

Financial and Service Statements

Volunteering Canterbury

For the Year Ended 31 March 2017

Comprising

Statement of Financial Performance
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Volunteering Canterbury

Statement of Financial Performance

For the period 1 April 2016 to 31 March 2017

	2017	2016
	\$NZ	\$NZ
Revenue		
<i>Donations, fundraising and other similar revenue</i>		
Donations (Note 1b)	\$ 6,157	\$ 6,110
Grants (Note 1a)	\$ 138,354	\$ 151,818
<i>Fees, subscriptions and other revenue from members</i>		
Subscription income	\$ 15,738	\$ 15,562
<i>Revenue from providing goods or services</i>		
Services	\$ 2,413	\$ 4,000
Training for Agencies	\$ -	\$ 4,789
Consultation Fees	\$ -	\$ 500
<i>Interest, dividends and other investment revenue</i>		
Interest	\$ 8,095	\$ 10,792
Total Revenue	\$ 170,757	\$ 193,571
Expenses		
<i>Expenses related to public fundraising</i>		
Promotions (Note 8)	\$ 3,771	\$ 4,668
<i>Volunteer and employee related costs</i>		
Personnel Expenses (Note 9)	\$ 139,775	\$ 112,316
Volunteer expenses	\$ 125	\$ 1,875
<i>Cost related to providing goods or services</i>		
Communication Expenses (Note 10)	\$ 3,210	\$ 4,858
Information Technology	\$ 85	\$ 353
Koha to Te Runaka	\$ 1,200	\$ 1,200
Learning Workshops	\$ 1,240	\$ 2,911
Meetings & Conferences	\$ 542	\$ 522
Meeting Host Expenses	\$ 2,816	\$ 1,115
National Volunteer Centre Hui	\$ 494	\$ 8,000
Power	\$ 1,592	\$ 1,526
Printing & Stationery	\$ 2,320	\$ 1,313
Rent	\$ 12,897	\$ 13,007
<i>Other expenses</i>		
AGM & Annual Report	\$ 502	\$ 447
Audit fee	\$ 2,036	\$ 1,808
Accountancy	\$ 1,093	\$ 104
Depreciation	\$ 172	\$ 97
Development & Research	\$ 122	\$ 105
General expenses (Note 11)	\$ 4,373	\$ 2,717
Total Expenses	\$ 178,365	\$ 158,942
Surplus/(Deficit)	(\$ 7,608)	\$ 34,629

Volunteering Canterbury

Statement of Financial Position

As At 31 March 2017

	2017	2016
	\$NZ	\$NZ
ASSETS		
Current Assets		
Bank accounts and cash (Note 12)	\$ 222,794	\$ 263,577
Debtors and Prepayment(Note 13)	\$ 6,173	\$ 6,237
Total Current Assets	\$ 228,967	\$ 269,814
Non-Current Assets		
Property, Plant & Equipment	\$ 1,022	\$ 9
Investments	\$ 40,000	\$ 10,000
Total Non-Current Assets	\$ 41,022	\$ 10,009
TOTAL ASSETS	\$ 269,989	\$ 279,823
LIABILITIES		
Unused Donations and Grants with Conditions (Note 1)	\$ 20,000	\$ 20,100
Creditors and Accrued Expenses	\$ 5,631	\$ 7,757
TOTAL LIABILITIES	\$ 25,631	\$ 27,857
NET ASSETS	\$ 244,358	\$ 251,966
Accumulated Funds		
Opening Accumulated Funds	\$ 251,966	\$ 217,337
Funds Accumulated During Year	(\$ 7,608)	\$ 34,629
TOTAL Accumulated Funds	\$ 244,358	\$ 251,966

Volunteering Canterbury

Statement of Cash Flows

For the period 1 April 2016 to 31 March 2017

	2017	2016
	\$NZ	\$NZ
Operating Cash Received		
Donations, fundraising and other similar receipts	\$ 143,945	\$ 146,814
Fees, subscriptions and other receipts from members	\$ 14,506	\$ 16,064
Receipts from providing goods or services	\$ 2,413	\$ 9,358
Interest, dividends and other investment receipts	\$ 9,630	\$ 11,586
GST Inflow	\$ -	\$ 1,728
Total Operating Cash Received	\$ 170,494	\$ 185,550
Operating Cash Applied		
Payments to suppliers and employees	\$ 179,351	\$ 160,069
GST Outflow	\$ 742	\$ -
Total Operating Cash Applied	\$ 180,093	\$ 160,069
Operating Cash Flow	(\$ 9,599)	\$ 25,481
Investing/Financing Cash Applied		
Payments to acquire property, plant and equipment	\$ 1,185	\$ -
Payments to purchase investments	\$ 31,345	\$ 1,802
Total Investing/Financing Cash Applied	\$ 32,530	\$ 1,802
Investing/Financing Cash Flow	(\$ 32,530)	(\$ 1,802)
Net Cash Flow	(\$ 42,129)	\$ 23,679
Add Opening Cash Balance	\$ 84,672	\$ 60,994
Closing Cash Balance	\$ 42,543	\$ 84,672
Represented by:		
Cash on Hand	\$ 7	\$ 50
Westpac Cheque Account	\$ 41,446	\$ 622
Westpac Simple Saver Account	\$ 1,000	\$ 24,000
Westpac Investment Accounts	\$ -	\$ 60,000
	\$ 42,453	\$ 84,672

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 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

	Actual 2017	Actual 2016
Recruitment		
Individual volunteer roles recruited	541	556
Group volunteering events	31	76
Group volunteering attendees	678	548
Support of Member not-for-profit Organisations		
Support visits to Not-for-profit organisations (includes non-members)	81	79
Workshops	12	11
Network events – Co-ordinator, Manager and social events	31	24
No. people attended Workshops and Network events	704	344
Total number of member organisations	276	258
Promotion of Volunteering		
External Presentations	33	36
External Presentations Attendees	891	913
Displays	22	21
Youth Projects	8	16
Youth Projects Attendees	135	472
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 Christchurch Community House, where we are situated, for provision of community based office facilities at supportive rates.

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.

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

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

2016				
	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
COGS	\$ -	\$ 6,000	\$ 6,000	\$ -
DIA- Support Volunteering Fund	\$ 17,792	\$ 29,101	\$ 30,617	\$ 16,276
DIA - SVF Network	\$ 8,000	\$ -	\$ 8,000	\$ -
Lottery Community	\$ -	\$ 40,000	\$ 40,000	\$ -
Rata Foundation	\$ 2,458	\$ 20,000	\$ 22,289	\$ 168
Totals	\$ 31,214	\$ 140,101	\$ 151,215	\$ 20,100

b. Grants with no return obligation

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

2016			
	Received	Unspent	Purpose
NZ Post	\$ 602	\$ -	
Jones Foundation	\$ 5,000	\$ -	
Others	\$ 1,100	\$ -	
Totals	\$ 6,702	\$ -	

Volunteering Canterbury

Notes to the Accounts

2 Fixed Assets

a. Depreciable Assets

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.

2016			
Asset Class	Book Value 2015	Depreciation	Book Value 2016
Computer Equipment	\$ 106	\$ 97	\$ 9
Total	\$ 106	\$ 97	\$ 9

3 Contingent Liabilities, Commitments and Guarantees

The Trust had a Westpac credit card 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

	2017	2016
Opening Balance	\$ 251,966	\$ 217,337
Funds Accumulated During Year	\$ (7,608)	\$ 34,629
Closing Balance	\$ 244,358	\$ 251,966

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

	2017	2016
General	\$ 1,610	\$ 1,594
International Volunteer Day	\$ 550	\$ 1,187
National Volunteer Week	\$ 1,125	\$ 1,887
International Volunteer Managers' Day	\$ 487	\$ -
	<u>\$ 3,771</u>	<u>\$ 4,668</u>

9 Personnel Expenses

	2017	2016
ACC	\$ 285	\$ 312
Contractors	\$ -	\$ 3,130
Recruitment Expenses	\$ -	\$ 703
Wages	\$ 136,206	\$ 102,988
Supervision	\$ 285	\$ 675
Training	\$ 374	\$ 2,173
Travel	\$ 2,625	\$ 2,336
	<u>\$ 139,775</u>	<u>\$ 112,316</u>

10 Communication Expenses

	2017	2016
Internet/Website	\$ 783	\$ 1,039
Newsletters	\$ 388	\$ 2,467
Postage	\$ 899	\$ 618
Telephone	\$ 1,141	\$ 735
	<u>\$ 3,210</u>	<u>\$ 4,858</u>

11. General Expenses

	2017	2016
Coffee and Tea	\$ 49	\$ 137
ESV	\$ -	\$ 545
Gift Wrapping	\$ -	\$ 294
Insurance	\$ 240	\$ 240
Office	\$ 1,420	\$ 1,189
Resources	\$ -	\$ 59
Subscriptions	\$ 835	\$ 253
Ruth's Leaving Party	\$ 1,829	\$ -
	<u>\$ 4,373</u>	<u>\$ 2,717</u>

Volunteering Canterbury

Notes to the Accounts

12 Bank Accounts and Cash

	2017	2016
Petty Cash	\$ 7	\$ 50
Westpac Cheque Account	\$ 41,446	\$ 622
Westpac Simple Saver Account	\$ 1,000	\$ 24,000
Westpac - Settlement Reserve Fund (Note 7)	\$ 40,340	\$ 38,905
Westpac Investment Accounts	<u>\$ 140,000</u>	<u>\$ 200,000</u>
	\$ 222,794	\$ 263,577

13 Debtors and Prepayments

	2017	2016
Interest Accrued	\$ 2,626	\$ 4,160
Accounts Receivable	\$ 730	-
GST Refundable	<u>\$ 2,817</u>	<u>\$ 2,076</u>
	\$ 6,173	\$ 6,237