		421,696	442,790
Westpac Bank Account – Disciplinary Fund		50,000	–
Westpac Term Deposits		312,680	300,330
Accounts Receivable		506	–
Accrued Income		3,332	3,700
Loan to Health Regulatory Authorities Secretariat Ltd	4	5,000	5,000
Total Current Assets		793,214	751,820
NON-CURRENT ASSETS			
Fixed Assets	5	4,016	5,583
Investments			
Investment in Health Regulatory Authorities Secretariat Ltd	3	20	20
Total Non-Current Assets		4,036	5,603
TOTAL ASSETS		797,250	757,423
CURRENT LIABILITIES			
GST Due for payment	1(d)	47,456	47,949
Accounts Payable		30,802	40,278
Income in Advance		435,550	436,677
KiwiSaver Deductions Payable		505	298
PAYE/Student Loan Payable		3,174	9,169
WHT Payable		2,792	1,717
Total Current Liabilities		520,279	536,088
TOTAL LIABILITIES		520,279	536,088
NET ASSETS		276,971	221,335
EQUITY			
Retained Earnings		276,971	221,335
TOTAL EQUITY		276,971	221,335

Chairperson:



Date: 30/08/2010

Registrar:



Date: 30/08/2010

These statements are to be read in conjunction with the notes to the Financial Statements.



**OPTOMETRISTS AND
DISPENSING OPTICIANS
BOARD**

**NOTES TO THE
FINANCIAL
STATEMENTS**

**for the year ended
31 March 2010**

1. STATEMENT OF ACCOUNTING POLICIES

REPORTING ENTITY

The Optometrists and Dispensing Opticians Board is constituted under the Health Practitioners Competence Assurance Act 2003. These financial statements have been prepared in accordance with the Financial Reporting Act 1993.

The Board qualifies for differential reporting as it is not publicly accountable and is not large. The Board has taken advantage of all applicable differential reporting exemptions.

GENERAL ACCOUNTING POLICIES

These financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand and on the basis of historical cost. Reliance is placed on the fact that the business is a going concern.

SPECIFIC ACCOUNTING POLICIES

(a) Annual Practising Certificate Income

Annual Practising Certificate Income is recorded only upon receipt. No Accounts Receivable are recognised and receipts for Annual Practising Certificates issued for future years are shown as Income Received in Advance.

(b) Changes in Accounting Policies

There have been no changes in accounting policies. All policies have been applied on bases consistent with those used in previous years.

(c) Fixed Assets & Depreciation

Fixed assets are shown at original cost less accumulated depreciation. Depreciation has been calculated over the expected useful life of the assets at the following rates:

Office Equipment 20% – 100% Straight Line

(d) Goods & Services Tax

The Statement of Financial Performance has been prepared so that all components are stated exclusive of GST. All items in the Statement of Financial Position are stated net of GST, with the exception of account receivables and payables.

(e) Income Tax

The Board is registered as a charitable entity under the Charities Act 2005. It is exempt from Income Tax.

(f) Investments

Investments are recognised at cost. Investment income is recognised on an accruals basis where appropriate.

2. CONTINGENT LIABILITIES AND COMMITMENTS

There are contractual commitments to New Zealand Association of Optometrists of \$75,000 per annum. The contract expires on 31 October 2010, therefore the remaining commitment will be \$43,750 (2009:\$75,000).

There are contractual commitments to Association of Dispensing Opticians of New Zealand of \$14,752 per annum to November 2010, therefore the remaining commitment will be \$8,605 (2009:\$14,752).

There is a contractual commitment of \$14,700 with Face Limited to develop the Boards new website.

At balance date there are no known contingent liabilities (2009:\$0).

**OPTOMETRISTS AND
DISPENSING OPTICIANS
BOARD**

**NOTES TO THE
FINANCIAL
STATEMENTS**

**for the year ended
31 March 2010**

3. INVESTMENT

The Board has an undivided 1/5th share in the issued share capital of Health Regulatory Authorities Secretariat Limited (HRAS). The consideration of \$20 is not yet paid.

4. RELATED PARTIES

HRAS provides administrative services to the Board on a non-profit cost recovery basis. The cost of those services for the year was \$28,072 (2009:\$23,139).

The five shareholding boards in HRAS have each advanced \$5,000 to that company to provide it with working capital.

5. FIXED ASSETS

	2010 \$	2009 \$
Office Equipment		
At cost	12,020	9,507
Less Accumulated Depreciation	8,004	3,924
Total	4,016	5,583

6. FINANCIAL MANAGEMENT AGREEMENT

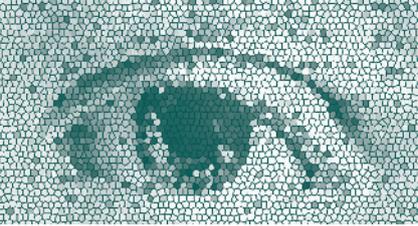
Health Regulatory Authorities Secretariat Limited (HRAS) has been established to provide business management support to the Optometrists and Dispensing Opticians Board, the Dietitians Board, the Podiatrists Board of New Zealand, the New Zealand Chiropractic Board and the Osteopathic Council of New Zealand (collectively 'the entities'). HRAS provides financial management support to each of the entities according to the number of conditions:

1. Each of the entities holds an undivided share in HRAS; that company was formed to provide management support to those entities.
2. Each of the entities contributed an equal sum to the working capital of HRAS. This amount has been set initially at \$5,000 each.
3. HRAS is not to make a profit from its business partnership with the entities.
4. Each board will be invoiced monthly for an equal amount equivalent to the expenses incurred by HRAS in managing its own business.
5. Each board will also be invoiced monthly for those direct costs and expenses that HRAS has incurred on its behalf.
6. At the end of the month and financial year, HRAS will show a nil financial balance on all its operations.

At 31st March 2010 the HRAS Statement of Financial Position showed net assets of \$100.

7. RECLASSIFICATION OF EXPENDITURE

Service charges have been reclassified into rent and other expenditure to provide more useful information about the performance of the Board. It has not been practicable to restate all relevant comparative balances.



Contacting the Board

All correspondence should be addressed to:

The Registrar
Optometrists and Dispensing Opticians Board
P O Box 10–140
Wellington 6143

Secretariat Staff:

Rachael Thorn (Registrar)
Brooke Matthews (Deputy Registrar)

The Board's office is located at:

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195-201 Willis Street
Wellington 6011

Tel: (64) (4) 474 0705

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