

Financial and Service Statements

Volunteering Canterbury

For the Year Ended 31 March 2019

Comprising

**Statement of Financial Performance
Statement of Financial Position
Statement of Cash Flows
Statement of Service Performance
Entity Information
Statement of Accounting Policies
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Volunteering Canterbury

Statement of Financial Performance

For the period 1 April 2018 to 31 March 2019

	2019	2018
	\$NZ	\$NZ
Revenue		
<i>Donations, fundraising and other similar revenue</i>		
Donations (Note 1b)	\$ 880	\$ 6,202
Grants (Note 1a)	\$ 208,341	\$ 147,975
<i>Fees, subscriptions and other revenue from members</i>		
Subscription income	\$ 12,245	\$ 11,642
<i>Revenue from providing goods or services</i>		
Services and Workshops	\$ 2,552	\$ 4,407
Hui Reimbursement	\$ -	\$ 539
<i>Interest, dividends and other investment revenue</i>		
Interest	\$ 6,994	\$ 7,320
Total Revenue	\$ 231,012	\$ 178,085
Expenses		
<i>Expenses related to public fundraising</i>		
Promotions	\$ -	\$ 363
<i>Volunteer and employee related costs</i>		
Personnel Expenses (Note 8)	\$ 153,650	\$ 140,297
Volunteer expenses	\$ 519	\$ 323
<i>Cost related to providing goods or services</i>		
Audit fee	\$ 2,300	\$ 2,376
Accountancy	\$ 1,224	\$ 1,820
Communication Expenses (Note 9)	\$ 3,245	\$ 3,674
Consultants	\$ 1,000	\$ -
Depreciation	\$ 223	\$ 181
Development & Research	\$ 163	\$ 185
General expenses (Note 10)	\$ 4,906	\$ 2,592
Graphic Design	\$ 1,274	\$ -
Information Technology	\$ 1,018	\$ 549
Koha to Te Runaka	\$ 400	\$ 525
Learning Workshops	\$ 500	\$ 1,738
Meetings & Conferences	\$ 888	\$ 1,530
Meeting Host Expenses	\$ 6,570	\$ 5,012
National Volunteer Centre Hui	\$ 8,000	\$ -
Power	\$ 1,455	\$ 1,143
PR	\$ 1,923	\$ -
Printing & Stationery	\$ 3,640	\$ 2,268
Rent	\$ 13,697	\$ 17,292
Total Expenses	\$ 206,596	\$ 181,868
Surplus/(Deficit)	\$ 24,416	(\$ 3,783)

Volunteering Canterbury

Statement of Financial Position

As At 31 March 2019

	2019	2018
	\$NZ	\$NZ
ASSETS		
Current Assets		
Bank accounts and cash (Note 11)	\$ 72,628	\$ 60,769
Investment accounts (Note 12)	\$ 141,817	\$ 141,816
Debtors and Prepayment (Note 13)	\$ 6,323	\$ 4,442
Total Current Assets	\$ 220,769	\$ 207,028
Non-Current Assets		
Property, Plant & Equipment	\$ 2,676	\$ 841
Investments	\$ 60,000	\$ 60,000
Total Non-Current Assets	\$ 62,676	\$ 60,841
TOTAL ASSETS	\$ 283,445	\$ 267,869
LIABILITIES		
Unused Donations and Grants with Conditions (Note 1)	\$ 9,960	\$ 20,217
Credit Card Balances	\$ 3,237	\$ -
Creditors and Accrued Expenses	\$ 5,449	\$ 7,270
TOTAL LIABILITIES	\$ 18,646	\$ 27,487
NET ASSETS	\$ 264,799	\$ 240,383
Accumulated Funds		
Accumulated Funds	\$ 222,982	\$ 198,566
Settlements Reserve	\$ 41,817	\$ 41,817
TOTAL Accumulated Funds	\$ 264,799	\$ 240,383



RICHARD BREUSTER



DANIEL LISTER

These financial statements are to be read in conjunction with the attached statement of accounting policies, notes and auditor's report.

Volunteering Canterbury

Statement of Cash Flows

For the period 1 April 2018 to 31 March 2019

	2019 \$NZ	2018 \$NZ
Operating Cash Received		
Donations, fundraising and other similar receipts	\$ 198,964	\$ 154,394
Fees, subscriptions and other receipts from members	\$ 12,215	\$ 12,068
Receipts from providing goods or services	\$ 2,552	\$ 4,945
Interest, dividends and other investment receipts	\$ 5,442	\$ 7,783
GST Inflow	\$ -	\$ 989
Total Operating Cash Received	\$ 219,173	\$ 180,180
Operating Cash Applied		
Payments to suppliers and employees	\$ 207,925	\$ 180,387
GST Outflow	\$ 568	\$ -
Total Operating Cash Applied	\$ 208,493	\$ 180,387
Operating Cash Flow	\$ 10,680	(\$ 207)
Investing/Financing Cash Received		
Receipts from the sale of investments	\$ -	\$ 20,000
Total Investing/Financing Cash Received	\$ -	\$ 20,000
Investing/Financing Cash Applied		
Payments to acquire property, plant and equipment	\$ 2,058	\$ 1,477
Total Investing/Financing Cash Applied	\$ 2,058	\$ 1,477
Investing/Financing Cash Flow	(\$ 2,058)	\$ 18,523
Net Cash Flow	\$ 8,622	\$ 18,316
Add Opening Cash Balance	\$ 60,769	\$ 42,453
Closing Cash Balance	\$ 69,391	\$ 60,769
Represented by:		
Westpac Cheque Account	\$ 51,628	\$ 19,355
Westpac Simple Saver Account	\$ 21,000	\$ 41,000
Credit Cards	(\$ 3,237)	\$ 414
	\$ 69,391	\$ 60,769

Volunteering Canterbury

Statement of Service Performance

Mandatory disclosures according to s.4 of PBE SFR-A (NFP)

Outcomes

We recruit individual volunteers and match them to roles requested by our member not-for-profit organisations, across all areas of the community sector. Within these roles our volunteers provide over 306,000 hours each year to help to those who need it most in many different ways: helping vulnerable people manage their everyday lives, educating and mentoring, helping charities administratively and counselling and befriending to name a few.

We also arrange groups of people from business, schools and other organisations, to volunteer together, helping not-for-profit organisations achieve larger scale projects.

We support our member organisations by organising appropriate workshops, training and network meetings as well as individual meetings to support our members' management of volunteers and related issues. Our member organisations help approx. 36,000 people in the community.

We promote volunteering by presenting at schools, youth events and seminars, by reaching out to people in libraries, malls and WINZ offices, by sharing stories via traditional and social media, and we present Annual Volunteer Awards.

Outputs

	Actual 2019	Actual 2018
Recruitment		
Individual volunteer roles recruited	450	550
Group volunteering events	47	42
Group volunteering attendees	336	597
Support of Member not-for-profit Organisations		
Support visits to Not-for-profit organisations (includes non-members)	78	53
Workshops	8	7
Network events – Co-ordinator, Manager and social events	17	26
No. people attended Workshops and Network events	384	400
Total number of member organisations	289	286
Promotion of Volunteering		
External Presentations	39	36
External Presentations Attendees	1344	1093
Displays	16	14
Youth Projects	16	5
Youth Projects Attendees	160	58
Annual Volunteering Awards event	1	1

Volunteering Canterbury

Statement of Service Performance

Additional Information

There are approximately 97,000 not for profit organisations in New Zealand, which contribute 2.6% to the national GDP, or 4.6% when volunteer labour contributions are taken into account. This is a hugely significant percentage, equivalent to the construction industry. Of those organisations, 90% employ no staff and as such they rely solely on the work done by volunteers in order to operate.

From the Volunteering New Zealand's State of The World's Volunteerism Report 2016, we learned that while the numbers of people volunteering has risen slightly, the number of hours volunteered has fallen by 42%, a huge decrease. This is one of the challenges that face our member organisations, and why we need to provide targeted training, to help them to face this challenge by encouraging the volunteer leadership needed.

Volunteering Canterbury

Entity Information

Mandatory disclosures according to s.3 of PBE SFR-A (NFP)

Type of Organisation

Volunteering Canterbury is a Charitable Trust incorporated under the Charitable Trusts Act 1957.

Purpose of Organisation

Volunteering Canterbury's mission is to promote, support, and uphold the integrity of voluntary work with commitment to Te Tiriti o Waitangi.

This is done by:

- Recruiting Volunteers for our members, all not-for-profit organisations acting for the local community, and arranging group volunteering.
- Supporting our member organisations by providing relevant workshops, training and support networks specific to volunteer management.
- Promoting volunteering by presenting the benefits of volunteering to local communities, engaging our youth and recognising volunteers at annual awards and via media.

Organisation Structure

Our constitution states that our board shall comprise of no less than five (5) and no more than seven (7), making a total of no more than nine (9) members, including the roles of Chairperson, Vice-Chairperson and Treasurer. The board will appoint a representative of Te Runaka ki Otautahi o Kai Tahu as nominated by the Runaka, and a representative of the Pacific Peoples' Forum as nominated by the Forum. The board is responsible for the administration, general conduct and management of Volunteering Canterbury. There are two full-time staff members (a Strategic and Finance Manager and an Outreach and Marketing Manager) who both co-manage the organisation, and four volunteers who support our activities on a regular basis.

Main Sources of Funds

Volunteering Canterbury is predominantly funded by Grants – chiefly from the Christchurch City Council, Lottery Grants, RATA foundation, Support for Volunteering Fund, Jones Foundation and COGS. We also receive annual subscriptions from our member organisations, and funds from organisations participating in training and workshops.

Main Methods of Fundraising

The organisation regularly applies to philanthropic or government funders for grants and donations, but does not actively participate in fund raising.



Volunteering Canterbury

Entity Information

Mandatory disclosures according to s.3 of PBE SFR-A (NFP)

Volunteers and in-kind Donations

Volunteering Canterbury Board members are volunteers with various skills including Finance, Marketing, 3rd sector management, Community connections and representation of the Runaka and Pacific Peoples Forum. Other volunteers produce marketing materials, interview prospective volunteers and perform administrative and project work.

We acknowledge the support of the following organisations:

- Christchurch Community House, where we are situated, for provision of community based office facilities at supportive rates.
- Volunteering New Zealand for provision of volunteer management tool 'InvolveMe360'
- University of Canterbury for provision of exhibition space.
- Forward Sight for provision of strategic management advice.



Volunteering Canterbury

Statement of Accounting Policies

Basis of Preparation

Volunteering Canterbury is eligible and has elected to apply accounting standard PBE SFR-A(NFP) because it is not publicly accountable, is not large, and has annual expenditure of less than \$2,000,000.

Transactions are reported on an accrual basis with the exception of the Statement of Cash Flows. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is registered for GST, and all figures are shown exclusive of GST with the exception of Payables and Receivables disclosed in the Statement of Reserves.

Fixed Assets

Items of non-current assets are recognised at Cost less accumulated depreciation. Depreciation is applied equally over the expected useful life of the asset as follows:

Furniture and Fittings: 10 Years

Office equipment: 6 Years

Computer and Office Equipment: 5 Years

Grants

Grants and donations income is accounted for depending on whether or not it has a "use or return" condition attached. Where no use or return conditions are attached, the revenue is recorded as income when cash is received. Where income includes a use or return condition, it is initially recorded as liability on receipt. The income is then subsequently recognised within the Statement of Funding as the performance conditions are met.

Changes in Accounting Policies

All accounting policies have been applied consistent with the previous year.

Investment

Investments are recorded at cost plus interest received and compounded at Balance Date. Interest earned but not yet received at balance date is disclosed as interest accrued.

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.

Subscriptions

Subscriptions are recognised as income once they have been received.

Volunteering Canterbury

Notes to the Accounts

1 Grants Received and Expended

Volunteering Canterbury has received and expended the following grants, with thanks:

a. Grants which must be returned if unused

2019				
	Unspent as at beginning of year	Received	Expended	Unspent as at end of year
Christchurch City Council	\$ -	\$ 40,000	\$ 30,040	\$ 9,960
COGS	\$ -	\$ 6,000	\$ 6,000	\$ -
DIA- Support Volunteering Fund	\$ -	\$ 67,084	\$ 67,084	\$ -
Lottery Community	\$ 20,217	\$ 45,000	\$ 65,217	\$ -
Rata Foundation	\$ -	\$ 40,000	\$ 40,000	\$ -
Totals	\$ 20,217	\$ 198,084	\$ 208,341	\$ 9,960

2018				
	Unspent as at beginning of year	Received	Expended	Unspent as at end of year
Christchurch City Council	\$ -	\$ 40,000	\$ 40,000	\$ -
COGS	\$ -	\$ 7,000	\$ 7,000	\$ -
DIA- Support Volunteering Fund	\$ -	\$ 53,034	\$ 53,034	\$ -
Lottery Community	\$ -	\$ 45,000	\$ 24,783	\$ 20,217
Rata Foundation	\$ 20,000	\$ -	\$ 20,000	\$ -
Lottery Minister's Discretionary Fund	\$ -	\$ 3,158	\$ 3,158	\$ -
Totals	\$ 20,000	\$ 148,192	\$ 144,817	\$ 20,217

b. Grants with no return obligation

2019

Nil

2018		
	Received	Unspent
Jones Foundation	\$ 2,500	\$ -
Estate of George Service Jones	\$ 1,000	\$ -
Others	\$ 2,702	\$ -
Totals	\$ 6,202	\$ -

2 Fixed Assets

a. Depreciable Assets

2019				
Asset Class	Book Value 2018	Depreciation	Net Additions	Book Value 2019
Chair	\$ 138	\$ 17	\$ -	\$ 121
Notice board	\$ 170	\$ 21	\$ -	\$ 148
GM cellphone	\$ 533	\$ 133	\$ -	\$ 400
Computer Equipment	\$ -	\$ 51	\$ 2,058	\$ 2,007
Total	\$ 841	\$ 223	\$ 2,058	\$ 2,677

2018			
Asset Class	Book Value 2017	Depreciation	Book Value 2018
Chair	\$ 156	\$ 17	\$ 138
Notice board	\$ 191	\$ 21	\$ 170
GM cellphone	\$ 667	\$ 133	\$ 533
Computer Equipment	\$ 9	\$ 9	\$ -
Total	\$ 1,022	\$ 181	\$ 841

3 Contingent Liabilities, Commitments and Guarantees

The Trust has Westpac credit cards with a facility of up to \$4,000 (2018: \$2,000)

The Trust's lease agreement with Christchurch Community House Te Whakaruruhau Ki Otautahi Trust has been renewed and now runs from 1 January 2019 to 31 December 2022. Under this agreement, the Trust has a monthly rental of \$1,183.01 plus GST payable on the first day of each month. The Trust also has to pay the Proportion of Outgoings and Utilities.

4 Related Parties

There were no reportable transactions involving related parties during the financial year. (2018: nil).

5 Events after Balance Date

There have been no reportable events after Balance Date (2018: nil).

6 Movements in Reserves

2019	Accumulated Funds	Settlements Reserve	Total
Opening balances	\$ 198,566	\$ 41,817	\$ 240,383
Funds accumulated/(expended) during year	\$ 24,416	\$ -	\$ 24,416
Total Reserves	\$ 222,982	\$ 41,817	\$ 264,799

2018	Accumulated Funds	Settlements Reserve	Total
Opening balances	\$ 202,348	\$ 41,817	\$ 244,166
Funds accumulated/(expended) during year	(\$ 3,783)	\$ -	(\$ 3,783)
Total Reserves	\$ 198,566	\$ 41,817	\$ 240,383

7 Settlements Reserve

Settlements Reserve is a fund equivalent to approximately three months' expenses held for the purpose of allowing the organisation to wind up and settle all accounts should it cease to operate.

8 Personnel Expenses

	2019	2018
ACC	\$ 308	\$ 400
Wages	\$ 149,013	\$ 132,681
Supervision	\$ 390	\$ 785
Training	\$ 1,534	\$ 1,034
Travel	\$ 2,405	\$ 5,397
	<u>\$ 153,650</u>	<u>\$ 140,297</u>

9 Communication Expenses

	2019	2018
Internet/Website	\$ 955	\$ 1,460
Newsletters	\$ 928	\$ 768
Telephone	\$ 1,362	\$ 1,447
	<u>\$ 3,245</u>	<u>\$ 3,674</u>

10 General Expenses

	2019	2018
Advertising	\$ 1,848	\$ 586
Bank Fees	\$ 170	\$ 190
General Expenses	\$ 719	\$ 51
Insurance	\$ 260	\$ 240
Office	\$ 344	\$ 304
Subscriptions	\$ 1,050	\$ 726
Xero	\$ 516	\$ 495
	<u>\$ 4,906</u>	<u>\$ 2,592</u>

11 Bank Accounts and Cash

	2019	2018
Westpac Cheque Account	\$ 51,628	\$ 19,355
Westpac Simple Saver Account	\$ 21,000	\$ 41,000
Credit Card	\$ -	\$ 414
	<u>\$ 72,628</u>	<u>\$ 60,768</u>

12 Investment Accounts

	2019	2018
Westpac - Settlement Reserve Fund (Note 7)	\$ 41,817	\$ 41,817
Westpac Investment Accounts	\$ 100,000	\$ 100,000
	<u>\$ 141,817</u>	<u>\$ 141,817</u>

13 Debtors and Prepayments

	2019	2018
Interest Accrued	\$ 3,716	\$ 2,163
Accounts Receivable	\$ 274	\$ 240
GST Refundable	\$ 2,334	\$ 2,039
	<u>\$ 6,323</u>	<u>\$ 4,442</u>

INDEPENDENT AUDITOR'S REPORT
To the Members of Volunteering Canterbury
Report on the Financial Statements

Opinion

I have audited the Financial Statements of Volunteering Canterbury pages 3 to 13 which comprises the entity information, the statement of service performance, statement of financial performance and statement of cash flows for the year ended 31 March 2019, statement of financial position as at 31 March 2019, statement of accounting policies and the notes to the Financial Statements.

In our opinion:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b) the accompanying Financial Statements (containing the statements as specified in the opening paragraph) gives a true and fair view in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) standards issued by the New Zealand Accounting Standards Board.

Basis for Opinion

The audit of the society information and statement of service performance were conducted in accordance with The International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised).

The audit of all other statements as listed in the opening paragraph was conducted in accordance with the International Standards on Auditing (New Zealand) (ISAs (NZ)).

Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Volunteering Canterbury in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

I believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in Volunteering Canterbury

Responsibilities of the Board of Trustees for the Financial Statements

The Board of Trustees is responsible for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the Financial Statements on behalf of the entity which comprises
 - the entity information and statement of service performance
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the Financial Statements in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) standards issued by the New Zealand Accounting Standards Board.
- c) Such internal controls as the Board of Trustees determine is necessary to enable the preparation of the Financial Statements that are free from material misstatement, whether due to fraud or error.

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- d) In preparing the Financial Statements, the Board of Trustees is responsible on behalf of Volunteering Canterbury for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Trustees either intend to liquidate or to cease operations, or have no realistic alternative but to do so.

Auditor Responsibilities for the Audit of the Financial Statements


Our objectives are to obtain reasonable assurance about whether the Financial Statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this Financial Statements.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the Financial Statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Volunteering Canterbury's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Financial Statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Volunteering Canterbury to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the Financial Statements, including the disclosures, and whether the Financial Statements represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Bevan Smith
20 August 2019
Christchurch

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