

GREENHOUSE GAS EMISSIONS REPORT

BALANCED LIMITED | FY20

Table 1: Emissions summary

Component gas (expressed as kgCO ₂ e)							
	CO ₂	CH ₄	N ₂ O	HFCs	PFCs	SF ₆	Total kgCO ₂ e
Scope 1	-	-	-	-	-	-	-
Scope 2	594	24	1	-	-	-	619
Scope 3	21,139	1,016	878	-	-	-	23,034
Total	21,733	1,040	879	-	-	-	23,653

Table 2: Emissions summary per KPI

Key performance indicator (KPI)	Quantity	Emissions kgCO ₂ e / KPI
FTE – full-time employee	10	2,365

1. Introduction

This report is the annual greenhouse gas (GHG) emissions¹ inventory report for Balanced Limited (“Balanced”). The inventory is a complete and accurate quantification of the amount of GHG emissions that can be directly attributed to the organisation’s operations within the declared boundary and scope for the specified reporting period.

The inventory has been prepared in accordance with the requirements of the *Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (2004)* and *ISO 14064-1:2006 Specification with Guidance at the Organization Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.²

2. Statement of intent

This inventory forms part of Balanced’s commitment to measure and manage our emissions.

3. Organisation description

Balanced is a privately held company offering accounting, tax, business growth and carbon accounting services to businesses across New Zealand. We have offices in Auckland and Wānaka, with remote staff based here and abroad.

Recognising that our business operations have a direct impact on the environment, we are committed to operating in an energy-efficient manner. We consider the management of our GHG emissions to be a principal component of our environmental and sustainability objectives. It is our aim to exploit all opportunities for energy savings throughout the business, establish ourselves as an environmentally responsible organisation and contribute to national carbon reduction targets.

4. Base year

The base year is April 1 2019 – March 31 2020 (FY20). This is the first 12-month period where GHG emissions were calculated and forms the base year for Balanced.

5. Reporting period

This document is Balanced’s first GHG emissions report, measuring the period April 1 2019 – March 31 2020 (FY20).

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1. Throughout this document ‘emissions’ means GHG emissions.
 2. Throughout this document ‘GHG Protocol’ means the *GHG Protocol Corporate Accounting and Reporting Standard* and ‘ISO 14064- 1:2006’ means the international standard *Specification with Guidance at the Organizational Level for Quantification and Reporting of Greenhouse Gas Emissions and Removals*.

6. Organisational boundaries included for this reporting period

Organisational boundaries were set with reference to the methodology described in the *GHG Protocol* and *ISO 14064-1:2006* standards. The *GHG Protocol* allows two distinct approaches to consolidate GHG emissions: the equity share and control (financial or operational) approaches. We used an operational control consolidation approach to account for emissions, with this report covering emissions from Balanced in its entirety.

7. GHG emission source inclusions

The GHG emissions sources included in this inventory were identified with reference to the methodology in the *GHG Protocol* and *ISO14064-1:2006* standards. As adapted from the *GHG Protocol*, these emissions were classified under the following categories:

- **Direct GHG emissions (Scope 1):** emissions from sources that are owned or controlled by the company.
- **Indirect GHG emissions (Scope 2):** emissions from the generation of purchased electricity, heat and steam consumed by the company.
- **Indirect GHG emissions (Scope 3):** emissions that occur as a consequence of the company's activities but from sources not owned or controlled by the company.

The emissions sources in Table 3 have been included in the GHG emissions inventory.

Table 3: GHG emission sources included in the inventory

GHG emission source	GHG emissions level scope	Data source	Data collection unit	Uncertainties/assumptions
Air travel domestic (average)	Scope 3	Staff business travel survey	passenger.km	It is assumed data source represents a complete and accurate account of all travel activity.
Car – petrol, <2000cc	Scope 3	Staff commuting survey	km	It is assumed the data source is an appropriate representation of activity. Assumptions are made on vehicle type and approximate travel distance from staff home locations.
Electricity	Scope 2	Supplier invoices	kWh	It is assumed the supplier has provided accurate data.
Hotel stays	Scope 3	Staff business travel survey	room nights	It is assumed data source represents a complete and accurate account of all travel activity.
Taxi (regular)	Scope 3	Receipts	km	It is assumed data source represents a complete and

				accurate account of all travel activity.
Transmission and distribution losses	Scope 3	Supplier invoices	kWh	It is assumed the supplier has provided accurate data.
Waste landfilled, Food waste composted	Scope 3	Weighing office bins	kg	Annual waste is estimated by weighing one week's worth of office waste, extrapolating for a full year and erring on the side of conservativeness.
Water supply and waste water treatment	Scope 3	HR database	# of FTEs	It is assumed data source represents a complete and accurate account of staff numbers.
Working from home	Scope 3	Staff WFM survey	days	It is assumed the data source is an appropriate representation of activity.

8. GHG emission source exclusions

Balanced has zero Scope 1 emissions for this reporting period. We don't own any company vehicles, nor do we operate any machinery which consumes stationary fuel. Staff mileage and commuting emissions are included in Scope 3/ Category 3.

Balanced recognises the extent of Scope 3 emissions is significant. We have chose to delcare the following notable emissions soures that have been excluded from the emissions inventory.

Table 4: Notable emission sources excluded from the inventory

GHG emission source	GHG emissions level scope	Reason for exclusion
Freight transport	Scope 3	Freight transport is limited to recycling removal and infrequent, ad hoc deliveries. It is assumed to be de minimus (<1%).
Cloud-based data centres	Scope 3	While Balanced stores a significant volume of data in the cloud, it is currently very difficult to obtain this data.

9. Data collection and uncertainties

Table 3 gives an overview of how data was collected for each GHG emissions source, the source of the data and an explanation of any uncertainties or assumptions.

A calculation methodology has been used for quantifying the emissions inventory using emissions source activity data multiplied by emission or removal factors. All emission factors were sourced from the Ministry for the Environment’s 2019 *Measuring Emissions: A Guide for Organisations*.

10. GHG emission calculations and results

GHG emissions for the organisation for this reporting period are provided in the GHG Inventory summary section at the start of this report.

Figures 1 and 2 give an overview of where the emissions are occurring across the organisation.

Figure 1: GHG emissions by scope

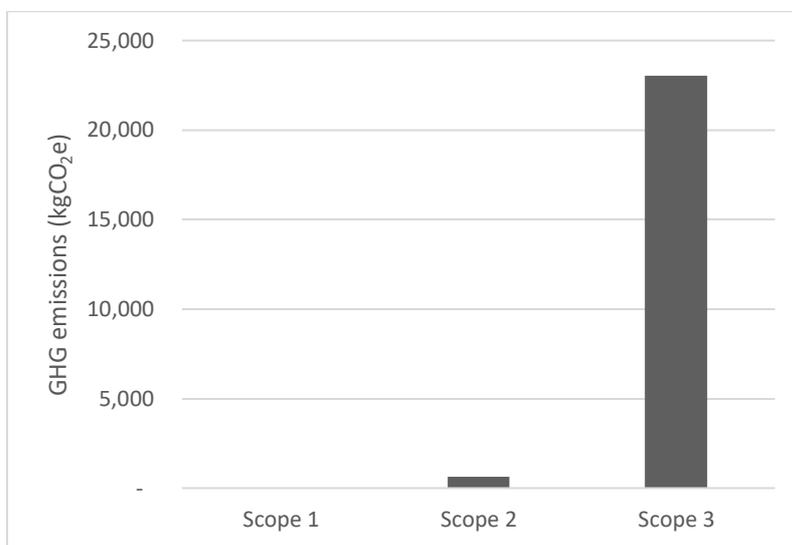
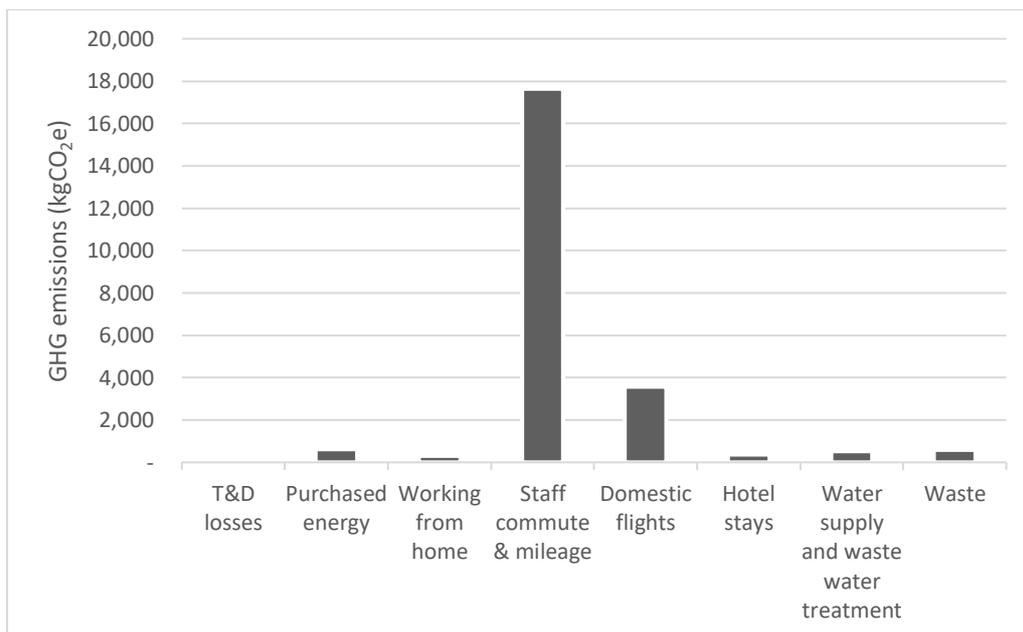


Figure 2: GHG emissions by source



11. Liabilities

Balanced holds no GHG stocks, nor owns lands subject to land-use change.

12. Removals

Balanced purchased verified, gold-standard offsets from Toitu Envirocare to offset our 23,653kg CO₂e footprint for this reporting period.



13. References

International Organization for Standardization. 2006. ISO14064-1:2006. Greenhouse gases – Part 1: *Specification with guidance at the organisation level for quantification and reporting of greenhouse gas GHG emissions and removals*. Geneva: ISO.

World Resources Institute and World Business Council for Sustainable Development. 2004. *The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard* (revised). Geneva: WBCSD.

Appendix 1: GHG emissions data summary

Further GHG emissions data is available on the accompanying spreadsheet to this report: [Emissions Workbook - Balanced - FY20.xls](#)