

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
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Volunteering Canterbury

Statement of Financial Performance

For the period 1 April 2017 to 31 March 2018

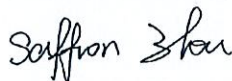
	2018 \$NZ	2017 \$NZ
Revenue		
<i>Donations, fundraising and other similar revenue</i>		
Donations (Note 1b)	\$ 6,202	\$ 6,157
Grants (Note 1a)	\$ 147,975	\$ 138,354
<i>Fees, subscriptions and other revenue from members</i>		
Subscription income	\$ 11,642	\$ 15,738
<i>Revenue from providing goods or services</i>		
Services	\$ 4,407	\$ 2,413
Hui Reimbursement	\$ 539	\$ -
<i>Interest, dividends and other investment revenue</i>		
Interest	\$ 7,320	\$ 8,095
Total Revenue	\$ 178,085	\$ 170,757
Expenses		
<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
Total Expenses	\$ 181,868	\$ 178,558
Surplus/(Deficit)	(\$ 3,783)	(\$ 7,800)

Volunteering Canterbury

Statement of Financial Position

As At 31 March 2018

	2018 \$NZ	2017 \$NZ
ASSETS		
Current Assets		
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
Total Current Assets	\$ 207,028	\$ 228,967
Non-Current Assets		
Property, Plant & Equipment	\$ 841	\$ 1,022
Investments	\$ 60,000	\$ 40,000
Total Non-Current Assets	\$ 60,841	\$ 41,022
TOTAL ASSETS	\$ 267,869	\$ 269,989
LIABILITIES		
Unused Donations and Grants with Conditions (Note 1)	\$ 20,217	\$ 20,000
Creditors and Accrued Expenses	\$ 7,270	\$ 5,824
TOTAL LIABILITIES	\$ 27,487	\$ 25,824
NET ASSETS	\$ 240,382	\$ 244,165
Accumulated Funds		
Opening Accumulated Funds	\$ 244,165	\$ 251,966
Funds Accumulated During Year	(\$ 3,783)	(\$ 7,800)
TOTAL Accumulated Funds	\$ 240,382	\$ 244,165



Volunteering Canterbury

Statement of Cash Flows

For the period 1 April 2017 to 31 March 2018

	2018 \$NZ	2017 \$NZ
Operating Cash Received		
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	\$ -
Total Operating Cash Received	\$ 180,180	\$ 170,494
Operating Cash Applied		
Payments to suppliers and employees	\$ 180,387	\$ 179,351
GST Outflow	\$ -	\$ 742
Total Operating Cash Applied	\$ 180,387	\$ 180,093
Operating Cash Flow	(\$ 207)	(\$ 9,599)
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	\$ 1,477	\$ 1,185
Payments to purchase investments	\$ -	\$ 31,345
Total Investing/Financing Cash Applied	\$ 1,477	\$ 32,530
Investing/Financing Cash Flow	\$ 18,523	(\$ 32,530)
Net Cash Flow	\$ 18,316	(\$ 42,129)
Add Opening Cash Balance	\$ 42,453	\$ 84,672
Closing Cash Balance	\$ 60,769	\$ 42,543
Represented by:		
Cash on Hand	\$ -	\$ 7
Westpac Cheque Account	\$ 19,355	\$ 41,446
Westpac Simple Saver Account	\$ 41,000	\$ 1,000
Credit Cards	\$ 414	\$ -
	\$ 60,769	\$ 42,453

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 2018	Actual 2017
Recruitment		
Individual volunteer roles recruited	550	541
Group volunteering events	42	31
Group volunteering attendees	597	678
Support of Member not-for-profit Organisations		
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
Promotion of Volunteering		
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

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

Statement of Accounting Policies

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	\$ -
Totals	\$ 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
Totals	\$ 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	\$ -	
Totals	\$ 6,202	\$ -	

2017			
	Received	Unspent	Purpose
NZ Community Post	\$ 467	\$ 467	500 envelopes
Jones Foundation	\$ 5,000	\$ -	
Others	\$ 690	\$ -	
Totals	\$ 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	\$ -
Total	\$ 1,022	\$ 181	\$ 841

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
Total	\$ 1,194	\$ 172	\$ 1,022

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

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