

Financial and Service Statements

Volunteering Canterbury

For the Year Ended 31 March 2024

Comprising

Statement of Financial Performance
Statement of Financial Position
Statement of Cash Flows
Statement of Service Performance
Entity Information
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Independent Auditor's Report

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Volunteering Canterbury

Statement of Financial Performance

For the period 1 April 2023 to 31 March 2024

	2024	2023
	\$NZ	\$NZ
Revenue		
<i>Donations, fundraising and other similar revenue</i>		
Donations	\$ 600	\$ 1,580
Grants (Note 1a)	\$ 203,583	\$ 213,280
<i>Fees, subscriptions and other revenue from members</i>		
Subscription income	\$ 16,418	\$ 16,824
<i>Revenue from providing goods or services</i>		
Services and Workshops	\$ 1,219	\$ 1,386
<i>Interest, dividends and other investment revenue</i>		
Interest	\$ 13,146	\$ 5,965
Total Revenue	\$ 234,966	\$ 239,034
Expenses		
<i>Volunteer and employee related costs</i>		
Personnel Expenses (Note 8)	\$ 178,066	\$ 161,675
Volunteer expenses	\$ 270	\$ 242
<i>Cost related to providing goods or services</i>		
Audit and Accounting	\$ 3,280	\$ 3,873
Cleaning & Security	\$ 1,011	\$ 1,147
Communication Expenses (Note 9)	\$ 5,384	\$ 4,790
Consultants	\$ 3,017	\$ 5,889
Depreciation/Loss on Disposal of Fixed Assets	\$ 706	\$ 973
Development & Research	\$ 809	\$ 470
General expenses (Note 10)	\$ 9,801	\$ 14,841
Information Technology	\$ 1,967	\$ 1,652
Koha	\$ 300	\$ 300
Meeting Host Expenses	\$ 2,913	\$ 2,486
National Hui expense	\$ 2,805	\$ 7,971
National Volunteer Week	\$ 860	\$ 400
International Volunteer Day	\$ 460	\$ 920
Power	\$ 505	\$ 896
PR	\$ 664	\$ 1,306
Printing	\$ 1,537	\$ 1,759
Rent	\$ 9,736	\$ 9,920
Staff Supervision and Training	\$ 2,452	\$ 2,408
Volunteering Awards	\$ 2,217	\$ 1,680
Total Expenses	\$ 228,758	\$ 225,598
Surplus/(Deficit)	\$ 6,208	\$ 13,436

Volunteering Canterbury

Statement of Financial Position

As At 31 March 2024

	2024	2023
	\$NZ	\$NZ
ASSETS		
Current Assets		
Bank accounts and cash (Note 11)	\$ 158,064	\$ 101,122
Short-term investments	\$ 189,000	\$ 136,399
Accrued Income and Prepayments (Note 13)	\$ 6,004	\$ 3,913
Total Current Assets	\$ 353,068	\$ 241,434
Non-Current Assets		
Property, Plant & Equipment (Note 2)	\$ 2,767	\$ 1,436
Long-term investments (Note 14)	\$ -	\$ 50,000
Total Non-Current Assets	\$ 2,767	\$ 51,436
TOTAL ASSETS	\$ 355,835	\$ 292,869
LIABILITIES		
Unused Donations and Grants with Conditions (Note 1)	\$ 86,151	\$ 29,363
Credit Card Balances	\$ 789	\$ 668
Creditors and Accrued Expenses	\$ 407	\$ 1,232
GST	\$ 6,342	\$ 5,555
Employee Costs Payable	\$ 20,553	\$ 20,666
TOTAL LIABILITIES	\$ 114,242	\$ 57,483
NET ASSETS	\$ 241,594	\$ 235,387
Accumulated Funds		
Accumulated Funds (Note 6)	\$ 199,777	\$ 193,570
Settlements Reserve	\$ 41,817	\$ 41,817
TOTAL Accumulated Funds	\$ 241,594	\$ 235,387

Signed: LB Crestani
 Name: Lynette Crestani

Date: 2 / 9 /2024

Position: Chairperson

Signed: Peter Madden
 Name: Peter Madden

Date: 3 / 9 /2024

Position: Director



Volunteering Canterbury

Statement of Cash Flows

For the period 1 April 2023 to 31 March 2024

	2024	2023
	\$NZ	\$NZ
Operating Cash Received		
Donations, fundraising and other similar receipts	\$ 260,970	\$ 223,579
Fees, subscriptions and other receipts from members	\$ 16,418	\$ 16,824
Receipts from providing goods or services	\$ 1,219	\$ 1,307
Interest, dividends and other investment receipts	\$ 10,975	\$ 3,698
GST Net	\$ 840	\$ 794
Total Operating Cash Received	\$ 290,422	\$ 246,201
Operating Cash Applied		
Payments to suppliers and employees	\$ 228,963	\$ 226,835
Total Operating Cash Applied	\$ 228,963	\$ 226,835
Operating Cash Flow	\$ 61,459	\$ 19,366
Total Investing/Financing Cash Received	\$ -	\$ -
Investing/Financing Cash Applied		
Purchase of investments	\$ 2,601	\$ 595
Payments to acquire property, plant and equipment	\$ 2,037	\$ -
Total Investing/Financing Cash Applied	\$ 4,638	\$ 595
Investing/Financing Cash Flow	(\$ 4,638)	(\$ 594)
Net Cash Flow	\$ 56,821	\$ 18,772
Add Opening Cash Balance	\$ 100,455	\$ 81,684
Closing Cash Balance	\$ 157,276	\$ 100,455
Represented by:		
Transaction Accounts	\$ 158,064	\$ 101,122
Credit Cards	(\$ 789)	(\$ 668)
	\$ 157,276	\$ 100,455



Volunteering Canterbury

Statement of Service Performance

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 volunteers provide over 598,400 hours each year to support our community in many different ways, including helping vulnerable people manage their everyday lives; educating and mentoring; helping charities administratively; counselling and befriending; supporting the arts, and; enhancing our physical environment. We also arrange groups of people from businesses, schools and other organisations to volunteer together, helping not-for-profit organisations achieve larger scale projects.

Our member organisations help approx. 303,000 people in the community. We support them by organising appropriate workshops, training, network meetings, and individual meetings to support their management of volunteers and other related issues.

We promote volunteering by presenting at schools, youth events and seminars, by reaching out to people in libraries, training and educational institutes, community expos and events, by sharing stories via traditional and social media, and presenting our Annual Volunteer Awards.

Outputs

	2024	2023
Recruitment		
Individual volunteers accessing roles via our online service	2323	1554
Volunteer roles available	521	497
Total volunteer referrals	4257	2744
Group volunteering events	71	42
Group volunteering attendees	868	460
Support of Member not-for-profit Organisations		
Support visits to Not-for-profit organisations (includes non-members)	92	87
Workshops	22	23
Network events – Co-ordinator, Manager and social events	9	21
No. people attended Workshops and Network events	339	433
Total number of member organisations	271	267
Newsletters produced	76	55
Promotion of Volunteering		
External Presentations	34	34
External Presentations Attendees	833	696
Displays	17	13
Youth Projects	15	10
Youth Projects Attendees	142	100
Annual Volunteering Awards event	1	1
Annual Awards recipients - individuals	27	29
Annual Awards recipients - teams	11	8



Additional Information

National rates of volunteering for those who are employed are higher than those who are unemployed or not in the labour market, something that is consistent with statistics captured by Volunteering Canterbury. The exception is those over 65 years old, where the rate of volunteering for those not in the labour market is higher than those who are employed. This is because the proportion of over 65 who are not in the labour market may be higher than those who are employed. Interestingly volunteers, aged over 65, who responded to Volunteering New Zealand's 2022 State of Volunteering report were twice as likely to report that concerns about Covid-19 had stopped them from volunteering in the previous 4 weeks compared to those under 65 years of age.

Overall numbers of people looking to volunteer through Volunteering Canterbury's online service have increased significantly, with a 48% increase across the entire region we cover, in the 2023 - 2024 year. Numbers of people looking to volunteer in the Selwyn and Waimakariri areas both increased by 60.3%. We have also seen a steady increase in the number of people over the age of 60 seeking volunteer roles in the last year. We hope that this reflects a reversal of the downward trend within this age-group seen during and immediately following the Covid-19 pandemic.

The recruitment of volunteers continues as a key challenge for 37.74% of those organisations which responded to our 2023 Member Survey, followed by the management of challenging volunteers - 30.19%. This is why the recruitment, support and promotion services we provide are vital in assisting them to face this challenge.

Over the 2023 – 2024 year organisations most commonly listed volunteer vacancies have been those in the Social Support, Youth and Children, Retail, Practical Help, Driving and Board and Committee categories.



Volunteering Canterbury

Entity Information

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 enable the successful employment of volunteers by not for profit organisations and promote the benefits of volunteering to people and communities".

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 co-manage the organisation, and a part-time Community Projects Administrator. A regular office volunteer and a small group of community event volunteers 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 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 (continued)

Volunteers and in-kind Donations

Volunteering Canterbury Board members are volunteers with various skills including Finance, Marketing, 3rd sector management, community connections, a youth perspective and representation of the Runaka and Pacific Peoples.

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.
- University of Canterbury with whom we work in partnership with to deliver annual Student Volunteer Expos.
- Our funders, Christchurch City Council, Lottery Grants, RATA Foundation, Support for Volunteering Fund and COGS.



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 Financial Position.

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 Financial Performance as the performance conditions are met.

Changes in Accounting Policies

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

Investment

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

Bank Accounts and Cash

Bank Accounts and Cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Subscriptions

Subscriptions are recognised as income once they have been received.



Volunteering Canterbury

Notes to the Accounts

1 Grants Received and Expended

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

a. Grants which must be returned if unused

2024				
	Unspent as at beginning of year	Received	Expended	Unspent as at end of year
COGS	\$ 5,951	\$ 8,000	\$ 11,467	\$ 2,484
Lottery Community	\$ 23,412	\$ 55,000	\$ 50,096	\$ 28,316
Rata Foundation	\$ -	\$ 99,680	\$ 46,330	\$ 53,350
Christchurch City Council	\$ -	\$ 40,000	\$ 40,000	\$ -
Christchurch Casino Community Trust	\$ -	\$ 2,000	\$ -	\$ 2,000
Selwyn District Council	\$ -	\$ 5,500	\$ 5,500	\$ -
DIA- Community and Volunteering Capability Fund	\$ -	\$ 50,190	\$ 50,190	\$ -
Totals	\$ 29,363	\$ 260,370	\$ 203,582	\$ 86,151

2023				
	Unspent as at beginning of year	Received	Expended	Unspent as at end of year
COGS	\$ -	\$ 10,000	\$ 4,049	\$ 5,951
Lottery Community	\$ 20,645	\$ 59,996	\$ 57,229	\$ 23,412
Rata Foundation	\$ -	\$ 49,146	\$ 49,146	\$ -
Christchurch City Council	\$ -	\$ 40,000	\$ 40,000	\$ -
Christchurch Casino Community Trust	\$ -	\$ 1,500	\$ 1,500	\$ -
Selwyn District Council	\$ -	\$ 3,167	\$ 3,167	\$ -
DIA- Community and Volunteering Capability Fund	\$ -	\$ 58,190	\$ 58,190	\$ -
Totals	\$ 20,645	\$ 221,999	\$ 213,280	\$ 29,363

2 Schedule of Fixed Assets

Items of Property, Plant and Equipment are shown at Cost less accumulated depreciation. Depreciation is applied equally over the expected useful life of the asset. Donated assets are shown at valuation with no depreciation.



a. Depreciable Assets

2024

Asset Class	Book Value 2023	Depreciation	Net Additions	Book Value 2024
Furniture & Fittings	\$ 116	\$ 21	(\$ 52)	\$ 42
Computer Equipment	\$ 1,119	\$ 563	\$ 2,037	\$ 2,593
Office Equipment	\$ 202	\$ 69	\$ -	\$ 133
Total	\$ 1,436	\$ 654	\$ 1,986	\$ 2,767

2023

Asset Class	Book Value 2022	Depreciation	Net Additions	Book Value 2023
Furniture & Fittings	\$ 154	\$ 39	\$ -	\$ 116
Computer Equipment	\$ 1,983	\$ 865	\$ -	\$ 1,119
Office Equipment	\$ 272	\$ 69	\$ -	\$ 202
Total	\$ 2,409	\$ 973	\$ -	\$ 1,436

3 Contingent Liabilities, Commitments and Guarantees

The Trust has Westpac credit cards with a facility of up to \$4,000 (2023: \$4,000)

The Trust's sublease agreement with Christchurch Community House Te Whakaruruhau Ki Otautahi Trust runs from 1 October 2023 to 30 September 2024, with one 1-year right of renewal. Under this agreement, the Trust has an annual rental of \$9,396 payable monthly in advance.

4 Related Parties

2024

A staff member is on the COGS board, funding received from COGS is multi-year and has not been reassessed in the period the staff member is on the COGS board.

A board member and staff member are also members of Christchurch Community House's Board. Volunteering Canterbury Paid \$19,042 for Rental, carparking and other administrative services to Christchurch Community House during the 2024 financial year.

2023

A staff member was elected to the COGS board during the financial year. Prior to her election, funding was received from COGS as specified in note 1.

A Board Member and Staff member are also Tenant Members of Christchurch Community House's Board. Volunteering Canterbury paid \$19,531 for Rental, carparking and other administrative services to Christchurch Community House during the 2023 financial year.

5 Events after Balance Date

There are no reportable events after Balance Date.



6 Movements in Reserves

2024	Accumulated Funds	Settlements Reserve	Total
Opening balances	\$ 193,570	\$ 41,817	\$ 235,386
Funds accumulated/(expended) during year	\$ 6,208	\$ -	\$ 6,208
Total Reserves	\$ 199,777	\$ 41,817	\$ 241,594

2023	Accumulated Funds	Settlements Reserve	Total
Opening balances	\$ 180,133	\$ 41,817	\$ 221,950
Funds accumulated/(expended) during year	\$ 13,436	\$ -	\$ 13,436
Total Reserves	\$ 193,570	\$ 41,817	\$ 235,386

7 Settlements Reserve

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

8 Personnel Expenses

	2024	2023
ACC	\$ -	\$ 301
Wages	\$ 178,066	\$ 161,374
	\$ 178,066	\$ 161,675

9 Communication Expenses

	2024	2023
Internet/Website	\$ 1,053	\$ 1,105
Newsletters	\$ 2,488	\$ 1,920
Telephone/ Cell phone	\$ 1,842	\$ 1,765
	\$ 5,384	\$ 4,790

10 General Expenses

	2024	2023
Carparking	\$ 2,499	\$ 1,922
General Expenses	\$ 1,282	\$ 1,908
Insurance	\$ 2,084	\$ 1,928
Travel	\$ 2,913	\$ 7,883
Subscriptions	\$ 406	\$ 624
Xero	\$ 617	\$ 576
	\$ 9,801	\$ 14,841

11 Bank Accounts and Cash

	2024	2023
Westpac Cheque Account	\$ 150,381	\$ 101,022
Westpac Saving Account	\$ 7,683	\$ 100
	\$ 158,064	\$ 101,122



12 Investment Accounts

	2024	2023
Westpac - Settlement Reserve Fund (Note 7)	\$ 48,236	\$ 46,399
Westpac Term Deposit (Maturing in less than 12mths)	\$ 140,764	\$ 90,000
	\$ 189,000	\$ 136,399

13 Debtors and Prepayments

	2024	2023
Interest Accrued	\$ 5,586.30	\$ 3,415
Prepayment	\$ 417.50	\$ 498
	\$ 6,004	\$ 3,913

14 Investments

	2024	2023
Westpac Term Deposit (Maturing in over 12mths)	\$ -	\$ 50,000
Plus Total Balance from Note 12	\$ 189,000	\$ 136,399
Total Term Investments	\$ 189,000	\$ 186,399



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 14 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 2024, statement of financial position as at 31 March 2024, 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 trust information and statement of service performance were conducted in accordance with The International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised).

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

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

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

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

Responsibilities of the Board of Trustees for the Financial Statements

The Board of Trustees is responsible for:

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



- 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 these 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 represent 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.

Tracey Jack
4 September 2024
Christchurch

