

# **Financial and Service Statements**

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**Volunteering Canterbury**

**For the Year Ended 31 March 2016**

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# Volunteering Canterbury

## Entity Information

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

### Legal Name

Volunteering Canterbury

### Type of Entity

Charitable Trust

### Charities Registration Number

CC20249

### Mission

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.

### Governance 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.

### Operational Structure

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 Cash and Resources

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

### Main Methods of Raising Funds

We apply for grants and but do not actively participate in fund raising.

# Volunteering Canterbury

## Entity Information

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### Reliance on Volunteers and Donated Goods or Services

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 Christchurch Community House, where we are situated, for provision of community based office facilities at supportive rates.

### Contact Details

Physical Address: Christchurch Community House, 301 Tuam Street, Christchurch 8011

Postal Address: As above.

Phone: 03 366 2442

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

Website: [www.volcan.org.nz](http://www.volcan.org.nz)

# 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 3rd 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.

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.

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

	<b>Actual 2016</b>	<b>Budget 2016</b>	<b>Actual 2015</b>
<b>Recruitment</b>			
Individual volunteer roles recruited	556	600	588
Group volunteering events	76	60	61
Group volunteering attendees	548	500	471
<b>Support of Member not-for-profit Organisations</b>			
Support visits to Not-for-profit organisations (includes non-mem	79	60	44
Workshops	11	10	12
Network events – Co-ordinator, Manager and social events	24	24	26
No. people attended Workshops and Network events	344	320	356
Total number of member organisations	258	260	257
<b>Promotion of Volunteering</b>			
External Presentations	36	30	26
External Presentations Attendees	913	960	956
Displays	21	18	16
Youth Projects	16	6	5
Youth Projects Attendees	472	150	122
Annual Volunteering Awards event	1	1	1

# Volunteering Canterbury

## Statement of Service Performance

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### **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.

# Volunteering Canterbury

## Statement of Funding

For the period 1 April 2015 to 31 March 2016

	2016 \$NZ	2015 \$NZ
<b>Funds Received</b>		
Subscription Income	\$ 15,562	\$ 15,301
Donations (Note 5)	\$ 6,110	\$ 5,554
ESV Services	\$ 4,000	\$ 4,125
Grants (Note 2)	\$ 151,818	\$ 146,571
Interest	\$ 10,792	\$ 11,027
Other Income	\$ -	\$ 85
Training for Agencies	\$ 4,789	\$ 2,235
Consultation Fees	\$ 500	\$ 630
<b>Total Funds Received</b>	<b>\$ 193,571</b>	<b>\$ 185,528</b>
<b>Funds Applied</b>		
AGM & Annual Report	\$ 447	\$ 598
Audit Fee	\$ 1,808	\$ 2,008
Accountancy Fees	\$ 104	\$ -
<b>Communication Expenses</b>		
Internet/Website	\$ 1,039	\$ 1,105
Newsletters	\$ 2,467	\$ 2,045
Postage	\$ 618	\$ 524
Telephone	\$ 735	\$ 824
	<b>\$ 4,858</b>	<b>\$ 4,498</b>
Development & Research	\$ 105	\$ 70
<b>General Expenses</b>		
Coffee and Tea	\$ 137	\$ 167
ESV	\$ 545	\$ 385
Gift Wrapping	\$ 294	\$ -
Insurance	\$ 240	\$ 210
Office	\$ 1,189	\$ 532
Donations	\$ -	\$ 1,058
Resources	\$ 59	\$ 21
Subscriptions	\$ 253	\$ 288
	<b>\$ 2,717</b>	<b>\$ 2,661</b>
Information Technology	\$ 353	\$ 85
Koha to Te Runaka	\$ 1,200	\$ 1,200
Learning Workshops	\$ 2,911	\$ 562
Meetings & Conferences	\$ 522	\$ 450
Meeting Host Expenses	\$ 1,115	\$ 1,056
<b>Personnel Expenses</b>		
ACC	\$ 312	\$ 375
Contractors	\$ 3,130	\$ -
Recruitment Expenses	\$ 703	\$ -
Wages	\$ 102,988	\$ 107,537
Supervision	\$ 675	\$ 300
Training	\$ 2,173	\$ 1,803



Travel	\$ 2,336	\$ 1,796
	<b>\$ 112,316</b>	<b>\$ 111,811</b>
<b>Premises Expenses</b>		
Power	\$ 1,526	\$ 942
Rent	\$ 13,007	\$ 9,174
Moving Expenses	\$ -	\$ 1,713
	<b>\$ 14,533</b>	<b>\$ 11,829</b>
Printing & Stationery	\$ 1,313	\$ 1,618
<b>Promotions</b>		
General	\$ 1,594	\$ 1,509
Printed Item	\$ -	\$ 190
Volunteer @ Your Place	\$ -	\$ 4,892
International Volunteer Day	\$ 1,187	\$ 1,406
National Volunteer Week	\$ 1,887	\$ 2,506
	<b>\$ 4,668</b>	<b>\$ 10,503</b>
<b>Volunteer Expenses</b>		
Recognition	\$ 1,149	\$ 1,226
Travel	\$ 726	\$ 1,991
	<b>\$ 1,875</b>	<b>\$ 3,217</b>
Review Days		\$ 632
National Volunteer Centre Hui	\$ 8,000	\$ 15,130
<b>Total Funds Applied</b>	<b>\$ 158,845</b>	<b>\$ 167,928</b>
Depreciation	\$ 97	\$ 97
<b>Net Reserves Accumulated/(Applied)</b>	<b>\$ 34,629</b>	<b>\$ 17,503</b>





# Volunteering Canterbury

## Statement of Cash Flows

For the period 1 April 2015 to 31 March 2016

	2016	2015
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Donations, fundraising and other similar receipts	\$ 146,814	\$ 148,276
Fees, subscriptions and other receipts from members	\$ 16,064	\$ 14,544
Receipts from providing goods or services	\$ 9,358	\$ 15,056
Interest, dividends and other investment receipts	\$ 11,586	\$ 10,293
GST Inflow	\$ 1,728	\$ -
<b>Total Operating Cash Received</b>	<b>\$ 185,550</b>	<b>\$ 188,169</b>
<b>Operating Cash Applied</b>		
Wages	(\$ 103,651)	(\$ 105,415)
Donations	\$ -	(\$ 1,058)
Other Operating Expenditure	(\$ 56,418)	(\$ 60,393)
GST Outflow	\$ -	(\$ 3,196)
<b>Total Operating Cash Applied</b>	<b>(\$ 160,069)</b>	<b>(\$ 170,062)</b>
<b>Net Operating Cash Flow</b>	<b>\$ 25,481</b>	<b>\$ 18,107</b>
<b>Net Cash Flow</b>	<b>\$ 25,481</b>	<b>\$ 18,107</b>
Add Opening Cash Balance	\$ 98,097	\$ 79,990
<b>Closing Cash Balance</b>	<b>\$ 123,577</b>	<b>\$ 98,097</b>
<b>Represented By:</b>		
Cash on Hand	\$ 50	\$ 50
Westpac Cheque Account	\$ 622	\$ 944
Westpac Simple Saver Account	\$ 24,000	\$ 10,000
Westpac Investment Accounts	\$ 60,000	\$ 50,000
Westpac - Settlement Reserve Fund (Note 7)	\$ 38,905	\$ 37,103
	<b>\$ 123,577</b>	<b>\$ 98,097</b>



# Volunteering Canterbury

## Statement of Reserves

As At 31 March 2016

	2016 \$NZ	2015 \$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Petty Cash	\$ 50	\$ 50
Westpac Cheque Account	\$ 622	\$ 944
Westpac Simple Saver Account	\$ 24,000	\$ 10,000
Westpac Investment Accounts	\$ 200,000	\$ 200,000
Westpac - Settlement Reserve Fund (Note 7)	\$ 38,905	\$ 37,103
Interest Accrued	\$ 4,160	\$ 4,954
Accounts Receivable	\$ -	\$ 69
GST Refundable	\$ 2,076	\$ 3,804
Prepayments	\$ -	\$ 693
<b>Total Current Assets</b>	<b>\$ 269,814</b>	<b>\$ 257,617</b>
<b>Non-Current Assets</b>		
Term Deposits Maturing After Twelve Months	\$ 10,000	\$ -
Property, Plant & Equipment	\$ 9	\$ 106
<b>Total Non-Current Assets</b>	<b>\$ 10,009</b>	<b>\$ 106</b>
<b>TOTAL ASSETS</b>	<b>\$ 279,823</b>	<b>\$ 257,723</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Creditors and Accruals	\$ 7,255	\$ 9,172
Grants in Advance (Note 2)	\$ 20,100	\$ 31,214
Income in Advance	\$ 502	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ 27,857</b>	<b>\$ 40,386</b>
<b>Net Assets</b>	<b>\$ 251,966</b>	<b>\$ 217,337</b>
<b>Reserves</b>	<b>\$ 251,966</b>	<b>\$ 217,337</b>



# Volunteering Canterbury

## Statement of Changes in Equity

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As At 31 March 2016

	2016	2015
	\$NZ	\$NZ
<b>RESERVES</b>		
Opening Accumulated Funds	\$ 217,337	\$ 199,835
Funds Accumulated/(Applied) During Year	\$ 34,629	\$ 17,503
<b>TOTAL RESERVES</b>	<b>\$ 251,966</b>	<b>\$ 217,337</b>



# Volunteering Canterbury

## Statement of Accounting Policies

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### Basis of Preparation

Volunteering Canterbury is eligible for and is electing to apply PBE SFR-A (NFP) accounting standard on the basis that it is not publicly accountable and has total annual expenses 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  
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 made.

### Changes in Accounting Policies

The following policy has been changed to comply with PBE SFR-A (NFP) standard:  
-Grants are now accrued as liabilities only where there is a legal commitment by the organisation to return them, or any unspent portion, if unused. In previous years all grants have been accrued as liabilities.  
This change in accounting policy had no effect on the presentation of the financial statements or the value of any account, in 2016 or 2015.

### Investments

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.



# Volunteering Canterbury

## Statement of Accounting Policies

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### 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.

### 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 Financial Statements

### 1 Type of Organisation

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

### 2 Grants Received and Expended

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

#### a. Grants which must be returned if unused

	Unspent as at beginning of year	Received	Applied	Unspent as at end of year
Christchurch City Council	\$ 2,964	\$ 45,000	\$ 44,309	\$ 3,655
Lottery Grants	\$ -	\$ 40,000	\$ 40,000	\$ -
Rata Foundation	\$ 2,458	\$ 20,000	\$ 22,289	\$ 168
DIA - SVF Network	\$ 8,000	\$ -	\$ 8,000	\$ -
DIA - Support Volunteering Fund	\$ 17,792	\$ 29,101	\$ 30,617	\$ 16,276
COGS	\$ -	\$ 6,000	\$ 6,000	\$ -
<b>Totals</b>	<b>\$ 31,214</b>	<b>\$ 140,101</b>	<b>\$ 151,215</b>	<b>\$ 20,100</b>

#### b. Grants with no return obligation

	Received	Unspent
NZ Post	\$ 602	\$ -
<b>Totals</b>	<b>\$ 602</b>	<b>\$ -</b>

Add: Grants from 5a

**Total Grants Applied**                      **\$ 151,817**

### 3 Contingent Liabilities and Capital Commitments

There have been no contingent liabilities or capital commitments as at the end of the financial year. (2015: \$nil). The Trust has a Westpac credit card with a facility of up to \$2,000. The credit card payable of \$109 is included in the Creditors and Accruals account.

### 4 Correction of Error

Comparative figures for the 2015 financial year differs from the previous year's audited financial statements due to an error being discovered. The unexpended Rata Foundation Grant figure of \$2,458 was not recognised in previous year's audited financial statements. Grants Income and Grants in Advance accounts in the 2015 comparative figures have been corrected accordingly.

### 5 Donations Received

	<b>2016</b>	<b>2015</b>
Jones Foundation	\$ 5,000	\$ 5,000
Others	\$ 1,110	\$ 554
	<b>\$ 6,110</b>	<b>\$ 5,554</b>



# Volunteering Canterbury

## Notes to the Financial Statements

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### 6 Subsequent Events

There were no subsequent events that occurred that would have a significant impact on the financial position as at balance date.

### 7 Settlement Reserve

Settlement 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 Related Party Transactions

There were no significant transactions involving related parties during the financial year.

