

VOLUNTEERING CANTERBURY

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ANNUAL REPORT 2018



# **Volunteering** C A N T E R B U R Y

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**We're here to help you make a difference**

## **Vision**

People and communities prospering through volunteering

## **Mission**

Enable the successful employment of volunteers by charities, and promote the benefits of volunteering to people and communities

## **Values**

Integrity, respect, inclusiveness and service, with a commitment to Te Tiriti o Waitangi

Authors: Richard Brewster & Glenda Martin

Postal Address: Christchurch Community House  
Te Whakaruruhau ki Otautahi  
301 Tuam Street  
Christchurch 8011

Email: [mgr@volcan.org.nz](mailto:mgr@volcan.org.nz)

Phone: 03 366 2442

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## CONTENTS

About Volunteering Canterbury	4
Chair's Report	5
Managers' Report	6-7
What Volunteering Canterbury Does	8
Member Services	9
Thank You	10
Financial Statements	11-28



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## ABOUT VOLUNTEERING CANTERBURY

Volunteering Canterbury was opened in September 1988, and has continued to grow since then.

In 2017/2018 we recruited 550 individual volunteers and 597 group volunteers, we ran 33 events for our members, visited 53 not-for-profit organisations, and put on 55 external presentations, displays or youth events.

Glenda Martin (Outreach & Marketing Manager), Richard Brewster (Strategy & Finance Manager) & Tammy Dodgshun (Community Project Administrator) support our office, aided by our volunteers – MaryEllen Wilson and Vanessa Seath.

Our Chairperson Paul Barclay is supported by our 2018 Board: Cheryl Moffat, Sarah Campagnolo, Wendy Butcher, Helen Kidd, Saffron Zhou, Alison Marshall, Molly Sialeipata & Teoti Jardine.

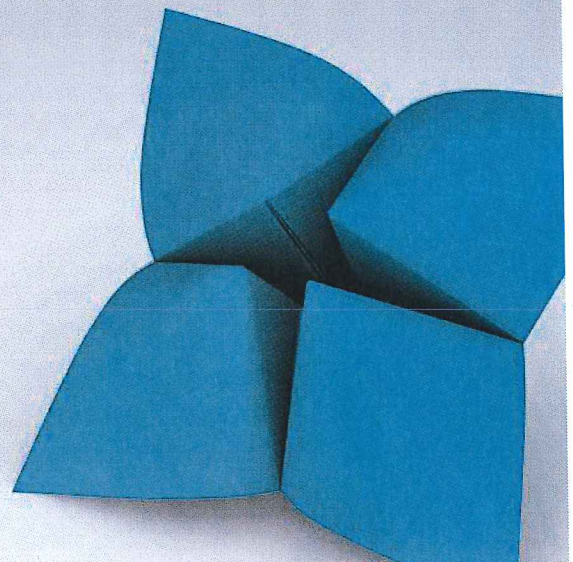
We are very proud to have been nominated at the 2018 Westpac Champion Business Awards as a Finalist in the Champion Community Impact Award – Small Enterprise category.



**WESTPAC CHAMPION  
BUSINESS AWARDS**

**PROUD FINALIST**  
**CHAMPION COMMUNITY IMPACT  
AWARD - SMALL ENTERPRISE**

**Sponsored by** Rata Foundation.





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## CHAIR'S REPORT

It's my pleasure to present my first Annual Report as Chair of the Board of Volunteering Canterbury. It has been a very successful year for VolCan and I would like to thank you all for your ongoing support of us as an organisation.

The highlight of the year has been the way the Co-Manager structure is now proving its worth. Glenda's and Richard's efforts are gaining results. The increased profile, reach and standing of VolCan across the region is evident. The selection as a finalist in the Champion Community Impact – Small Enterprise category at the Westpac Champion Business Awards and the increased annual/multi-year funding from both Government via the Support for Volunteering Fund and the Rata Foundation is further recognition of the reputation of Volunteering Canterbury.

I would like to thank all the volunteers and paid staff for their efforts throughout the past year. We would be very much less without your input, dedication and commitment to our organisation.

Thanks also to the Board for your support over the past year. Of special mention are the two Board members who are retiring by rotation and not seeking re-election respectively. Sarah's guidance as Board Chair during the change to a Co-Manager structure and her knowledge of the volunteering sector is greatly appreciated. Cheryl's financial oversight as Board Treasurer and her experience in the NFP sector is also worthy of special mention. You will both be very hard to replace.

I would like to thank our funders. Your ongoing support is greatly appreciated and allows us to provide the service and deliver the Workshops and presentations. In no particular order, they are Department of Internal Affairs, Rata Foundation, Christchurch City Council, Lotteries Commission, COGS, etc.

The only disappointing factor of the past year is the unproductive time spent chasing up overdue membership accounts. The annual membership fee is minimal for the value VolCan provides to volunteering organisations and the communities of the region. Please pay your membership fees when the initial invoice is received.

It is exciting times for VolCan. We are host City for the Volunteering New Zealand Conference in October. I encourage as many of you as possible to attend this Conference. It is an ideal opportunity to network and be involved when it is here in Christchurch and there are no travel or accommodation costs.

2018 is the 30<sup>th</sup> anniversary of the formation of Volunteering Canterbury. Please keep a look out for events later this year to mark that milestone. 30 years is an outstanding effort for an NFP. Many do not last this long. Yet alone be going from strength to strength.

Thank you all again for your support of VolCan. I look forward to that ongoing support as we continue to meet the needs of the volunteering sector.

Paul Barclay  
Chairperson, Volunteering Canterbury Board  
16 August 2018

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## MANAGERS' REPORT



Many thanks to Paul for all his comments. Glenda and I value the backing Paul has given us over the course of the year, and would also like to thank the rest of the Board for their good governance, advice and strong support for the direction we are going in.

We are very proud of what we have achieved this year. We have built an excellent new website to help provide resources and promote volunteering. We have re-vamped how we support our member organisations with the expanded and improved Tautoko network of educational offerings. We have migrated on to the Xero accounting platform to make life easier in the office. And we represented New Zealand at the IAVE (International Association of Volunteer Effort) Asia-Pacific conference in Malaysia in November 2017, proudly presenting the role of volunteering in the recovery an earthquake-hit city.

We were humbled, as we always are, to present our Annual Volunteer Recognition Awards to 32 incredible recipients this year. And we were overwhelmed by the success of the Student Volunteer Expo at the University of Canterbury that created 666 registers of interest from the students for the 25 organisations present. And we loved that our Funding Expo, held in conjunction with Christchurch Community House, attracted 93 people to hear from our valued funders.

Some other highlights: we engaged 1,147 volunteers with new volunteer opportunities this year, over 400 people came to our Tautoko network events, and over 1,000 people heard us talk about the benefits of volunteering across a wide variety of groups.

Financially we are in good shape. Our grant income rose by nearly \$10,000 last year to nearly \$148,000, and we have budgeted this will rise to over \$192,000 in this current year – a rise of nearly 40% in two years. There are two main reasons for this: firstly the government funding via the Support for Volunteering Fund has risen from just over \$21,000 to just over \$53,000. And secondly the Rata Foundation have kindly doubled their funding to \$40,000 in support of the changes we have made to the Tautoko network and also to support an additional part-time member of staff.

So we thank our funders hugely for their ongoing and in some cases increasing contributions. Especially we would like to thank the Rata Foundation for their support of our volunteer programmes, and also to the DIA for helping to facilitate a number of our workshops.

We thank all 288 of our member organisations for their continued support, and it has been very pleasing that we are engaging with a greater variety of organisations this year. Thanks also must go to the way our members treat their volunteers, and continue to provide such amazing volunteer experiences.

We also thank our partners – the Ninja team from Girl's High School, our friends at Skillwise, the Waimakariri, Selwyn and Hurunui district councils, and improved collaboration across the Volunteer Centre Network Aotearoa.



We'd like to thank our volunteers – MaryEllen Wilson, Tammy Dodgshun and Vanessa Seath have contributed so much to the success of Volunteering Canterbury this year. We were especially delighted when Tammy Dodgshun accepted a part time paid role with VolCan, and she has already expanded our volunteer programmes that will improve the inclusivity of volunteering by breaking down barriers to those who might otherwise struggle to volunteer.

And most of all we want to thank all the volunteers across Canterbury. Each year our volunteers contribute over 306,000 hours to the community, and help approx. 36,000 people, or 6% of the population of Canterbury.

We have changed our logo this year to include the tagline 'We're here to help you make a difference'. The 'You' refers to different people - volunteers, community organisations and businesses that are all helping to eliminate poverty, save the environment and make Canterbury a great place to live.

Thank you all very much for being part of this difference.

Glenda Martin & Richard Brewster  
Volunteering Canterbury Co-managers

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## WHAT VOLUNTEERING CANTERBURY DOES

### Recruit

Individually - we recruit individual volunteers and encourage them to apply for roles posted by our member not-for-profit organisations, across all areas of the community sector. Within these roles our volunteers provide 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.

Group volunteering - we arrange groups of people from businesses, schools and other organisations, to volunteer together, helping not-for-profit organisations achieve larger scale projects.

### Support

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.

### Promote

We promote volunteering by presenting the benefits of volunteering 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. We host our Annual Volunteer Recognition Awards, the University of Canterbury Student Volunteer Expo and events to celebrate International Volunteer Week, International Volunteer Manager's Day and International Volunteer Day.

### Collaborate

In order to increase the scope of volunteering in Canterbury, we are actively collaborating with various non-member partners including the South Island Volunteer Centres, NZ Brain Injury Association, BeCollective, ForwardSight, Exult, University of Canterbury Internship Program, Ross Grigg Consulting, Benefaction, Skillwise and Volunteering New Zealand. We encourage inclusiveness within volunteering, and are actively trying to reach everyone in our communities.



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## MEMBER SERVICES

Here is a list of the services we provide our member not-for-profit organisations:

- Individual Volunteer recruitment: members post available roles and we match individual volunteers to the roles requested. We are happy to actively help out if you are struggling to match a specific role
- Group Volunteer recruitment: we arrange groups of people from business, schools and other organisations, to volunteer together, helping not-for-profit organisations achieve larger scale projects
- Annual volunteer audit: dedicated 1:1 discussion at member's premises , as requested
- Tautoko Network:
  - Workshops: we support our member organisations by organising appropriate training and workshops, typically using experienced external presenters
  - Network Meetings – opportunity for Volunteer Managers and Co-ordinators to hear from subject matter experts, meet and share success stories and issue resolution
- Promotion of volunteering – hosting Annual Volunteer Recognition Awards, University of Canterbury Student Volunteer Expo and events to celebrate International Volunteer Week, International Volunteer Manager's Day and International Volunteer Day.
- Regular email updates and newsletters, including notice of Volunteering Canterbury events, events of selected partners and notable volunteering and not-for-profit news and trends
- Email and phone support 8.30am-5.30pm Monday-Friday from our office at Christchurch Community House, 301 Tuam St: [mgr@volcan.org.nz](mailto:mgr@volcan.org.nz), or 03 366 2442
- Access to room hire at CCH at Members rates

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## THANK YOU

We would like to thank all our individual Volunteers, Member Organisations, Funders, Corporate Volunteers, and all our other stakeholders.

We could not succeed without the support of our Members, and the part they play in helping us to address the trends and issues that affect us all.

And without volunteers to apply for roles individually, or as a group, be it as part of a Corporate organisation, or as a school, or another not-for-profit, we would not be able to exist, and neither would the community sector and all those people served by them.

To everyone who volunteers, thank you.

We would also like to thank the generosity of our partners and funders who allow us to operate the way we do, and allow volunteers to be such a pillar of the community sector.





# **Financial and Service Statements**

## **Volunteering Canterbury**

**For the Year Ended 31 March 2018**

### **Comprising**

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

## Contents

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Statement of Financial Performance	3
Statement of Financial Position	4
Statement of Cash Flows	5
Statement of Service Performance	6
Entity Information	8
Statement of Accounting Policies	10
Notes to the Accounts	12



## Volunteering Canterbury

### Statement of Financial Performance

For the period 1 April 2017 to 31 March 2018

	2018 \$NZ	2017 \$NZ
<b>Revenue</b>		
<i>Donations, fundraising and other similar revenue</i>		
Donations (Note 1b)	\$ 6,202	\$ 6,157
Grants (Note 1a)	\$ 147,975	\$ 138,354
<i>Fees, subscriptions and other revenue from members</i>		
Subscription income	\$ 11,642	\$ 15,738
<i>Revenue from providing goods or services</i>		
Services	\$ 4,407	\$ 2,413
Hui Reimbursement	\$ 539	-
<i>Interest, dividends and other investment revenue</i>		
Interest	\$ 7,320	\$ 8,095
<b>Total Revenue</b>	<b>\$ 178,085</b>	<b>\$ 170,757</b>
<b>Expenses</b>		
<i>Expenses related to public fundraising</i>		
Promotions (Note 8)	\$ 363	\$ 3,771
<i>Volunteer and employee related costs</i>		
Personnel Expenses (Note 9)	\$ 140,297	\$ 139,775
Volunteer expenses	\$ 323	\$ 125
<i>Cost related to providing goods or services</i>		
Communication Expenses (Note 10)	\$ 3,674	\$ 3,210
Information Technology	\$ 549	\$ 85
Koha to Te Runaka	\$ 525	\$ 1,200
Learning Workshops	\$ 1,738	\$ 1,240
Meetings & Conferences	\$ 1,530	\$ 542
Meeting Host Expenses	\$ 5,012	\$ 2,816
National Volunteer Centre Hui	\$ -	\$ 494
Power	\$ 1,143	\$ 1,592
Printing & Stationery	\$ 2,268	\$ 2,320
Rent	\$ 17,292	\$ 12,897
<i>Other expenses</i>		
AGM & Annual Report	\$ -	\$ 502
Audit fee	\$ 2,376	\$ 2,036
Accountancy	\$ 1,820	\$ 1,093
Depreciation	\$ 181	\$ 172
Development & Research	\$ 185	\$ 122
General expenses (Note 11)	\$ 2,592	\$ 4,565
<b>Total Expenses</b>	<b>\$ 181,868</b>	<b>\$ 178,558</b>
<b>Surplus/(Deficit)</b>	<b>(\$ 3,783)</b>	<b>(\$ 7,800)</b>

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

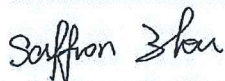
## Volunteering Canterbury

### Statement of Financial Position

As At 31 March 2018

	2018 \$NZ	2017 \$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank accounts and cash (Note 12)	\$ 60,769	\$ 42,453
Investment accounts (Note 13)	\$ 141,817	\$ 180,340
Debtors and Prepayment (Note 14)	\$ 4,442	\$ 6,173
<b>Total Current Assets</b>	<b>\$ 207,028</b>	<b>\$ 228,967</b>
<b>Non-Current Assets</b>		
Property, Plant & Equipment	\$ 841	\$ 1,022
Investments	\$ 60,000	\$ 40,000
<b>Total Non-Current Assets</b>	<b>\$ 60,841</b>	<b>\$ 41,022</b>
<b>TOTAL ASSETS</b>	<b>\$ 267,869</b>	<b>\$ 269,989</b>
<b>LIABILITIES</b>		
Unused Donations and Grants with Conditions (Note 1)	\$ 20,217	\$ 20,000
Creditors and Accrued Expenses	\$ 7,270	\$ 5,824
<b>TOTAL LIABILITIES</b>	<b>\$ 27,487</b>	<b>\$ 25,824</b>
<b>NET ASSETS</b>	<b>\$ 240,382</b>	<b>\$ 244,165</b>
<b>Accumulated Funds</b>		
Opening Accumulated Funds	\$ 244,165	\$ 251,966
Funds Accumulated During Year	(\$ 3,783)	(\$ 7,800)
<b>TOTAL Accumulated Funds</b>	<b>\$ 240,382</b>	<b>\$ 244,165</b>







## Volunteering Canterbury

### Statement of Cash Flows

For the period 1 April 2017 to 31 March 2018

	2018	2017
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Donations, fundraising and other similar receipts	\$ 154,394	\$ 143,945
Fees, subscriptions and other receipts from members	\$ 12,068	\$ 14,506
Receipts from providing goods or services	\$ 4,945	\$ 2,413
Interest, dividends and other investment receipts	\$ 7,783	\$ 9,630
GST Inflow	\$ 989	\$ -
<b>Total Operating Cash Received</b>	<b>\$ 180,180</b>	<b>\$ 170,494</b>
<b>Operating Cash Applied</b>		
Payments to suppliers and employees	\$ 180,387	\$ 179,351
GST Outflow	\$ -	\$ 742
<b>Total Operating Cash Applied</b>	<b>\$ 180,387</b>	<b>\$ 180,093</b>
<b>Operating Cash Flow</b>	<b>(\$ 207)</b>	<b>(\$ 9,599)</b>
<b>Investing/Financing Cash Received</b>		
Receipts from the sale of investments	\$ 20,000	\$ -
<b>Total Investing/Financing Cash Received</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>Investing/Financing Cash Applied</b>		
Payments to acquire property, plant and equipment	\$ 1,477	\$ 1,185
Payments to purchase investments	\$ -	\$ 31,345
<b>Total Investing/Financing Cash Applied</b>	<b>\$ 1,477</b>	<b>\$ 32,530</b>
<b>Investing/Financing Cash Flow</b>	<b>\$ 18,523</b>	<b>(\$ 32,530)</b>
<b>Net Cash Flow</b>	<b>\$ 18,316</b>	<b>(\$ 42,129)</b>
Add Opening Cash Balance	\$ 42,453	\$ 84,672
<b>Closing Cash Balance</b>	<b>\$ 60,769</b>	<b>\$ 42,543</b>
<b>Represented by:</b>		
Cash on Hand	\$ -	\$ 7
Westpac Cheque Account	\$ 19,355	\$ 41,446
Westpac Simple Saver Account	\$ 41,000	\$ 1,000
Credit Cards	\$ 414	\$ -
	<b>\$ 60,769</b>	<b>\$ 42,453</b>

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 Service Performance

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*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 2018	Actual 2017
<b>Recruitment</b>		
Individual volunteer roles recruited	550	541
Group volunteering events	42	31
Group volunteering attendees	597	678
<b>Support of Member not-for-profit Organisations</b>		
Support visits to Not-for-profit organisations (includes non-members)	53	81
Workshops	7	12
Network events – Co-ordinator, Manager and social events	26	31
No. people attended Workshops and Network events	400	704
Total number of member organisations	286	276
<b>Promotion of Volunteering</b>		
External Presentations	36	33
External Presentations Attendees	1093	891
Displays	14	22
Youth Projects	5	8
Youth Projects Attendees	58	135
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

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*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

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*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

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#### 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**

### **Statement of Accounting Policies**

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#### **Cash Flows**

The Statement of Cash Flows provides information about the operating and investing/financing cash flows of the entity.

Investing activities are the acquisition and disposal of long-term assets and other investments not included in the cash balance. Financing activities comprises receipts and payments relating to long-term borrowing by the entity, including both principal and interest.

Operating cash flows relate to the day to day provision of services.





## 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

2018		Unspent as at beginning of year	Received	Applied	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	\$ -
	<b>Totals</b>	\$ 20,000	\$ 148,192	\$ 147,975	\$ 20,217

2017		Unspent as at beginning of year	Received	Applied	Unspent as at end of year
	Christchurch City Council	\$ 3,655	\$ 40,000	\$ 43,655	\$ -
	COGS	\$ -	\$ 7,245	\$ 7,245	\$ -
	DIA- Support Volunteering Fund	\$ 16,276	\$ 21,010	\$ 37,286	\$ -
	Lottery Community	\$ -	\$ 50,000	\$ 50,000	\$ -
	Rata Foundation	\$ 168	\$ 20,000	\$ 168	\$ 20,000
	<b>Totals</b>	\$ 20,099	\$ 138,255	\$ 138,354	\$ 20,000

##### b. Grants with no return obligation

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

2017	Received	Unspent	Purpose
NZ Community Post	\$ 467	\$ 467	500 envelopes
Jones Foundation	\$ 5,000	\$ -	
Others	\$ 690	\$ -	
<b>Totals</b>	\$ 6,157	\$ 467	



## Volunteering Canterbury

### Notes to the Accounts

#### 2 Fixed Assets

##### a. Depreciable Assets

2018			
Asset Class	Book Value 2016	Depreciation	Book Value 2017
Chair	\$ 156	\$ 17	\$ 138
Notice board	\$ 191	\$ 21	\$ 170
GM cellphone	\$ 667	\$ 133	\$ 533
Computer Equipment	\$ 9	\$ 9	\$ -
<b>Total</b>	<b>\$ 1,022</b>	<b>\$ 181</b>	<b>\$ 841</b>

2017			
Asset Class	Book Value 2016	Depreciation	Book Value 2017
Chair	\$ 173	\$ 17	\$ 156
Notice board	\$ 212	\$ 21	\$ 191
GM cellphone	\$ 800	\$ 133	\$ 667
Computer Equipment	\$ 9	\$ -	\$ 9
<b>Total</b>	<b>\$ 1,194</b>	<b>\$ 172</b>	<b>\$ 1,022</b>

No depreciation has been applied in the financial year 2017 due to the already low book value (\$9) of the computer equipment.

#### 3 Contingent Liabilities, Commitments and Guarantees

The Trust had Westpac credit cards with a facility of up to \$2,000.

The Trust has committed to a lease agreement with Christchurch Community House Te Whakaruruhau Ki Otautahi Trust. The agreement is valid from 1 November 2015 to 31 December 2018. Under this agreement, the Trust has a monthly rental of \$1,118 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.

#### 5 Events after Balance Date

There have been no reportable events after Balance Date.

#### 6 Movements in Reserves

	2018	2017
Opening Balance	\$ 244,165	\$ 251,966
Funds Accumulated During Year	\$ (3,783)	\$ (7,800)
Closing Balance	\$ 240,382	\$ 244,165

## Volunteering Canterbury

### Notes to the Accounts

#### 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 Promotion Expenses

	2018	2017
General	\$ -	\$ 1,610
International Volunteer Day	\$ -	\$ 550
National Volunteer Week	\$ 363	\$ 1,125
International Volunteer Managers' Day	\$ -	\$ 487
	<u>\$ 363</u>	<u>\$ 3,771</u>

#### 9 Personnel Expenses

	2018	2017
ACC	\$ 400	\$ 285
Wages	\$ 132,681	\$ 136,206
Supervision	\$ 785	\$ 285
Training	\$ 1,034	\$ 374
Travel	\$ 5,397	\$ 2,625
	<u>\$ 140,297</u>	<u>\$ 139,775</u>

#### 10 Communication Expenses

	2018	2017
Internet/Website	\$ 1,460	\$ 783
Newsletters	\$ 768	\$ 388
Postage	\$ -	\$ 899
Telephone	\$ 1,447	\$ 1,141
	<u>\$ 3,674</u>	<u>\$ 3,210</u>

#### 11 General Expenses

	2018	2017
Advertising	\$ 586	\$ -
Bank Fees	\$ 190	\$ -
Coffee and Tea	\$ -	\$ 49
Credit Cards Adjustment	\$ -	\$ 193
General Expenses	\$ 51	\$ -
Insurance	\$ 240	\$ 240
Office	\$ 304	\$ 1,420
Subscriptions	\$ 726	\$ 835
Ruth's Leaving Party	\$ -	\$ 1,829
Xero	\$ 495	\$ -
	<u>\$ 2,592</u>	<u>\$ 4,565</u>



## Volunteering Canterbury

### Notes to the Accounts

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#### 12 Bank Accounts and Cash

	2018	2017
Petty Cash	\$ -	\$ 7
Westpac Cheque Account	\$ 19,355	\$ 41,446
Westpac Simple Saver Account	\$ 41,000	\$ 1,000
Credit Card	\$ 414	\$ -
	<u>\$ 60,769</u>	<u>\$ 42,453</u>

#### 13 Investment Accounts

	2018	2017
Westpac - Settlement Reserve Fund (Note 7)	\$ 41,817	\$ 40,340
Westpac Investment Accounts	\$ 100,000	\$ 140,000
	<u>\$ 141,817</u>	<u>\$ 180,340</u>

#### 14 Debtors and Prepayments

	2018	2017
Interest Accrued	\$ 2,163	\$ 2,626
Accounts Receivable	\$ 240	\$ 730
GST Refundable	\$ 2,039	\$ 2,817
	<u>\$ 4,442</u>	<u>\$ 6,173</u>

#### 15 Correction of Errors

The balances of \$51.83 and \$141 for two credit cards were not included in the 2017 audited financial statements, which have been corrected in the 2018 financial year. The related figures have been adjusted accordingly.



**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 15 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 2018, statement of financial position as at 31 March 2018, 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 is free from material misstatement, whether due to fraud or error.



- 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  
15 August 2018  
Christchurch



